



Nursing & Midwifery Uniform Procedure

Procedure Number
WCDHBPBPN-0132

Version Nos:
2

1. Purpose

The West Coast District Health Board (WCDHB) has developed this Procedure to ensure that a reasonable standard of dress and a high standard of personal hygiene are maintained while nursing and midwifery staff are on duty.

2. Application

This Procedure is to be followed by all nursing and midwifery staff throughout the WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the *Nursing and Midwifery Staff Member* is required to:

- abide by the requirements of this Procedure

the relevant *Manager* is required to:

- ensure staff comply with the requirements of this Procedure;

5. Resources Required

This Procedure requires no specific resources.

6. Process

1.00 Introduction

1.01 This Procedure must be read in conjunction with WCDHB Staff Dress Code Procedure.

1.02 Whether wearing uniform or mufti, clothing will be appropriate to the work situation.

1.03 Those whose work primarily involves the direct clinical care of patients will wear uniform. Alternatives to the WCDHB Nursing uniform requirements, and the wearing of mufti require the approval of the General Manager concerned.

1.04 Authority to provide uniforms outside this Procedure is the responsibility of the relevant General Manager in consultation with the Director of Nursing and Midwifery

2.00 Nursing Uniforms

2.01 The WCDHB provides a selection of garments for nursing and midwifery staff.



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2.02 Nursing and midwifery staff may mix and match garments from the available range of WCDHB uniforms, within the following choices:

For Female Registered Nurses

- White tunic style top with a dark green trim around the collar and sleeve, stating Registered Nurse.
- WCDHB logo above the pocket
- Option of navy blue polycotton:
 - trousers
 - knee length shorts
 - skirt
 - ¾ pants

For Male Registered Nurses

- White tunic style top with dark green trim around collar and sleeve, stating Registered Nurse
- WCDHB logo above the pocket
- Option of navy blue polycotton:
 - Trousers
 - shorts

For Enrolled Nurses Male and Female

- As above with cornflower blue trim around the collar and sleeve, stating Enrolled Nurse
- WCDHB logo above the pocket

Unisex garments

- Navy blue scrubs stating either Registered Nurse or Enrolled Nurse

2.03 Clinical Nurse Managers and Educators will continue to order uniforms from the Dean Apparel Executive range.

2.04 In selecting options which provide for less than 5 full changes for full-timers and 3 full changes for part-timers, there will be occasions when the laundry service will not be able to process garments in time for the next shift to be worked. In these instances it is expected that the staff member concerned will wash the garments themselves. Care instructions from the Linen Services Department will be issued with the garments.

2.05 No items of clothing will be exchanged for another style. However the only exceptions will be in cases of pregnancy and where a nurse/midwife changes departments.

2.06 For warmth, a navy coloured washable polar fleece cardigan with or without sleeves may be worn with the approved WCDHB provided uniform.

3.00 Mufti Clothing

3.01 All mufti clothing worn at work will project a professional image, and ensure freedom of movement.



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- 3.02 Mufti clothing should be of a “smart casual” standard with all items of clothing free from stains and in good repair.
- 3.03 Clothing that is not suitable for work includes jeans (other than dress jeans with HOD approval), jandals, tracksuit pants, clothing that exposes the abdomen or chest, and clothing that carries wording or decoration that could be construed as offensive or insensitive. This will be at the discretion of the Nurse Manager.

4.00 Monitoring

- 4.01 HODs are responsible for ensuring and monitoring the observance of safety standards for the use of clothing and shoes and the professional presentation of all staff members employed to work in their department.

5.00 Return of Uniform

- 5.01 All uniform issued and/or paid for by WCDHB remain the property of WCDHB. All damaged/worn out uniform must be returned to the linen room for disposal
- 5.02 At the completion of employment, all uniforms issued must be returned to the Uniform Issue Room at the WCDHB Laundry (Grey Base Hospital).

6.00 New Employee Uniform Fitting

- 6.01 Uniform requirements for nurses and midwives are to be advised to the new nurse/midwife at time of their appointment by the relevant Nurse Manager/HOD. This is to include instructions as to how the new employee is to make contact with the WCDHB Linen Room to make arrangements for a uniform fitting.
- 6.02 The new employee is to attend the WCDHB Linen Room for a uniform fitting, prior to the commencement of their employment with the WCDHB.
- 6.03 Uniforms can be made to order for staff whose size falls outside of the standard sizes available. The WCDHB Linen Room will organize this service.
- 6.04 The new employee will supply their uniform sizes to their Nurse Manager/HOD whom will place an online order with the WCDHB Preferred Supplier.
- 6.05 The relevant Nurse Manager/HOD is to inform the new employee when their uniform becomes available. In circumstances where the uniform is not available at the commencement of their employment, the new employee is to be informed by their Nurse Manager/HOD of suitable mufti clothing (as per Section 3.00) that the new employee may wear until their uniform becomes available.

7.00 Uniform Replacements, Repairs & Alterations

- 7.01 Uniform items will be replaced after regular intervals (dependant on contract agreements), or earlier if required due to natural wear and tear or weight changes. Old uniform are to be returned to the WCDHB Linen Room for disposal.



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- 7.02 Where a uniform can be repaired, a pool uniform will be issued, until the repairs are completed. When this has occurred, the employee concerned will return the pool uniform to the WCDHB Linen Room, and receive their repaired uniform in return.
- 7.03 The decision as to whether a uniform can be repaired or needs to be replaced will be made by the WCDHB Linen Room. This decision is to be conveyed to the relevant Nurse Manager/HOD.
- 7.04 Replacement uniforms are to be ordered by the relevant Nurse Manager/HOD (as per Section 6.04).
- 7.05 All uniform alterations are to be overseen by the WCDHB Linen Room. Requests for uniform alterations are to be provided in writing and accompany the uniform when it is sent to the WCDHB Linen Room.

7. Precautions And Considerations

- ➔ Dress standards for nursing and midwifery staff members while they are on duty are governed by their area of employment, prevailing health and safety requirements, and this Procedure.
- ➔ This Procedure must be read in conjunction with WCDHB Staff Dress Code Procedure.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Staff Dress Code Procedure

WCDHB Laundering of Staff Uniforms Procedure

Revision History	Version:	2
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