



SUBJECT LAB COAT & LAUNDRY SERVICES	POLICY NUMBER 300.005	PAGE 1 of 1
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 12/18/07	EFFECTIVE DATE 3/13/07

I. POLICY

A. It is the policy of the Department of Academic Affairs (“Academic Affairs”) at St. Joseph’s Hospital and Medical Center (“SJHMC”) to provide resident physicians (“Residents”) with laundry services (“Laundry”) for their lab coats, free of charge (“Policy”). However, lab coats or any other piece of clothing brought to the Laundry **must have:**

1. **Name** – Resident’s name must either be monogrammed on the outside or written in indelible ink on the inside of the collar.
2. **Hospital Name** – Since services are provided for several hospitals, “St. Joseph’s Hospital” must also be written in indelible ink on the inside of the collar.

II. PURPOSE

Infection Control

III. PROCEDURE

Lab coats to be laundered must be signed-in and placed in the laundry bin located in the residents’ sleep room (“Sleep Room”), in the basement of the SJHMC Ancillary Building. Pickup days are Monday, Wednesday, and Friday. Delivery of laundered coats will be noted on the sign-in log and hung on a clothing rack in the Sleep Room lounge area. Laundry service for lab coats is usually 3 to 4 days.

If you have any questions or problems, please call Linen Services at x64281 for assistance.



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	12/18/07
CHW	12/18/07
JC	12/18/07
RISK/LEGAL	12/18/07
HUMAN RESOURCES	12/18/07
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	12/18/07
GMEC COMMITTEE	