November 3, 2015

Department Chairs
Division Chiefs
Service Directors

RE: SCRUB DISPENSING FOR ROTATING CONTRACTORS, RESIDENTS AND STUDENTS

All:

The current scrub policy (Hospital Policy #117) provides explicit expectations for the mandatory use of “clean surgical scrub suits” for the following areas:

1. Operating Room (OR)
2. Labor and Delivery (L&D)
3. Central Sterile Processing (CSP)
4. Cardiac Catheterization Lab (CC Lab)
5. Interventional Radiology (IR)
6. Vascular Suite
7. Post Anesthesia Care Unit (PACU) – Assigned nursing staff only.
8. Other areas where invasive procedures are routinely performed (ie. bronchoscopy, emergency department etc.)

Policy #117 further stipulates that surgical scrub suits for personnel directly involved in the areas/procedures listed above will be provided by the Hospital. Both laundered and disposable scrub suits are available for use. Personnel without clean scrub suits entering mandatory scrub suit areas for short periods of time should use disposable scrub suits. Disposable scrub suits should be removed before leaving the area.

The hospital provides surgical scrub suits for Harbor-UCLA Medical Center medical staff, housestaff and other personnel who work in the mandatory use areas. The Linen Room follows a strict procedure for these individuals and dispensing of surgical scrubs suits utilizes the ScrubEx dispensing machines located in the S/E building and in the basement just outside of the Linen Room once their Hospital ID badge is activated. This procedure was put in place to allow increase access to scrubs as well as to limit loss of inventory. For all other personnel (ie. contract employees, rotating resident and medical students) requiring clean surgical scrub suits the following two options are available:

1. Use disposable surgical scrub suits provided by the Institution in the mandatory use areas
2. Obtain 2 sets of surgical scrub suits from the Linen Room and utilize the ScrubEx dispenser after leaving a scrub deposit with the Main Cashier – procedure described below.

I know that the above process is cumbersome, but this was the best of all compromises in order that non-Harbor-UCLA Medical Center staff might have access to surgical scrub suits and adhere to our hospital policy. I have included an agreed upon procedure related to option #2 above.
Procedure for Dispensing Surgical Scrub Suits to non-Harbor-UCLA Medical Center Personnel

1. Provider request surgical scrub suits from Linen Room located in basement of medical center. A maximum of 2 sets (top and bottom) will be issued.
2. The Linen Room personnel will complete a “Garment Exchange Form” documenting the name, respective department, number of scrub suits, and current date. The Provider must have his/her Hospital I.D. badge when making the request.
3. The Provider will take the complete “Garment Exchange Form” to the Main Cashier’s window on the first floor and ask to make a payment for “Scrub Deposit”. A deposit of $22 per scrub item ($44 for each scrub set) is required for a maximum of 2 sets.
4. Provider will then take receipt for scrub deposit and Garment Exchange form back to Linen Room for dispensing of surgical scrub suits. The Linen Room personnel will keep the receipt/Garment Exchange form on file for return once the Surgical Scrubs suits are returned.
5. If the Provider I.D. badge is encoded with the proximity chip, this will be activated to be utilized with the ScrubEx dispenser to allow for scrub exchange. Importantly, a maximum of 2 scrub sets can be exchanged and recognized at any time.
6. At the completion of the rotation, the Provider should return ALL dispensed scrubs to the Linen Room or into the ScrubEx machine. The Provider must reconcile this return with the Linen Room personnel. Once reconciled, the Linen Room personnel will release the Scrub deposit receipt and Garment Exchange form to the Provider with evidence that the ALL scrubs have been returned and that a their scrub deposit may be refunded.
7. The Provider must return both the Scrub deposit and Garment Exchange form to the Main Cashier for issuance of reimbursement. Request for reimbursement will be processed and a checked will be mailed to the Provider for the total deposited amount. Reimbursement usually takes up to 2 weeks after request submitted.
8. Failure to return ALL dispensed scrubs will result in forfeiture of part or all of the Scrub deposit.

The above procedure has been reviewed and approved by the Linen Room Supervisor, the Main Cashier Supervisor, Expenditure Management and Medical Administration. This procedure will be effective November 4th, 2015 and will supplant any other informal or formal procedures related to dispensing surgical scrub suits to contractors, rotating residents and students.

Sincerely,

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