



Policy Title

Security Badge Policy

Identifier

USCSOMG – STAF – 4.1

Prepared by: Office of Student Affairs

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Approved by: Student Affairs Review Committee

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Date: 07/16/2018

Effective Date: 07/16/2018

LCME Standards

n/a

Scope

University of South Carolina (USC) School of Medicine Greenville students, faculty, and staff

Policy Statement

It is the policy of the USC School of Medicine Greenville to issue to all students, faculty, and affiliated staff a security badge for the purpose of identification, controlling access and maintaining security within the facilities of the Greenville Health System. While on campus, students, faculty, and affiliated staff are required to wear the security badge on the upper part of the outer most garments or on a lanyard worn around the neck. The badge must be visible at all times.

Reason for Policy

To provide USC School of Medicine students, faculty, and staff clarity on security badge rules and procedures

Procedures

Security Badge Issuance and Replacement

A. Time of Issuance

Each student, faculty, and staff member should receive a security badge at the time s/he begins matriculating or working at USC School of Medicine Greenville during orientation. Students and school faculty/staff members will be issued a badge from GHS that appropriately identifies their department and job/title designation, granting them access to facilities associated with their role.

Prior to the start of the third-year clinical clerkships, students will be issued a new security badge to accommodate their need for greater access to hospital areas to appropriately complete the clinical curriculum. Special care must be exercised to protect integrity and use of the badge.

B. Identifying information on security badge

Security badges are issued in accordance with GHS policy S-101-17 and the Lewis Blackman Hospital Patient Safety Act. As such, all students, faculty, and staff of USC School of Medicine Greenville are required to wear badges clearly stating their names, their departments, and their job or trainee titles.

C. Replacement of security badges

Security badges may be replaced, without additional charges, if the badge is broken or mutilated, or if a change in title, name, special designation, or department office has occurred. To replace a student's damaged badge or to request a new badge due to a change of information, the Manager of Student Affairs will email a Request for Photo Identification- Replacement form (S-101-17.A2) to the GHS Security Badge Office on behalf of the student. Badges may be replaced for reasons other than those mentioned above by paying the designated fee to the GHS Business Office. Replacement security badges will not be issued unless the student provides a receipt of payment to the badge office.

Assignment of responsibility

- A. All students, faculty, and affiliated staff, of USC School of Medicine Greenville are responsible for:
 - a. Wearing his or her security badge while on campus.
 - b. Maintaining the badge in proper condition and taking the normal precautions against loss or damage. Furthermore, all personnel are prohibited from placing stickers and other accessories on the badge. Due to the technology of the enhanced security badges, the badge cannot be pierced.
 - c. Ensuring that the badge is not misused (e.g., worn by or used to allow other persons to gain entrance to facilities of the school or hospital system.)
- B. USC School of Medicine Students are also responsible for:
 - a. Presenting the security badge and/or other identification to security personnel or to an administrator, faculty, or staff member upon request.
 - b. Surrendering the security badge to the Manager of Student Affairs upon graduation or termination from the USC School of Medicine Greenville.

Lost Security Badges

- A. Should you lose your security badge, please immediately follow appropriate steps outlined above to replace your badge. You will need a new badge to gain access to school and hospital facilities.
- B. Should you find a lost security badge, please immediately return to the owner, or in the case where the owner is not personally known, to the Office of Student Affairs.

Sanctions

Misuse of security badge is subject to review by the Honor and Professionalism Council and the Student Evaluation and Promotions Committee.

Additional Contacts

Office of Student Affairs
GHS Security Badge Office

Related Information

USC School of Medicine Greenville Student Handbook
USC School of Medicine Greenville Faculty & Staff Handbook
GHS Security Badge Policy (# S-101-17)
[Lewis Blackman Hospital Patient Safety Act](#)

History

- Date of Change: 05/24/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI