

**Standard Operating Procedure (SOP) for Badge and Theatre Cap Maintenance**

**1. Purpose**

This SOP outlines the procedures for maintaining reusable theatre caps and badges to ensure hygiene and proper care whilst providing a sustainable solution for reusable Theatre Caps.

**2. Scope**

This SOP applies to all staff members and visitors within the Orthopaedic Department responsible for the maintenance and cleaning of reusable theatre caps and badges.

**3. Responsibilities**

Staff members are responsible for cleaning and storing badges and theatre hats as per the guidelines.

Staff members must ensure that badges and theatre hats are cleaned daily or between theatre lists.

**3.1 Roles & Responsibilities**

Area	Person(s) Responsible	Location	Action
Using theatre caps	All	Ortho Theatres	Wear reusable theatre caps and name badges. Return cap to dirty laundry bin (separate to scrubs) and clean/retain name badge as per instructions.
Laundry	Estates/Yeovil Laundry Team	Yeovil	Receive, wash and dry theatre caps as per manufacturer’s instructions.
Transport	Estates/MFT/ Distribution Team	MPH	Liaise with TSW/Estates/Distribution/Yeovil Laundry to ensure seamless service [Collection/Delivery/Transport]
Theatre Cap Storage	TSW Team	Ortho Changing Rooms	Manage replenishment and collection of dirty theatre caps and visitor badges.



### 3.2 Useful Contacts

Dept	Name	Email	Phone
Ortho Theatres	Richard Jones	Richard.Jones@SomersetFT.nhs.uk	01823342973
Yeovil Laundry	Marcin Bohm	Marcin.Bohm@SomersetFT.nhs.uk	07738 243624
Sustainability	Richard Harper	Richard.Harper@SomersetFT.nhs.uk	07796 191265
Matron	Colette Bates	Colette.Bates@SomersetFT.nhs.uk	07340 239158
Transport/MFT Manager	Stuart Whittaker	Stuart.Whittaker@SomersetFT.nhs.uk	07352 742083
Distribution Team Leader	Justin Cleeve	Justin.Cleeve@SomersetFT.nhs.uk	07860730414
Estates MPH	Gary Jones	Gary.Jones@Somersetft.nhs.uk	07765 854063
Estates Yeovil	Gary Starrs	Gary.Starrs@SomersetFT.nhs.uk	07557 313 947
Transformation Lead	Kate Lock	Kate.Lock1@SomersetFT.nhs.uk	07866697303
Project Sponsor	Andy Stevenson	Andrew.Stevenson@SomersetFT.nhs.uk	07376425956
J&J Project Lead	Martin Davidson	mdavid34@its.jnj.com	07785694186
Supplier - EcoNinjas	Danielle Checketts	danielle@econinjas.co.uk	07557227026

### 4. Procedures

Badges can be found in Theatres in various styles and sizes. Please wear the appropriately sized cap for your hair style and comfort preference. Affix the name badge using the brass & nickel-free silver popper mechanism.

All staff and visitors are required to use the badge hats with their name badge displayed when in theatre, anaesthetic room, or set up room.

If people don't wear the badge hat, then they will be asked to clearly display their name and role. This can be via a yellow "Hello my name is..." badge worn high on the scrubs if not scrubbed or wearing x-ray gowns. Otherwise, their name can be written on disposable hats or embroidered/sewn on their own hats.

This is our starting point for an equitable improvement and will help to further shift to a positive culture of civility, risk reduction and improved efficiency in the theatre environment.



#### 4.1 Badge Maintenance

**Detaching the Badge:** Detach your badge by simply pulling it away from the hat.

**Visitor Badges:** When you remove your badge, please clean it as per guidance below and place it in the receptacle in the changing room labelled 'Used Visitor Badges'. Please DO NOT place them in the receptacle with the hats.

**Cleaning the Badge:**

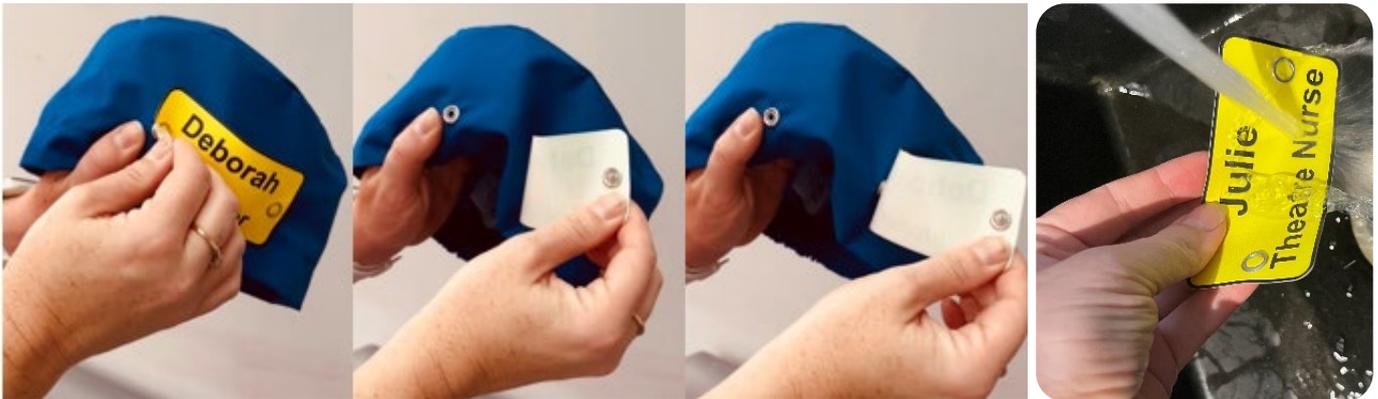
- Apply soap, rub, and rinse with warm water.
- Badges should be cleaned daily or between theatre lists. In this case, badges may be cleaned in the staff changing room with hand soap and water at the hand wash basin as you would wash your hands.

**Storing the Badge:** Store your badges in your lockers or in the same way you store your ID cards/hello my name is badge.

**Removing Pen Marks:** Add soap or detergent to the badge and rub until the pen comes off. Only a dry wipe marker should be used to write on the yellow badges to ensure the print can be cleaned off and the badge can be reused.

Removing badge

Cleaning badge



**4.2 Theatre Hat Maintenance**

**Onsite laundering:**

- After removing your name badge, place your used hat in the plastic receptacle in the changing room labelled 'dirty hats'. Alternatively, there will be a 'dirty hat' box nearby the central storage location.
- Collect a clean hat from the theatre corridor on your next shift and repeat the process. The hats should be changed more often if contaminated.
- The theatre hats should be washed at 60 degrees or higher and tumble-dried.
- Prior to washing the badge hats, remove the badge, clean it as per the badge cleaning procedure, and keep it safe.
- Dirty theatre hats should be transported separately from clean theatre hats.

- The theatre hats may be ironed after washing.
- A wash for ten minutes at 60 degrees centigrade removes almost all micro-organisms (Uniforms and workwear: guidance for NHS employers, NHS England).

#### 4.3 Laundry & Logistics

- A receptacle for used/dirty hats will be placed in each of the changing rooms and a central location. Deposit in the 'dirty hat' bin provided (All staff)
- The bin will be emptied into one Transport Box by the TSW team in a plastic bag with the 'Red' label showing on top of the box.
- The Dirty Cap Transport box will be collected from the Male changing room and loaded on transport to Yeovil District Hospital (Post Room)
- Laundered according to NHS linen guidelines
- The laundered theatre caps will be placed in a plastic bag. Returned in the transport box with the label reversed as shown. This bag should be reused for dirty or another use so as not to introduce a new waste stream.



#### 4.4 Ordering

EcoNinjas have set up an account on their ordering portal for any replacement name badges, cap replacement, alternate cap options, etc.

- New badge orders can be requested from Team Leaders and/or 'badge hat champions' within the department.
- Similarly, any new variants or replacement caps may be ordered.

#### 5. Product Defect and Faulty Item Policy

In the unlikely event that any of the products are found to be defective or faulty, Eco Ninjas will offer a replacement upon receipt of photographic evidence clearly demonstrating the issue.

In certain cases, Eco Ninjas may request the return of the faulty product to facilitate a thorough investigation and quality assessment. This process is essential for identifying potential defects and enhancing our product standards, ensuring optimal performance and customer satisfaction.

#### 6. References

- Somerset FT IP&C
- Uniforms and workwear: guidance for NHS employers, NHS England
- Laundering Guidance: [<https://www.econinjas.co.uk/laundrying-guide-1>](<https://www.econinjas.co.uk/laundrying-guide-1>).

## Appendix 1 – INSTRUCTION POSTER – subject to change

**Ortho Theatres - Reusable Theatre Caps****Instructions****Why are we doing this?**

- Sustainable solution to reduce waste
- Improved communication and removing barriers
- Blends the benefits of “Hello my name is...” concept with Sustainability
- Promote staff wellbeing
- Patient reassurance



Please follow the instructions summarised below:

- ✓ **Wear the appropriate supplied theatre cap for your hair style and comfort preference**
- ✓ **Affix the supplied name badge using the popper mechanism**
- ✓ **Once you have completed your shift, please remove the name badge & deposit the theatre cap in the bin provided next to the used Scrub basket. These are washed separate to scrubs so please don't mix these up.**
- ✓ **You will be issued with your own yellow name badge. Please keep this safe.**

**Visitors**

- Please wear a reusable hat
- Blank name badges available in theatre office for name/role (dry wipe markers also stored here)

**Storage**

- Clean hats in various size/style options stored in each changing room near to Clean Scrubs
- Nearby bin for dirty caps to go to laundry

**Laundering detail**

- Hats will be collected, transported on existing transport service to Yeovil and returned to Musgrove Park.
- Washed as per supplier instructions

**Name badges**

- We kindly ask you to wear your detachable badges with name/role clearly visible. Detailed guidance in an SOP available in Ortho Theatres underlines the rationale and further detail.

## Visitors to the Orthopaedic Department



All **VISITORS** to this department require a reusable hat and a name badge to be attached to it.

The badges can be written on with your name & role using a dry wipe marker pen.

Some badges are plain requiring name and role and some badges have roles printed at the bottom such as Radiographer, Registrar, Student, Representative and so only your name will need to be written onto them.

After your visit, please wash your name badge and rub the pen off under warm soapy water. Dry the badge and put it back with the other spare badges before you leave the department



**Appendix 3 – Why Are we doing this?**

**Social media and staff Feedback**

<p><b>Theatre Cap Survey Results</b></p>	<p><b>79%</b></p>	<p>Are happy to continue the use of current reusable theatre caps</p>
<p><b>Post Implementation</b></p>	<p><b>71%</b></p>	<p>Indicated named badge hats had improved communication in Ortho theatres</p>
	<p><b>96%</b></p>	<p>Ability to identify names of over 75% of those in theatre (Up from 41.1% pre implementation)</p>

Surveys conducted via Google Forms and collated/analysed by Tom Parsons

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**Socials**

- YouTube video: 1K views
- Facebook content: Reaching 43,124 accounts, with 702 likes.
- Instagram video: Reached 385,406 accounts, with 21,043 likes and 715 comments.

**Top 10 Social Comments in Support**

- I had orthopaedic surgery yesterday at MPH and must say as a patient this was lovely. People wear ID lanyards but often have them tucked in pockets to keep them out of the way. I could talk to people and immediately know who they were and what their role was. Very reassuring. Well done all and thank you all for amazing care yesterday.
- As an autistic person who struggles with faces on a good day, this is an excellent initiative!
- Fantastic idea! I did my dissertation on the importance of name badges/role identification in healthcare and came across things like this for emergency situations but bringing it into everyday practice sounds great. Something so simple is so important!
- This is also great from a patient perspective to support their understanding of the different people involved in their care and what is happening to them.
- As a patient you may be really nervous and miss some of what a doctor is saying when they first come into your room before a procedure. Knowing their name and role from the tags on the hats allows you to play catch up and ask better questions. Hope it becomes a requirement.

- Great idea - Should be a standard practice - never understood why it is policy that 'all staff should wear name badges' but when staff are in scrubs there is often no means of identification & so helpful for 👁️ 👁️ - v. difficult to make out who various staff members are.
- This is a very simple but effective method of identifying individuals within a theatre environment as you're at your most vulnerable, and this is reassuring...Kudos to those who rolls this out.
- As a patient I would find this helpful too. There are so many unknowns when going into theatre. Knowing people's names and what their role is would be reassuring. A great idea!
- Awesome idea! Good luck & keep looking for opportunities to improve safety & communication in healthcare! Excellent concept, really!!
- What a fabulous idea! Having worked in various hospital settings throughout the world knowing who is who and who does what instantly in a stressful situation is a game changer.

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