

Dear Colleague

## NATIONAL UNIFORM – FURTHER GUIDANCE

### Summary

This letter provides further guidance to [CEL 36 \(2009\)](#) regarding the new national uniform set in NHSScotland. It sets out the uniform set for all remaining staff groups, and provides further clarification to Boards on the appropriate uniform for staff to assist with ordering.

### Background

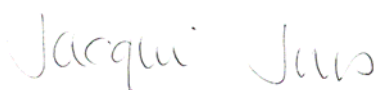
The Cabinet Secretary for Health and Wellbeing has endorsed a uniform set for all staff which will promote a corporate image for NHSScotland, make it easier for patients to identify staff and enable procurement of a uniform which is of high quality, fit for purpose and best value. The specification for the vast majority of staff has been agreed, and has been available to order from September 2009, with the first deliveries available in December 2009.

### Action

NHS Boards are asked to ensure:

- any new uniform issued from 1<sup>st</sup> January 2010 complies with the uniform policy, as detailed in Annex A; (Boards will however be permitted to issue existing stock, where it was ordered prior to 1<sup>st</sup> September 2009).
- all new uniform sets are ordered from the national uniform contract. The exclusive supplier from 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2012 is Dimensions.
- the new uniform is phased in as needs require. All staff will be wearing the new uniform by 31<sup>st</sup> December 2012.

Further details are provided at Annex A.



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The Scottish Government  
Health Workforce Directorate

**CEL 46 (2009)**

**23 November 2009**

### Addresses

For action  
Chief Executives,  
NHS Boards  
NHS Board  
Communications Directors  
NHS Board Finance  
Directors  
NHS Board Procurement  
Directors

For information  
NHS Board Chairs  
NHS Board HR Directors  
NHS Board Nurse Directors  
NHS Board AHP Directors  
NHS Board Pharmacy  
Directors  
NHS Board Medical Directors  
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<http://www.scotland.gov.uk>

## ANNEX A – NATIONAL UNIFORM POLICY

### National Uniform Specification

1. The new national uniform set will apply to all staff who currently wear a uniform and establish national standardisation across Scotland. The specification for all staff groups has been agreed and is detailed below (Table 1).

**TABLE 1: NHS Scotland National Uniform Specification**

<b>CLINICAL STAFF</b>	
ALL unregistered staff/support workers	Pale sky blue tunic with NHS Logo and navy trousers OR Pale sky blue polo shirt option (available according to local policy)  For AHP support staff only: Embroidered professional role (depending on local policy)
Registered nursing staff, including dental nurses	Cornflower blue tunic with NHS Logo and navy trousers OR Cornflower blue Polo shirt option (available according to local policy)
Allied Health Professionals	Mediterranean blue tunic with NHS Logo and navy trousers Embroidered professional role (detailed at Annex B). OR Mediterranean blue Polo shirt option (available according to local policy)
Pharmacy Technicians Healthcare Scientists Clinical Dental Technicians, Dental Technicians, Dental Hygienists, Orthodontic Therapists and Dental Therapists	Ocean blue tunic with NHS and navy trousers: Embroidered professional role (detailed at Annex B) OR Ocean blue Polo shirt option (available according to local policy)
Senior Charge Nurses	Navy blue with NHS Logo and navy trousers OR Navy blue Polo shirt option (available according to local policy)
<b>FACILITIES STAFF</b>	
Facilities staff	Mid green tunic with navy blue trousers OR Mid green Polo shirt option (available according to local policy)
Facilities supervisors	Dark green with navy blue trousers OR Dark green Polo shirt option (available according to local policy)
Admin & Clerical staff	Plain coloured mid green blouse / mid green dress shirt and navy blue dress trousers
Porters	Mid green Polo shirt with navy blue trousers Or Plain coloured mid green dress shirt / blouse (according to local policy)
Security Guards	Security staff will wear black trousers, white shirt and clip on tie, with a military style jumper OR black t-shirt and stab vest. (according to local policy)

2. Additional items, such as cardigans, fleeces and jackets will also be available to order on the contract. Please refer to the website for further details:  
[www.scotland.gov.uk/nhsuniform](http://www.scotland.gov.uk/nhsuniform)

3. It will be a matter for local policy whether staff are permitted to choose a polo-shirt rather than a tunic. It is, however, envisaged that staff who have previously worn a tunic will continue to do so.

## **Further Guidance**

4. NHS Boards have requested clarification on the appropriate tunic for various categories of staff to assist with ordering. In particular, it should be noted:
  - The uniform policy applies to all staff and applies in all settings, including A&E Departments. For clarity, NHS Scotland staff are not permitted to wear any item of uniform that is not part of the uniform specification for their staff group.
  - It is not permissible to develop additional local uniforms for staff who are not covered by the national uniform policy. Any need for additional uniform sets for staff groups who are not covered by the national uniform policy will be considered on a national basis by the Scottish Government National Uniform Group and if appropriate, endorsed by SWAG.
  - The navy tunic is to be worn by Senior Charge Nurses only, so that the person in charge of the ward is clearly identifiable.
5. We have however identified some issues where exceptions need to be made or further clarification is required. These include:
  - Prosthetists/Orthotists – white workwear is required when working with plaster. These staff groups should therefore wear a branded white tunic which will be available on the national contract, when working with plaster. It will be permissible to wear previously issued white tunics during the phase in period, ie. until 31<sup>st</sup> December 2012. Both staff groups will continue to wear the appropriate national uniform when not working with plaster.
  - ICU staff - currently many ICU staff wear scrubs. To ensure that the national uniform is appropriate we will undertake a wearer trial in an ICU, and issue further guidance accordingly.
  - Aroma Café staff and Beardmore Hotel Services – staff in these areas perform different functions to core facilities staff, and they are excluded from the uniform policy.

## **Specialist Items**

6. Specialist items required to meet religious, ethnic or medical needs are available on contract. Where a specialist item is required, it must be authorised by the staff member's line managers, who are responsible for ensuring that any garment purchased adheres to the NHS Scotland Dresscode. These items will be manufactured on a bespoke basis, and will have a lead time of 6 to 8 weeks.

## **Staff who do not wear uniform**

7. Staff in a variety of roles and settings do not wear uniform for a range of safety, clinical and other reasons. The new uniform policy will not compel anyone who does not currently wear a uniform to do so.

## **Implementation**

8. Each Health Board should manage their own process for phasing in the new uniform. It will be permissible for staff to continue wearing current uniform until they are issued with the new uniform. All staff who wear a uniform will be required to wear the new uniform by 31<sup>st</sup> December 2012.

## **Communications Strategy**

9. A communications campaign aimed at staff will begin in December 2009, with a series of roadshows in hospitals across Scotland, and will roll out to the wider public when the uniform begins to be worn by staff in early 2010. The campaign will focus on explaining the new scheme, championing the improved uniform design and promoting the resulting, modern, professional image. A range of information leaflets, a short video to play on internal screens, intranet and webpages and a PR pack will be provided for Boards to develop their own communications plans.
10. The National Uniform website [www.scotland.gov.uk/nhsuniform](http://www.scotland.gov.uk/nhsuniform) will be updated regularly.

**The Scottish Government  
Health Workforce Directorate  
November 2009**

## ANNEX B – NATIONAL UNIFORM POLICY

### National Uniform Embroidery

Tunics and polo shirts with the following embroidery will be available to order. It will not be permissible to embroider any other job title or department. It is permissible for unregistered staff to wear the pale blue tunic with no embroidery, and this should be determined by local policy. Embroidery will only be available on the tunic colours as detailed below:

Mediterranean blue (Registered Staff)	Physiotherapist Occupational Therapist Radiographer Podiatrist Orthoptist Speech and Language Therapist Orthotist Arts Therapist Dietitian Prosthetist
Ocean Blue (Registered Staff)	Pharmacy Technician Clinical Dental Technician Dental Technician Dental Hygienist Orthodontic Therapist Dental Therapist  Healthcare Scientists - embroidery to be confirmed
Pale blue (Unregistered staff)	Physiotherapy Radiotherapy*. Imaging* Podiatry Orthoptics Speech and Language Therapy Orthotics Arts Therapy Dietetics Prosthetics  Pharmacy

\**Radiotherapy* applies to those working in the 5 Cancer Centre, and *Imaging* is for staff supporting Radiographers elsewhere in NHS Scotland.

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