

STATEMENT 3.2.21.1 – STATEMENT ON SCRUB SUITS IN WINDSOR
Undergraduate Medical Education

Approved by:	Clerkship & Electives Committee
Date of original approval:	August, 2013
Date of last review:	August, 2014
Date of next scheduled review:	Annually

I. PURPOSE

Clinical clerks may be required to wear scrubs during some clinical rotations

II. DEFINITIONS

LHSC London Health Sciences Centre

III. STATEMENT

1. LHSC scrub suits are dispensed using the ScrubEX dispensing system. The intent of the dispensing system is to ensure all authorized users can access scrubs 24 hours a day, 7 days a week.
2. The dispensing system is activated by using an access card that is issued to the user (see below).
3. Instructions on how to use the dispensing equipment are located on each machine.
4. Please ensure you follow the correct procedure for getting new scrubs and bringing soiled ones back.
5. An authorized scrub suit request form will be included in your clerkship orientation package.
6. Scrub suits are used in hospital settings as a protection to the patient as well as the employee.
7. To ensure we continue to treat scrubs as more than a “uniform” they are not to be worn outside the building while coming to the hospital or going home at the end of the day.
8. The scrubs are identified with “Property of LHLS”. This will allow the LHSC to differentiate the garments from the previous supplier. These are the only scrubs that will be acceptable to wear. All other garments will be considered stolen property and will be treated as such.
9. **Scrubs are to be used during the CLERKSHIP YEAR ONLY!!! Please DO NOT take these scrubs with you on your external electives as they will be considered stolen property.**
10. Location of Dispensing Machines (LHSC)
 - a. **University Hospital** – A scrub dispensing machine is located in the Operating Room corridor on the second floor and by Radiology located on the second floor. Students will normally be given access to the machine located by Radiology.
 - b. **Victoria Hospital** – A scrub dispensing machine is located in the Operating Room and in the MRI corridor located on the first floor. Students will normally be given access to the machine located in the MRI corridor.

11. Obtaining a Scrub Suit Access Card at LHSC

- Clerks will bring the authorized Scrub Suit Request form (provided in your orientation package) to the Business Office at UH (B1-110) or the Cashier's Office at VIC (D3-400) and pay a \$50 per set deposit.
- Clerks will take the receipt and the form to the Linen Room at University Hospital or Victoria Hospital during normal dispensing times (see below) where a scrub card will be issued.
- Without a completed form, the linen room staff will not be able to issue a scrub card.
- Two sets of scrubs are recommended.

Linen Room Hours:

University Hospital 0730-0830 and 1300-1345

Victoria Hospital 0730-0900 and 1300-1400

12. Scrub Suit Distribution at SJHC

- While you are a clerk at SJHC and using the surgeon's green scrubs you will be charged a deposit fee of \$50.
- The deposit fee can be in the form of a cheque, money order or credit card and a receipt will be issued to you. Please make your payment at the St. Joseph's Business Office, Room B0-068
- Once your payment has been made, please bring your receipt to the Customer Support Centre, Room E0-105 where you will be required to fill out a form to receive your access card for the ScrubEx dispensing machine.
- At the end of your clerkship and your scrubs are found in the system, you will be fully reimbursed your deposit fee.
- If there are scrubs missing, you will be reimbursed only for the sets found in the system.
- The hours of operation are Monday – Friday, 0800-1600.