


| | | |
|---|---|-------------------------------|
|  Medical Human Resources (Pty) Ltd | Document: Medical Human Resources – Policy | Date: 01/06/2007 |
| | Document no.: MHR24 | Review date 31/05/2010 |

Dress Code of Medi-Staff

Purpose

The purpose of this policy is to describe the professional dress code of Medi-Staff Panel Members.

Scope

This policy applies to:

- Medi-Staff Panel Members
- Medical Human Resources Office Personnel
- Medi-Staff Clients

Excluding locum doctors, ambulance personnel and pharmacy personnel as their dress code will be determined/prescribed by the client.

Policy Statement

Panel members of Medi-Staff will be dressed appropriately and convey a professional image at all times.

Procedure

| Step | Action |
|------|---|
| 1 | Wear the prescribed uniform for females as follows: <ul style="list-style-type: none"> • White/Navy/black tops • Navy/Black skirt/slacks • Navy/black court shoes • Navy/Black jersey/jacket in the winter season (to be removed when entering the department/hospital) |
| 2 | Wear the prescribed uniform for males as follows: <ul style="list-style-type: none"> • White/Blue shirt • Navy/Grey/Black pants • Black shoes • Black/Blue socks • Neat tie • Navy/Black jersey/jacket in the winter season (to be removed when entering the department/hospital) |

Procedure, continued

| Step | Action |
|------|--|
| 3 | Prescribed uniform for care workers: Female: <ul style="list-style-type: none"> • White tunic top • Navy skirt or slacks • Navy/black court/flat shoes. No clogs, crocks, sandals or slip-on's allowed • Skin colour stockings • Navy jersey/jacket in the winter season (to be removed when entering the department/hospital) Male: <ul style="list-style-type: none"> • White tunic tops • Navy jersey/jacket in the winter season (to be removed when entering the department/hospital) • Navy pants • Navy blue/black socks • Black shoes. No clogs, crocks, sandals or slip-on's allowed |
| 4 | Wear the Medi-Staff identification tag whilst on duty |
| 5 | Wear the minimum jewellery whilst on duty. Remove all visible body piercing and cover any visible tattoo's. |
| 6 | Keep hair neat and tidy. |
| 7 | Men must be clean-shaven or neatly trimmed moustache/beard, depending on preference. |

Records

| Required Records | Numbers |
|-------------------------------|------------|
| MHR Service Level Agreement | MHR office |
| Medi-Staff Operating Practice | MHR office |