

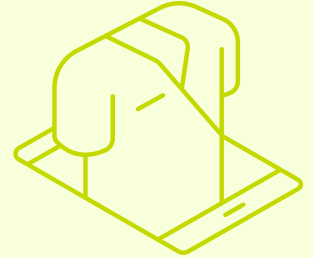


How to Implement a Uniform Program

First Steps

- Create a formal Uniform Policy or Dress Code for your organization (optional).
- Determine a target launch date or in-uniform date.
- Decide if you will launch a payroll deduction program in conjunction with your allowance program.

HINT! This increases the likelihood staff will adhere to your uniform policy.



90 Days Prior to Launch

- Work with your Account Manager to evaluate uniform brands and styles (both clinical and non-clinical). Request samples if desired.
- Send a high-resolution version of your logo(s) to your uniform provider for digitization.
- Fill out an application to open a line of credit with your uniform provider.
- Connect your Account Manager with your primary billing contact to discuss purchase orders, cost centers and other billing requirements of your organization.
- Discuss the possibility of On-Site Fittings and/or Fit Kits with your Account Manager, if applicable.

60 Days Prior to Launch

- Finalize uniform brands and styles for each role within your organization.
- Assign a color to each role within your organization.
- Approve the digital embroidery file(s) or sample embroidery sewout(s) provided.
- Verify embroidery thread colors for each uniform color.
- Determine which garment types will include embroidery (tops, jackets, lab coats, polos, etc.).
- Identify the embroidery position for each garment type (left chest, right chest, sleeve).
- Decide if embroidery will be mandatory or optional for each role/garment type.
- Determine if any personalization will be allowed or required (e.g., lab coats), and if so, thread color and font.

TIP: What is a Good/Better/Best program?

- ✓ Include several price points in your program to provide ample choices for staff.
- ✓ Set allowance amounts to fully cover the cost of the Good or Better sets.
- ✓ Staff can use their allowance toward the purchase of the higher-priced Best sets and pay out of pocket to cover the difference.

45 Days Prior to Launch

- Decide what items staff can use their uniform allowance toward (e.g., undertees, scrub jackets, etc.).
 - Select additional items to be added to the program for out-of-pocket purchases (e.g., shoes, compression socks, accessories).
 - Determine the expiration of allowances (e.g., end of year, a full calendar year, 60 days, etc.).
 - Discuss a shipping plan with your uniform provider:
 - Bulk ship to facility or facilities
Determine an appropriate order window (e.g., 2 weeks, 30 days, etc.) to allow staff to place orders, after which time orders will be processed and shipped in bulk.
- HINT!** This option saves money. Allowances don't need to cover the cost of flat rate shipping per order. Be prepared for on-site distribution of uniforms.
- Individual shipments to homes or to facilities
 - Determine allowance amounts for full-time, part-time and per diem staff based on either:
 - Your organization's overall budget, or
 - The number of sets you would like each staff member to be able to purchase with their allowance (See What is a Good/Better/Best Program).

30 Days Prior to Launch

- Provide a complete employee roster file to your uniform provider. The roster file should contain the following fields:
 - Email address
 - First name
 - Last name
 - Division
 - Role
 - Allowance
 - Phone
 - Cost Center
 - Employee ID
 - Department
- TIP: What is a Good/Better/Best program?**

 - ✓ Explain why it matters: Standardized uniforms increase patient safety and satisfaction.
 - ✓ Give ample notice and keep them informed throughout the planning process.
 - ✓ Include staff representatives on uniform selection committees.
 - ✓ Organize a fashion show for staff to model uniform options, then hold an online vote.
 - ✓ Raffle free sets of new uniforms for staff to show off in the field prior to launch.
- Identify the process for notifying your uniform provider of new hires, terms and transfers.
 - Work with your uniform provider to approve program launch communications.

NOTE: Timelines presented in this checklist may vary based on your needs.