

HOW TO ACCESS SEWING ROOM SERVICES?

Via Requisition Form

1. Obtain Requisition Form from Stationery Stores
2. List all items required on Requisition Form
3. Requisition form is then approved and signed by your Supervisor or Head of Department
4. The forms are dropped off at the Sewing Room and recorded in the Request Book
5. Request is then checked and put in order according to required date or availability of material
6. When Linens are completed the department will be called or notified to collect their request

Via Email

1. Compose email listing required items
2. Email sent by Supervisor or Head of Department to bballah-straker@swrha.co.tt
3. Email is printed, stamped and recorded in the Request Book at the Sewing Room
4. Request is then checked and put in order according to required date or availability of material
5. When Linens are completed the department will be called or notified to collect their request



FOR FURTHER INFORMATION

Working Hours:

Monday to Friday 8:00-4:00 pm

Collection Hours:

Monday to Friday 8:00-11:00 am and 1:00-4:00 pm

Location:

SFGH (Above Old Ward 16 B on 3rd Floor- Upstairs)

Telephone: 225- HEAL (4325) 1 3324

Email: bballah-straker@swrha.co.tt



THE SEWING ROOM

Since its genesis in the late 1950's, the Sewing Room has served an important role in enhancing the quality of healthcare at the San Fernando General Hospital. Over the last sixty years the Sewing Room operations and services have expanded and the Department presently provides linens and sewing services to most departments and healthcare facilities in the South-West Regional Health Authority.

WHO ARE WE?

We are a dedicated team providing sewing services to all stakeholders in the South-West Regional Health Authority, in keeping with the SWRHA's vision of "satisfying the needs and aspirations of stakeholders in a safe and healthy environment".





Our team comprises 13 seamstresses and 1 supervisor. Our department is fully equipped to satisfy our stakeholders' needs. We utilise:

- ❖ 13 Industrial Straight Stitch Machines
- ❖ 1 Serger
- ❖ 1 Semi Industrial Machine
- ❖ 2 Domestic Machines
- ❖ 1 Embroidery Machine
- ❖ 1 Eyelid Machine



OUR OBJECTIVES

At the Sewing Room our objectives are:

- ❖ To meet and exceed the expectation and demands of the various departments within SWRHA who require linens.
- ❖ To provide user patterns to stakeholders to ensure provision of raw material.
- ❖ To explore the option of making Sewing Room a cost-centre whereby payments are accepted for embroidery services.
- ❖ To implement a full rewards and recognition program for seamstresses.
- ❖ To implement a full performance management system for seamstresses.



WHAT SERVICES DO WE PROVIDE?

At the Sewing Room, we:

- ❖ Embroidery SWRHA Logo on approved uniforms
- ❖ Insert eyelids onto drapes
- ❖ Fold slings and roll bandages
- ❖ Cut fabric for all uniformed members of staff
- ❖ Sew and provide linens to:
 - San Fernando General and Teaching Hospital
 - Princes Town District Health Facility
 - Siparia District Health Facility
 - All Health Centres in the South-West Region

Linens include:

* Doctor Shirts	* Fitted Sheets
* Wrap Dresses	* Pillow Slips
* Wrap Tops	* Cot Sheets
* Coats	* Draw Sheets
* Waistcoats	* Crib Sheets
* Scrubs Sets (pants and tops)	* Cushion Covers
* Jaconet Aprons	* Drapes
* Jaconet Capes	* Tie Backs
* Children Gowns	* Tablecloths
* Adults Gowns	* Dressing Towels
* Flat Sheets	* Trolley Covers

- * Litho Sheets
- * Abdominal Sheets
- * Ear Drapes
- * Eye Drapes
- * Breast Drapes
- * Face Drapes/Masks
- * Dermatology Drapes
- * Leggings
- * Mayo Covers
- * Instrument Packs
- * Hip Bags
- * Bed Pan Covers
- * Sun Pants
- * Mortuary Covers
- * Bags
- * Pelvic Slings
- * Scrotal Sacks
- * Jaconet Spread
- * Tray Cloth
- * Food Cloth
- * Roller Bandages
- * Slings large and small
- * Mittens
- * Pot Holders
- * New Craniotomy Drapes
- * New Instrument Pouch
- * New Headrest Wrap

