



MFT Standards for
Uniform and Workwear

Proud to Care

Introduction

Manchester University Hospital NHS Foundation Trust (MFT) believe that the standard of dress and appearance presented by colleagues plays an important part in professionalism, patient safety, public confidence and colleague comfort.

We respect different cultures, religions, and beliefs among colleagues and considers these differences in dress and appearance so everyone feels included.

A consistent approach to the standards of workwear and wearing of uniforms enables colleagues, patients and the public to identify hospital staff with ease. Wearing appropriate workwear and uniform also meets the requirements of infection control and health and safety regulations.

This booklet highlights our key standards for uniforms and workwear. Full information can be found in our Dress Code and Uniform Policy on the policy hub.

Kimberley Salmon-Jamieson

**Interim Deputy Trust
Chief Executive and
Chief Nursing Officer**

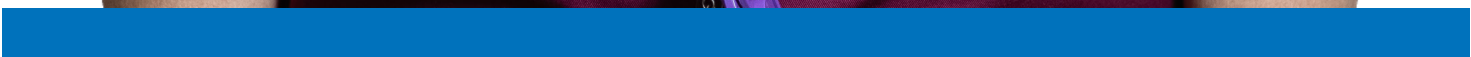


Bare Below the Elbow

The Trust supports the 'Bare Below the Elbow' standard for colleagues when in a clinical area and/or have direct contact with patients.

This standard also applies to administrative colleagues like ward clerks. On occasion, there are exceptions for health and safety reasons, such as lower arm protection required while serving hot food. If colleagues are required to cover their forearms for religious or cultural purposes, disposable over-sleeves can be made available from line managers. Hand and wrist washing must be observed before and after use. Over-sleeves must be discarded in the same way as disposable gloves





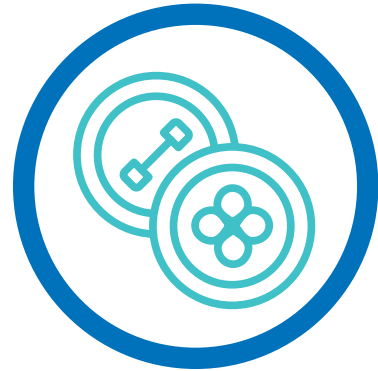
General Considerations for All Colleagues



Identity Badges

You should always wear a Trust ID badge that shows your name and job / role title.

You may choose to wear a separate name badge such as the "Hello my name is..." badge and/or one that is suitable to the patients you care for such as children and young people.



Professional Badges

You can wear badges from professional organisations, Trade Unions, or approved Trust or national campaigns, like 'Dementia Friends' and 'Hand Hygiene Champions'. If the badges might cause injury to patients, colleagues, or visitors, you must take them off. Pin badges representing personal views and interests, including political affiliations must not be worn.



Student and Bank Colleagues

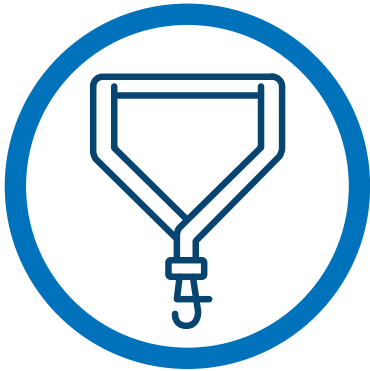
We want colleagues who spend time at MFT to embrace the standards of uniform and workwear, including wearing the relevant uniform and ID badges for their role. Keeping this uniformity is important for maintaining the Trust's professional and hygiene standards.



Headwear

Religious headwear such as turbans and kippots, veils (Christian or niqab) and headscarves (hijabs and jilbabs) may be worn in the workplace. The latter should be shoulder length and securely fastened to meet infection prevention and safety standards. Face coverings that obscure the face cannot be worn while on duty. This helps make sure colleagues can be recognised and helps with talking to patients, visitors, and other colleagues.

General Considerations for All Colleagues



Lanyards

Only approved Trust lanyards, such as MFT branded, those for 'Freedom to Speak Up Guardian' or 'Dementia Friends' for example, should be worn. These lanyards have a safety breakaway feature to prevent choking.



Tattoos

Tattoos that express personal beliefs that may cause offence to patients, visitors or other colleagues should be covered while you are at work. Colleagues are still required to comply and support with 'Bare Below the Elbow' and Hand Hygiene Policy.

Colleagues may require a more individual approach to clothing worn **for work**; for example, pregnant women, transgender colleagues, religious groups or colleagues who have disabilities or who are menopausal. This list is not exhaustive.

If this is the case please speak to your line manager.



Standards for Colleagues Who Wear Uniforms



Uniforms

Uniforms are provided to you to wear while you are working to keep you safe, comfortable and should be clean, free from odour (such as body odour, cigarettes, or vape smoke) and be in good repair / condition.

Please ask your manager if your uniform needs replacing due to wear and tear and they will place the order on your behalf.



Travelling in Uniform

When commuting to and from work, you should change into your uniform in the changing rooms before you start your work shift. If there are no changing rooms available and you are travelling outside of the Trust, please make sure your uniform is covered, such as when going to and from work places or patients' homes.



Outer Garments

Cardigans, fleeces, and hoodies should not be worn in clinical areas. If you cycle to work, you can request changing facilities.



Washing of Uniforms

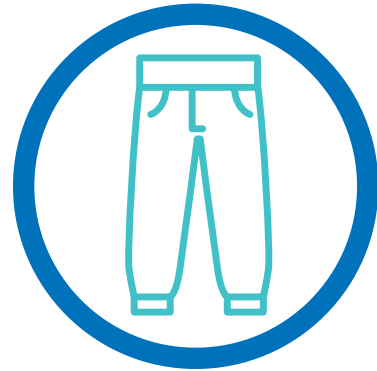
Please wear a clean uniform every day you work. Wash your uniform separately from other clothes at the hottest temperature that is safe for the fabric.

Standards for Colleagues Who Wear Uniforms



Community Working

When travelling between locations on community visits please ensure your uniform is suitably covered by wearing an appropriate jacket / fleece. For colleagues who arrange therapeutic activities with patients / service users (e.g. day trips, sporting/recreational activities, or in supported living) are advised to wear clothing appropriate to the task.



Trousers

Long trousers are provided as a standard and you may sometimes need to wear shorts for certain activities, such as therapy in the gym or when working out in the community.



Hair

Please tie your hair back if it is longer than collar length. Hair fastenings should be simple and neutral in colour.



Footwear

Shoes should protect your feet and be closed-toe, non-slip, and in good condition and be dark in colour (preferably black).

Tights or stockings should be dark or neutral and are not required during periods of hot weather. Socks should not have any rude or inappropriate logos.

Standards for Colleagues Who Wear Uniforms



Jewellery

Please follow 'Bare Below The Elbow' standard, wrist watches and fitness trackers should be removed in clinical areas. One plain band finger ring can be worn.

Earrings should be of a design that prevents them becoming snagged during the work activities, eg studs.

Necklaces, chains, bracelets or ankle chains should not be worn, however, if you need to wear a medical alert please discuss this with your line manager.

Compulsory religious items should be secured and not interfere with providing care or cause a risk of becoming snagged during work activities.



Fingernails

Nails should be short, clean, and tidy. Nail polish, nail jewellery, acrylic or gel nails, or nail extensions should not be worn as they can hold bacteria, making it hard to keep your hands clean.





Standards for Colleagues Not Wearing Uniform

Clothes should be appropriate for a working environment.

Clothes should be business style, and portray a smart professional image. You should also consider your health and safety, and that of colleagues, patients and visitors, including appropriate footwear if your role involves moving and handling.

Examples of clothing colleagues not wearing uniforms should avoid

- Jeans* / Cargo Trousers
- Sun, Beach or Spaghetti Strap Dresses / Tops
- Jeggings / Leggings (unless covered by a Tunic / Dress)
- Any clothing that is overly revealing of the cleavage, stomach, midriff or thighs is unacceptable
- T-shirts with any offensive logo
- Sweatshirts* or Hooded Tops
- Jogging Bottoms
- Flip Flops
- Shorts*
- Sports Wear
- Camouflage
- Halter Neck or Strapless Tops / Dresses
- Miniskirts / Dresses
- Socks with offensive logo

* These items may be acceptable in some circumstances, where agreed with the manager, due to the nature of the work.



Scrubs in Theatres and Interventional Areas

Theatre scrubs should be changed into in the theatre and should not be taken offsite.

In the operating theatre, hair needs to be completely covered with a clean disposable hat, which should be changed daily or each time you leave the theatre suite. A new set of scrubs must be worn for each shift and changed if they get dirty. After the theatre session, colleagues must change from scrubs into their uniform or own clothes.

When colleagues need to leave theatre during sessions to attend ward areas, the emergency department, or pre-operative areas, they should ensure scrubs are covered with a theatre coat, footwear is clean, and hats and masks are removed.

Colleagues may be provided with a scrub style uniform that is supplied in the same way as a standard uniform and colleagues are responsible for laundering these at home. These are different to Theatre Scrubs and can be worn outside of the Theatre environment.



Acknowledgements

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