



For TGH Residents & Fellows only:
 Surgical Emergency Medicine Other Disciplines

Uniform Control Form – Medical Education

PART 1 – TO BE COMPLETED BY STUDENT

Student Name: (Print) _____

Location of Placement at UHN: _____

Date of Placement: From _____ To _____

Home Phone _____

PART 2 LINEN SERVICES ISSUING:

Lab Coat: _____

	Quantity	Size
Scrub Suits: _____		

I, the undersigned, hereby agree and understand that I am fully responsible for the misuse, loss, or non return of these uniforms and shall pay the amount of cost for the replacement.

Student's Signature _____	Year/Month/Day _____
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PART 3 LINEN SERVICES RETURNING:

I, the undersigned, hereby declare that I have returned above listed items on the following date.

Student's signature _____	Year/Month/Day _____
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Procedure:

- Complete Part 1 of this Uniform Control Form.
- Obtain a receipt from the Cashier's Office:
 - Toronto General Hospital PMB 1 - 0830 to 1500 - Monday to Friday
 - Toronto Western Hospital Gr. Floor – 410 - 0830 to 1500 - Monday to Friday

Required Deposit:

- \$25.00 = 1 scrub set
- \$30.00 = 1 lab coat
- \$55.00 = 1 lab coat **and** 1 scrub set
- \$80.00 = 1 lab coat **and** 2 scrub sets

- Present the receipt and Uniform Control Form at the Linen Services Department.
- Fill out Part 2 of Uniform Control Form, and pick up uniform.
 - TGH ES B-408 - 0630 to 2130 - Monday to Friday; 1000 to 1730 Saturday and Sunday
 - TWH MC1-412 – 0800 to 1630 - Monday to Friday
 - PMH 3B-114 - 1000 to 1200 and 1330 to 1530 - Monday to Friday (Lab coats only; no uniform exchange)
- Soiled uniforms will be exchanged for clean uniforms only during the service hours noted above, except where access to ScrubEx is available and authorized. Inquire with Linen Services for ScrubEx access.
 - TGH (ScrubEx available to Surgical & Emergency Medicine Residents & Fellows only)
Machines located on 3rd floor Peter Munk Bldg and TGH Emergency Dept (as of April 13, 2020)
 - TWH ScrubEx located by MRI (3rd floor Main Pavilion) and by the OR Conference Room (2nd floor Main Pavilion)
- On or before the last day of your clinical placement, return all uniforms to the Linen Services Department.
- Sign Part 3 of the Uniform Control Form and pick up a receipt.
- Take the receipt to the Cashier's Office for a refund of your deposit.

For more information about uniforms, please refer to UHN Policy 1.20.006

Office Use Only:

Linen Deposit Account: _____