



# University Health Network

Toronto General Hospital Toronto Western Hospital Princess Margaret Hospital

## Uniform Control Form – Nursing 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** 1 NSCB - 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)

NCSB 3C-438A - 0630 to 1600 hours - Monday to Friday (regular uniform exchange only)

**TWH** MC1-412 – 0805 to 1430 - Monday to Friday

**PMH** 3B-114 - 1000 to 1200 and 1330 to 1600 hours - Monday to Friday

- 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.

**NOTE:** Deposit will be refunded using the same method of deposit payment i.e. cash deposit receives cash refund, credit card deposit receives credit card refund and debit card deposit receives debit card refund.

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

### Office Use Only:

Linen Deposit Account: \_\_\_\_\_