

# The Ottawa Hospital Scrub Fact Sheet

When contacting our office, please provide us with your TOH ID Badge number found on the back of your ID Card (first 5 or 6 digits after \*or +) and any details of the issue you've incurred.

- Civic Campus – [ScrubInquiriesCiv@toh.ca](mailto:ScrubInquiriesCiv@toh.ca)
- General Campus – [ScrubInquiriesGen@toh.ca](mailto:ScrubInquiriesGen@toh.ca)
- Riverside Campus - [ScrubInquiriesRiv@toh.ca](mailto:ScrubInquiriesRiv@toh.ca)

## Urgent Inquiries during business hours:

- Civic – 613-798-5555 ext. 13528
- General – 613-798-5555 ext. 72152

## Urgent Inquiries during off hours:

Please send us an email with the issue and then present to Security Office to sign out a emergency badge for scrubs:

CAMPUS	BUSINESS HOURS	AFTER HOURS AND HOLIDAYS
GENERAL	<a href="mailto:Scrubinquiriesgen@toh.ca">Scrubinquiriesgen@toh.ca</a>	Sign off an emergency badge at security office (M2407)
CIVIC	<a href="mailto:Scrubinquiriesciv@toh.ca">Scrubinquiriesciv@toh.ca</a>	Sign off an emergency badge at security office (DM182)
RIVERSIDE	<a href="mailto:Scrubinquiriesriv@toh.ca">Scrubinquiriesriv@toh.ca</a>	Sign off an emergency badge at security office (E239)

## Things to Remember

- You have 2 credits at each campus.
- Scrubs **must** be returned at the same campus where you retrieved them to keep your credits accurate
- Scrubs should only be taken from machines at the start of your shift and returned at the end of your shift. The system will flag your account if you do not return the scrubs dispensed within 24hrs. *\* If you are on a 24hr call shift, please just return as soon as possible at the end of your shift. \**
- Any loss of credits by not returning your scrubs may result in a charge of \$25 per set.
- Your account may be suspended if there are outstanding scrub returns or outstanding fees due to loss of scrubs.
- Please take note of the screen when you retrieve or deposit scrubs. It will tell you how many credits you have available. If this number is incorrect, please contact us using one of the methods above.
- If you lose a credit for some reason or there was a machine error (example no scrub dispensed)– please reach out to us as soon as possible to resolve the issue to avoid any account issues.
- Scrubs must only be worn on hospital property, they are not to be worn home or in public spaces (i.e. the grocery store). Removal of hospital supplied scrubs from hospital premises and/or non-return of scrubs is considered as theft which is a breach of duty.
- If you need to change your scrub size, please email us.

## Scrub Ex Machine Locations at The Ottawa Hospital:

<u>Civic Campus</u>	<u>General Campus</u>
<p><b>Surgical Suite Male &amp; Female Locker Room Lobby</b> 2 Dispensing Units</p> <p><b>Surgical Suite Male Locker Room 3<sup>rd</sup> Floor</b> 1 Receiving Unit</p> <p><b>Surgical Suite Female Locker Room 3<sup>rd</sup> Floor</b> 1 Receiving Unit</p> <p><b>C4 Elevator Landing - 4<sup>th</sup> Floor</b> 1 Dispensing Unit 1 Receiving Unit</p> <p><b>J ICU – 2<sup>nd</sup> floor</b> 1 Combination Dispensing/Receiving Unit</p> <p><b>Emergency Department Staff Lounge</b> 1 Receiving Unit</p> <p><b>OMTU Entrance – Main Floor</b> 1 Dispensing Unit</p>	<p><b>CCW Male Locker Room</b> 1 Dispensing Unit 1 Receiving Unit</p> <p><b>CCW Female Locker Room</b> 1 Dispensing Unit 1 Receiving Unit</p> <p><b>Eye Institute Lobby-Main Level</b> 2 Dispensing Unit 2 Receiving Unit</p> <p><b>Birthing Unit Locker Room</b> 1 Combination Dispensing / Receiving Unit</p> <p><b>Emergency Department</b> 1 Dispensing Unit 1 Receiving Unit</p>
<b><u>Riverside Campus</u></b>	
<p><b>Main Level next to Service Elevators</b> 1 Combination Dispensing/Receiving Unit</p>	

## How to I retrieve scrubs?

1. Swipe your ID



2. Choose "C" For collect  
(Only on combo unit)



3. Open door



4. Take scrubs



## How do I deposit / return scrubs?

1. Swipe your ID



2. Choose "D" For deposit  
(Only on combo unit)



3. Separate your scrubs & close door (Please check the screen to make sure your deposit was recorded, and your credit limit is correct)

