



Ministry of Health
Directorate General of Private Health
Establishments

Dress Code Policy

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This documents contains 7 pages



TABLE OF CONTENTS

| SN. | SUBJECT | PAGE |
|------------|-------------------------|-------------|
| 1. | PURPOSE | 5 |
| 2. | POLICY STATEMENT | 5 |
| 3. | SCOPE | 7 |
| 4. | TARGET AUDIENCE | 7 |
| 5. | RESPONSIBILITY | 7 |
| 6. | REFERENCES | 7 |

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ABBREVIATIONS:

DGPHE: Directorate General of Private Health Establishments

PHE: Private Health Establishment



PURPOSE

All health care providers are expected to maintain acceptable standards of personal grooming and present a neat, professional appearance at all times. This policy provides direction to staff in promoting and enhancing a professional image and maintaining the control of infection.

POLICY STATEMENT

- Directorate General of Private Health Establishments (DGPHE) mandates that all private health establishments (PHE) must have Dress Code as per evidence based best practice examples and recognized standards for their employees.
- Employees of the PHE must comply with the Dress Code requirements of the health establishments.
- Health care employees' appearance should convey an image of competence and seriousness of purpose that inspires confidence in patients, visitors, fellow staff members and to the public.
- Health care facility management and Employees must be sensitive to the local culture, religion, tradition and values. Common sense and decency should always prevail.
- DGPHE encourages health care employees to follow Good Practice Guidelines and examples as stated below (based on literature reviews and empirical evidence):
 - Always wear clear identifiers (uniform and name badge) at work.
 - Change into a clean uniform at the start of each shift
 - Change into and out of uniform at work.
 - Cover uniform completely when travelling to and from work.
 - Clothing should be clean and in good repair.
 - Clothing must not be sheer and/or revealing
 - Change immediately if uniform or clothes become visibly soiled or contaminated.
 - Wash uniforms at the hottest temperature suitable for the fabric.
 - PHE to provide sufficient uniforms for the recommended laundry practice
 - Surgical scrub clothing is not to be worn outside the procedure/clinical area except in emergencies. Fresh scrub clothing must be put on prior to re-entering the operating room whenever old ones have been worn outside that area. It is not appropriate to wear hospital-issued scrubs outside of the hospital.
 - Shoes should be appropriate to the work being performed and should be non-noise producing in patient areas (recommended soft-soled, closed toe shoes).
 - Personal hygiene should be maintained.
 - Keep finger nails short and clean.
 - Tie long hair back off the collar.
 - Excessive fragrances or smell of smoke not permitted



- The use of jewellery should not be excessive and should not unreasonably draw attention to the wearer. Jewellery that would pose a safety issue to the wearer or others is not permitted.
- Precautions taken to reduce the risk of cross-infection:
 - When in direct patient contact or when splashing with blood/body fluid is anticipated, the use of disposable plastic aprons should be worn in order to prevent contamination of clothing.
 - When it is necessary to wash soiled uniforms at home, it is advisable to place them directly into the washing machine and launder them on the hottest cycle that the uniform will tolerate (usually 60oC cotton cycle).
Uniforms taken home for washing should **not** be stored or washed with soiled items of family laundry.
- DGPHE discourages health care employees of the following Poor Practices:
 - Go shopping or undertake similar activities in public, wearing uniform.
 - Wear uniform sloppily – e.g. cardigan on duty, or uniform dress without hosiery.
 - Wear numerous badges or other adornments.
 - Wear neck-ties (other than bow-ties) when providing patient care.
 - The obvious absence or presence of undergarments
 - Wear false nails for direct patient care.
 - Wear excessive jewellery (necklaces, visible piercings and multiple earrings).
Where earrings are worn, they should be plain studs.
- Violation of **above good practice standards and not abiding by the dress code of the health care facility** will result in appropriate corrective measures, and disciplinary penalties. **All concerned must comply with this policy.** Conflicts with the health facility dress code policy should be referred to Human Resources of the facility.



SCOPE

The standards of this policy are to be complied with by staff while they are employed in any private health care facility, during their regularly scheduled work times, as well as during any returns to the health care facility ("call", extra work hours).

TARGET AUDIENCE

The policy is applicable to all health care providers and staff working in a private health establishment, including students, interns etc.

RESPONSIBILITY

- Human Resources department / Administration at the private health establishment is responsible for the administration, implementation and maintenance of the policy.
- Health establishments' employees should be compliant with the policy.
- DGPHE will audit and monitor for policy compliance.

REFERENCES

**1- Health Authority – Abu Dhabi: Dress Code: Good Practice Guidelines
Revised Feb 2010**