PURPOSE:

To identify areas in which employees/volunteers are required to wear scrubs or a uniform. Scrubs or uniforms, which are required in these areas, will be provided at the Department's expense.

RESPONSIBILITY:

It is the responsibility of the department director to familiarize employees with the policy and enforce the policy.

POLICY:

1. Uniforms will be provided in the following positions:

   A. Environmental Health
   B. Flight Team
   C. Door Attendants
   D. Food Services
   E. Central Transport
   F. Service Aides
   G. Physical Plant
   H. Security
   I. Patient Care Assistants
   J. Linen Services
   K. Phlebotomist
   L. Supply & Distribution
   M. Receiving

Note: Jackets will be provided to volunteers
2. Hospital issued scrub suits will be provided to the following departments only:

   A. Main OR, South OR (Intraoperative), Children’s Hospital OR, Central Processing, Anesthesia, and Perfusion
   B. Heart and Vascular Institute
   C. Interventional Radiology/Neuro-angiography
   D. Labor and Delivery/C Section room
   E. Plastic Surgery (3rd Floor, UPC2)
   F. Breast Care (Cherry Drive)
   G. Any area where sterile/clean procedures are performed
   H. Radiology
   I. Comparative Medicine and Animal Research Farm
   J. Facility and Housekeeping staff for access to the Main OR, South, Children’s Hospital OR and or Central Processing
   K. Vendors as authorized by Materials Management

Linen Services and other authorized clinical departments will use the Pyxis ScrubStation automated dispensing system for the delivery and return of scrub suits. This system will assist us to assure that:

1. Scrubs are available to authorized users 24 x 7
2. Scrubs are well organized at the point of garment dispensing
3. Scrubs are not acquired by unauthorized users.

**Authorized Users**

Department managers are responsible for maintaining a list of authorized users and communicating any change in status to Linen Services. All permanent authorized users will be allowed to remove up to three (3) sets of scrubs from the ScrubStation at any time. No more than three sets will be issued until at least one set is returned. To receive proper credit for returns, all scrub suits must be returned to the ScrubStation return bin. Two pieces (a top and a pant) must be returned for credits to be issued properly.

Scrub suits issued by the Medical Center will be laundered by Linen Services and are to be worn only on the premises of the Hershey Medical Center. **The following are guidelines for scrub suit attire:**

- Scrub attire must be covered by a lab coat in non-patient care areas and/or when going outside of the building.
- Scrub attire must be changed upon return to the department if worn outside of the building.
- Masks worn in the peri-operative suite and other procedural areas must be removed at the end of each procedure and/or if mask becomes compromised. A fresh, clean surgical mask must be worn for each procedure.
- Masks must be disposed of in an appropriate trash receptacle.
- Scrub jackets are considered scrub attire and must be snapped closed when worn.
Scrub jackets must be laundered by Linen Services. Jackets must be covered when going outside of the building.

- If the procedure being performed requires the head to be covered, a disposable hat must be worn. All head and facial hair must be covered.

If a staff member’s uniform or clothing is exposed/soiled by bodily fluids, they are permitted to wear a hospital issued scrub home to be returned the next scheduled workday. The department or nurse manager or night supervisor will be authorized to access the ScrubStation for this purpose.

In the event that an authorized user terminates, all scrubs will be returned. If not returned, the department will be charged for the replacement of the scrubs.

**System Abuse**

System abusers are defined as those individuals who deposit foreign materials other than hospital issued scrubs into the ScrubStation return bin. Events of abuse and vandalism will be reported to Linen Services at x8320. Employees found responsible will be subject to the disciplinary action up to and including dismissal.

**Residents and Medical Students**

Residents will be authorized to access the ScrubStation. Surgical, Anesthesia, OB/GYN and Ophthalmology residents will be authorized for three (3) sets of scrubs. All other residents will be authorized for one (1) set of scrubs.

Medical Students will be authorized to access the ScrubStation. Medical Students will be authorized for two (2) sets to be worn when they are in doing rotations in approved departments only.

The cost for all scrubs suits not returned upon completion of residency or medical school will be charged either to the clinical department for residents and to the medical school for students.

**PERSON RESPONSIBLE FOR REVIEW OF POLICY:**

Administrator, Support Services Integration

Reviewed: 10/98, 10/01, 6/03, 11/04, 2/08, 4/12, 7/12, 8/12, 6/13
Revised: 10/98, 10/01, 6/03, 11/04, 2/08, 4/12, 7/12, 8/12, 6/13

<table>
<thead>
<tr>
<th>Hospital Administrative Manual</th>
<th>Policy Number: A-42 HAM</th>
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<tbody>
<tr>
<td>Uniform Scrub Suit Policy</td>
<td>Effective: June 2013</td>
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