GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: TRAINEE ACCESS TO SCRUBS
Policy Number: 9.8
Chapter: Conditions for Employment

Purpose:

A. To establish University of Utah Health (UUH) protocols for Graduate Medical Education (GME) trainee access to hospital scrubs.

Definitions:

A. Scrub-Ex machine – designated vending machines containing scrubs that may be withdrawn and returned via programmed university badges.
B. Credits – allowance programmed on university badges to access the Scrub-Ex machines.

Scope:

A. This policy applies to all GME trainees.

Procedure:

A. Initial Setup
   a. A link to the Scrub-Ex registration site is provided to trainees through the MedHub onboarding package. The trainee enters name, department, occupation, and scrub size.
   b. After trainee creates initial registration, the GME office ensures proper registration, adds proximity numbers, and assigns three sets of scrubs to each trainee.
c. The two primary trainee Scrub-Ex machines are located on the 2nd and 4th floors of the university hospital; however, they have access to all Scrub-Ex machines.

B. Using the Credits
   a. One credit is deducted from the GME trainee’s badge as they withdraw a set of scrubs.
   b. One credit is added back to the badge as a set of scrubs is returned.

C. Unreturned Scrubs
   a. If the trainee has an immediate need for scrubs and has no credits remaining, he/she will be instructed to purchase additional scrubs through the Support Services office.
   b. Upon ending training, the Support Services office will confirm via the checkout packet that each trainee has returned all three sets of scrubs.
   c. The Support Services office will charge the trainee a replacement fee for each unreturned set of scrubs.
   d. The trainee will not receive a graduation certificate until the three sets of scrubs are returned or purchased.

D. Education
   a. A representative from IPA (3rd party Scrub-Ex organization) will present scrub usage expectations at the annual New Hire Orientation(s).
   b. The trainee contract will be updated to reflect this policy.
   c. This policy will be available on the GME website.