

**UNIVERSITY HEALTH SYSTEMS OF EASTERN CAROLINA
POLICY/PROCEDURE**

MANUAL: Administrative

SUBJECT: Scrubs

NUMBER: 112 **PAGE 1 OF 7**

EFFECTIVE DATE: January 1, 1999

PREPARED BY: Audrey Williams

REVISED: Jan. 2000, May 2001,
Jan. 2005, Jan. 2008

REVIEWED:

APPROVED BY:

DRAFT

Purpose

To establish guidelines for distribution of hospital laundered scrubs, to assure appropriate use, and to provide a cost effective system of providing this service.

Procedure

1. Wearing of Scrub Apparel

It is the policy of PCMH to provide hospital laundered scrub apparel for employees, students, and medical staff (personnel), who are assigned to areas that are designated by this policy as “authorized users” of scrubs. Personnel who are authorized to wear scrub apparel must change into scrubs in the work place. **Hospital provided scrub apparel may not be worn outside of the hospital – Each department has the responsibility to enforce this.** Scrub apparel issued by the hospital for authorized users must not be sold, donated, or loaned outside of the hospital.

2. Authorized Users of Scrubs Apparel

Hospital owned scrubs will be issued to employees and medical staff in the following areas: Operating Room, Central Services, Sterile Processing, OR Holding, PACU, Labor and Delivery areas, cardiac Cath/EP Laboratory, Interventional Vascular Radiology, Morgue, Endoscopy Lab. The department Manager will provide a list of authorized scrubs users to the Laundry/Linen Room Supervisor. Medical Staff Support will provide authorization for medical staff users.

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NOTE: IT IS EXTREMELY IMPORTANT FOR PERSONNEL IN THESE AREAS TO UNDERSTAND THAT THE WEARING OF SCRUBS WILL NOT ELIMINATE THE RISK OF BLOOD OR BODY FLUID EXPOSURE.

3. Other Potential Users of Scrub Apparel
 - A. Request for Scrubs: All hospital owned scrubs will be issued via scrub dispenser unless the Laundry/Linen Room Manager approves other practices. All individuals requesting hospital owned scrubs will submit through their Manager a request to the Laundry/Linen Room Supervisor a validation of their need for hospital provided scrubs. The request will be evaluated and a response will be provided to the requesting department or individual. All requests and responses will be communicated by e-mail. The Laundry/Linen Room Supervisor will maintain records of these e-mails.
 - B. Employee purchased Scrubs: Employees may purchase their own scrubs to wear as deemed appropriate by the department policies. Employee purchased scrubs will not be the same color as those worn by the "authorized users". These scrubs will be equivalent to "uniforms" and can be worn home for laundering. Dress code standards of cleanliness and appropriateness must be maintained for scrubs laundered at home.

4. Laundry/Linen Service
 - A. The Laundry/Linen department will be responsible for the management of all hospital owned scrubs.

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- B. The Laundry/Linen department will be responsible for issuing scrubs to:
 - 1. Personnel who must replace clothing contaminated during the course of their job;
 - 2. Visitors whose clothes become inadvertently contaminated.

- C. Disaster Management. In certain circumstances and if fully justified, scrubs may be provided to personnel involved in disaster management when the Manager of their department and the Manager of Laundry/Linen Services jointly determine that the employee was unable to obtain a change of clothes from home. The Laundry/Linen department will provide a form to be completed by the requestor. The requestor's department Manager will be notified if scrubs are not returned within 5 working days. The requestor will be required to pay hospital cost if he/she fails to return borrowed scrubs within the allowed time.

- D. In the event of an incident involving blood and/or body fluid contamination to clothing, hospital personnel can sign for and obtain scrubs from the Linen Room. The hospital will have the employee's contaminated clothing laundered. The employee will place the contaminated clothing in plastic bags designated for soiled linen. Laundry/Linen personnel will notify the individual when the cleaned clothes can be picked up. At the time of pick-up, the borrowed scrubs must be returned to the Linen Room.

- E. Users will be required to sign a form (Exhibit A) accepting responsibility for the scrubs if not obtained from dispensing equipment.

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5. Use of Current Supplies of Scrubs

Authorized users will wear department colored scrubs as follows:

OR:	OR Green with Operative logo
CS/SPD:	Sherwood Green
Cath Lab, L & D, others:	Ceil Blue

6. Use of Scrubs by Patients

No scrubs will be provided for patient use unless:

- A. The scrubs uniform is needed for the patient to participate in needed therapy or specified treatment regimens and the patient cannot obtain clothing from home for therapy;
- B. The patient's clothing becomes inadvertently contaminated.

In these situations, with appropriate justification, the Laundry/ Linen department will provide scrubs. Used scrubs must be returned to the Laundry/Linen department or the users area must verify end use (form in Exhibit A will be completed as appropriate).

7. Use of Scrubs by Vendors

- A. Vendors may request a scrub uniform when providing a service to any of the departments authorized to wear hospital owned scrubs. Laundry/Linen department personnel will verify that the requesting vendor is in compliance with all Material Services policies in regard to vendors.

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Once verification is made the vendor will be allowed to sign out one scrub uniform per visit (using form in Exhibit A) and not to exceed one uniform total.

8. Departmental Administration of Scrubs Policy
 - A. Each department with authorized users will develop internal policies and procedures to address appropriate use of hospital owned scrub apparel within the department.
 - B. When authorized users leave work areas a cover gown or lab coat is required over scrub clothes. All shoe covers, masks, and other personal protective equipment must be removed (per OSHA requirements) upon leaving the work area. Departments using scrubs must have policies that explain the types of personal protective clothing needed to be worn over scrubs and the situations in which this protective clothing must be worn.

9. Scrubs Apparel Worn Inappropriately
 - A. Employees: When scrubs are worn inappropriately/inconsistent with policy, the department Manager will address through the disciplinary process as outlined in the current Employee Handbook.
 - B. Medical Staff: Scrub apparel worn inappropriately/inconsistent with policy by physicians and other care providers as defined in the Medical Staff By-laws, should be reported to the appropriate Chief of Service. **Medical students will wear green scrubs only during their tour of assignment in Surgery and blue scrubs during tours of assignment in Labor and Delivery based on dates furnished by the ECU Brody School of Medicine Student Affairs Office. The Laundry/Linen Room will issue**

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temporary access cards for scrub dispensing equipment to medical students during their tour of assignment in Surgery and/or Labor and Delivery only. Otherwise, hospital owned scrubs will not be issued to medical students.

10. Returning Scrubs

- A. If scrubs, not obtained through dispensing machines, are not returned to the Laundry/Linen Room within 5 working days, the respective department manager will be notified. If the user does not return the scrubs, he/she will be required to pay hospital replacement costs for the item(s). Non-compliant vendors will be required to pay hospital replacement costs or risk a loss of privileges.

Exhibit A
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**PCHM LINEN/LAUNDRY DEPARTMENT
SCRUBS LOAN**

Name _____ Date _____

Employee Number _____ Dept/Company/Unit _____

SETS ISSUED: * A set is equal to 1 top and 1 bottom

CEIL BLUE	JADE GREEN	SHERWOOD GREEN
___ SM	___ SM	___ SM
___ M	___ M	___ M
___ L	___ L	___ L
___ XL	___ XL	___ XL
___ 2X	___ 2X	___ 2X
___ 3X	___ 3X	___ 3X

- Is this individual a current scrub dispensing machine user? Y N
If the answer is yes then the number of scrubs issued on this document will be deducted from their current credit limit in the scrubs dispensing station.
- Is this individual a vendor? Y N
- Is this individual a patient? Y N

I understand that the above items are being loaned to me to be worn here at Pitt County Memorial Hospital and are to be returned to the Laundry/Linen Department at the end of my shift (if an employee or vendor).

Signature

Witness: _____
Laundry/Linen Dept.