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*Guidelines for Scrubs and OR Access for Pre-Clerkship Students*

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Once a student's surgical or Ob/Gyn elective is confirmed, the confirmation email sent to the student should be forwarded to both Parking and Photo ID Services at [parking@toh.on.ca](mailto:parking@toh.on.ca), and Logistical Services at [scrubinquiriesciv@toh.on.ca](mailto:scrubinquiriesciv@toh.on.ca). This can be done by sending one email with both parties copied. When forwarding the elective confirmation email which should state the date(s) and time(s) of the elective, the student should make sure to add:

- 1) The hospital location (General or Civic)
- 2) The student's scrub size
- 3) The TOH badge number (the five digits after the star)
- 4) The student's full name.

Once the student sends the email to both parties, which should be done as far in advance as possible (with two weeks being the minimum delay required), the scrub credit will be remotely added to their badge for the day of the elective, and they will also have OR access remotely added to their card.

**Notes:**

- In the event that there are issues with accessing scrubs (for example emailing too close to the elective date), then the student may go to Logistical Services at either of the hospitals and manually acquire scrubs prior to the elective.
- For most obstetrical electives, an email need only be sent to logistical services, as OR access is not required.