

MENTAL HEALTH SERVICE BUSINESS RULE - SESLHDBR/020

Name	Uniform and Dress Code for all Mental Health Service Staff		
What it is	<ul style="list-style-type: none"> This document is to set acceptable standards and guide employees as to what is deemed appropriate to wear while working in Mental Health Inpatient Facilities and Community Services. The purpose of this uniform and dress code is to reinforce the importance of a professional image of the Mental Health Service (MHS) to the community. All dress is determined with the context of work performed and must take into account workplace safety and the practicalities of the working environment. 		
Risk rating	Low (every five years)	Review date	September 2024
Context	<p>Where available, staff must wear the complete and comprehensive uniform in compliance with the SESLHDPR/281 Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff policy.</p> <p>As with any procedure, non-compliance will be taken seriously and managed in line with existing performance management and disciplinary procedures. If an item of clothing is deemed to be unsuitable, the employee may be sent home to change clothes. Progressive disciplinary action will be taken for further dress code violations.</p>		
Who it applies to	This business rule applies to all staff in the SESLHD MHS.		
Definitions	Clinical Environment: unless otherwise stated, a Clinical Environment refers to an area where there is clinician/patient interaction, in both the inpatient and community setting.		
What to do	<p>Dress standard</p> <ul style="list-style-type: none"> All staff have an individual responsibility to maintain a professional manner in their choice of dress. The NSW Ministry of Health Code of Conduct PD2015_049 states “<i>staff must dress in a way that is appropriate for the work they do, and complies with any local dress requirements</i>” <u>All staff working in a clinical environment</u> within the Mental Health Service must wear, according to the requirements of their clinical setting, regulation uniform or civilian dress clothing which is neat, safe, clean and in good repair. <u>Identification cards and name badges</u> must be worn at all times while on duty and be clearly visible unless the staff member has been specifically authorised as exempt. Exemption will occur under special circumstances which will be determined by the local Service Director, supported by 		

the Mental Health Service Executive on a case-by-case basis.

- Clothing should ensure function, adequate coverage and protection (no midriff, chest or off the shoulder exposure, no see-through clothing or clothing exposing undergarments).
- Clothing must fit correctly, be functional and meet the expectations of the clinical role (clothing should not be oversized or undersized).
- Footwear appropriate for functional care delivery is to be worn. All footwear is to be maintained in good order. Closed toe foot ware with a non-slip sole must be worn in clinical environments as per [SESLHDPR/281 Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff policy](#).
- Jewellery and piercings must be discrete and of no potential risk to consumers, staff, equipment or the wearer and ensure a professional image is always portrayed.
- Facial jewellery should not be worn at any time.
- Tattoos should be discreetly covered.
- Clothing with pronounced logos is not to be worn.
- Where a necktie is worn by staff who have patient contact, it should be clip-on or elasticised.
- Shorts project an unprofessional image and are not acceptable (unless part of a uniform).
- Denim does not portray a professional image and should not be worn in a clinical environment.
- Hair is to be kept tidy and clean and should be styled for functional and safe care delivery.
- Facial hair, ie beard/moustache, it is to be neat and trimmed.
- Caps are not to be worn, except when outside where a staff member may be working in the sun and the wearing of a hat and personal protective clothing is recommended.
- All nursing undergraduates are to wear their university uniform when on an Inpatient Unit placement, including their student identification card and name badge.
- All nursing undergraduates are to wear smart casual clothing when on a Community clinical placement, including their student identification card and name badge.
- Any staff wishing to wear a particular type of clothing or jewellery outside of these recommendations for religious, creed or cultural reasons must discuss their request with their line manager for escalation to the local Service Director and site Executive for consideration.

Uniform

- Uniforms are specific clothing or apparel required by the employer to be worn by employees in the course of their duties, excluding shoes, socks and stockings. SESLHD will provide uniforms for clinical staff who are employed in its facilities and services in lieu of payment of relevant

	<p>allowances. Refer to SESLHDPR/281 Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff.</p> <ul style="list-style-type: none"> • With the supply of uniforms, clinical staff have been advised that payment of the Uniform Allowance under the relevant Health Professional (State) Award has ceased but payment of Laundry Allowance (where applicable) is to continue. Payment of the Uniform Allowance for casual staff is to continue. • The NSW Ministry of Health Uniforms Policy PD2019_012, March 2019 is supported by a Uniform Operations Manual, developed by Health Support Services. • Information can be obtained from the internet at http://www.healthshare.nsw.gov.au/services/uniforms or from the intranet at http://intranet.hss.health.nsw.gov.au/hss_uniforms • Lost or stolen uniforms will be replaced at the discretion of the service. Consideration will be given on a case-by-case basis.
Who is responsible	All Service Managers, Team Leaders, Nursing Unit Managers and Medical Line Managers are responsible for implementation of the Business Rule. All MHS staff are responsible for compliance.
Ministry of Health / SESLHD reference	NSW Ministry of Health Policy Directive - Infection Prevention and Control Policy PD2017_013 NSW Ministry of Health Policy Directive - Code of Conduct PD2015_049 NSW Ministry of Health Policy Directive - Uniforms Policy PD2019_012 SESLHDPR/281 - Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff Garling, P. (2008). Final Report of the Special Commission of Inquiry into Acute Care Services in NSW Public Hospitals
Executive Sponsor	Angela Karooz A/Director Operations, SESLHD MHS
Author	Alison McInerney, A/Policy and Document Development Officer, SESLHD MHS

Revision and Approval History

Date	Revision Number	Author and Approval
Nov 2009	Draft	Florence Mansfield, Clinical Operations Manager, STG MHS. Establish a dress standard.
Oct 2010	Draft	Florence Mansfield. Proceeding consultation with staff/ senior nursing.
Feb 2011	Draft	Michelle Bradley, Clinical Nurse Manager. Meeting convened with Service Directors, COMs, Rehab Clinical Coordinator, Clinical Nurse Manager.
Mar 2012	Draft	Michelle Bradley, Clinical Nurse Manager. Briefing to SESLHD DON&M seeking uniform exemption for Rehab Inpatient Units.
April 2012	Draft	Michelle Bradley, Clinical Nurse Manager. MoH advised status quo to remain pending NSW Policy Directive.

May 2012	Version 1	Michelle Bradley, Clinical Nurse Manager. Restructure, Ministry of Health advice and Uniform Update (3) for NSW Health Staff (22 May 2012).
July 2012	Version 1	SESLHD MHS Clinical Council. Endorsed for publication.
Nov 2012	Version 2	Michelle Bradley, Clinical Nurse Manager. Additions: Community; student ID card and name badge; minor language changes; no see through clothing and wearing of uniforms or civilian clothing according to requirements of the clinical setting; ADA new uniform provider; links to updated information.
Nov 2013	Version 3	Michelle Bradley, Clinical Nurse Manager. Minor language changes, addition of open-toed shoes to inappropriate footwear list, minor edits to reflect post-uniform distribution, links to updated information.
Feb 2014	Version 3	Endorsed by SESLHD MHS Clinical Council.
May 2019	Version 4.0	Draft – confirmed correct template Replaced incorrect words/phrasing Updated NSW Health policy to PD2019_012 Reviewed and replaced broken links
May 2019	Version 4.1	Incorporates feedback from A Karooz References SESLHDPR/281 Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff Updates Executive Sponsor and Author
May 2019	Version 4.2	Incorporates feedback received from V Syquia, N Livermore, G Marr, C Hay, S Carey, C Fogarty, J Duncan, A Tucker, L Whetton, P Jones,
June 2019	Version 4.3	Incorporates feedback provided at June 2019 DDCC
June 2019	Version 4.4	Incorporates feedback from Senior Nurse
June 2019	Version 4.5	Incorporates feedback from Management Trainee Forwarded to DDCC for further review and feedback
July 2019	Version 4.6	Incorporates feedback from DDCC
August 2019	Version 4.7	Amended to specifically mention the Service Director with the site Executive to make required decisions on a case-by-case basis. Endorsed by SESLHD MHS DDCC Tabled at SESLHD MHS Clinical Council – returned for amendment
September 2019	Version 4.8	Document reviewed by S Carey, M Gatsi, G Body and C Hay. Modified to reflect Clinical Council feedback. Endorsed by SESLHD MHS Clinical Council. Approved by Executive Sponsor.
October 2019	Version 4.8	Processed by Executive Services prior to publishing.