



Policy Title

Security Badge

Identifier

USCSOMG – STAF – 4.01

Prepared by: Office of Student Affairs	
Reviewed by: Interim Dean for Student Affairs	Review Date: 4/4/2023
Approved by: USCSOMG Policy Committee	Approval Date: 05/11/2023
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LCME Standards

5.7 – Security, Student Safety and Disaster Preparedness

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 Medical School and the Heath 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 Greenville 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 they begin matriculating or working at USC School of Medicine Greenville. Students and school faculty/staff members will be issued a badge from the health system 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, medical 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 the 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.

- a. To replace a student's damaged badge, the student must present damaged badge to the Security Badge Office when requesting a new one.
- b. To request a new badge due to a change of information (i.e. name change), the Manager of Student Affairs will email the hospital Security Badge Office on behalf of the student with their new legal name. After which, the student may present their old badge to the hospital Security Badge Office and have a new one printed.

Students may replace badges for reasons other than those mentioned above (i.e. lost badge) only by paying the designated fee to the hospital Business Office. To request a new badge, the Manager of Student Affairs will email the hospital Security Badge Office on behalf of the student confirming their status as an actively enrolled student.

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 their 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 Office of Student Affairs upon withdrawal or dismissal and Office of Medical Education upon graduation 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, the hospital Security Badge Office, or the closest Prisma Health location as instructed on the back of the badge.

Sanctions

Badge access and privileges may be de-activated if there is non-compliance with immunizations and/or training requirements per the partner health system.

Misuse of security badge is subject to review by the Associate Dean for Student Affairs, or Associate Dean for Medical Education, or Senior Associate Dean for Academic Affairs, who may then impose sanctions as appropriate.

Additional Contacts

Office of Student Affairs
 Office of Medical Education
 Greenville Memorial Hospital Security Badge Office

Related Information

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

History

Date of Change	Change
April 2023	Clarified procedures contacts. Editorial changes due to branding updates.
June 2018	Clarified procedures and sanctions. Editorial changes made due to branding updates and titles.

May 2018

Policy formalized into standardized template, LCME CQI