



University Health Network

Toronto General Hospital | Toronto Western Hospital | Princess Margaret Hospital

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: _____

Quantity

Size

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

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

Procedure:

- Complete Part 1 of this Uniform Control Form.

- Obtain a receipt from the Cashier's Office:

Toronto General Hospital PMB 1 - 0830 to 1630 - Monday to Friday

Toronto Western Hospital Gr. Floor – 410 - 0830 to 1630 - Monday to Friday

Princess Margaret Hospital Main - 702 - 0900 to 1300 and 1400 to 1630 – 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 - 0830 to 1200 and 1300-1600 - Monday to Friday (new uniform issue requests only)

PMB 3 - 438A - 0630 to 1530 hours - Monday to Friday (regular uniform exchange only)

TWH MC1-412 – 0800 to 1430 - Monday to Friday

PMH 3B-114 - 1000 to 1200 and 1330 to 1530 hours - Monday to Friday (Lab coats only)

- Soiled uniforms will be exchanged for clean uniforms only during the service hours noted above.

- 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: _____