Policy Title
Observation Experience Policy

Identifier
USCSOMG – STAF – 13.1

Prepared by: Office of Student Affairs  Date: 06/20/2018
Approved by: Student Affairs Policy Committee  Date: 06/30/2018
Reviewed by: USCSOMG Policy Review Committee  Date: 08/30/2018
Communicated to: USCSOMG Students  Date: 11/20/2018
Effective Date: 08/30/2018

LCME Standards
6.3 – Self-Directed and Lifelong Learning
6.5 – Elective Opportunities

Scope
University of South Carolina (USC) School of Medicine Greenville students

Policy Statement
Students may participate in extracurricular observation experiences within the Greenville Health System (GHS) when the following criteria are met:

- Student must obtain approval from the USC School of Medicine Greenville Office of Student Affairs based on the following requirements:
  - Student is in good academic standing.
  - Student must have completed at least half of M1 year to participate.
  - Student has been checked off on training in scrub technique operation room (OR) protocol during M1 Integrated Practice of Medicine (IPM) course in order to enter the operating room.
  - Student must be up to date on all Health Stream computer-based tests (CBT).
  - Student must be up to date on all required immunizations.
  - Student cannot be under review by Honor and Professionalism Council.
- The experience must not interfere with scheduled curricular activity.
- The experience must be in a specialty that has a direct match and is not one of the USC School of Medicine Greenville's Core Clerkships.
- The experience is approved by a host faculty member who has followed the process outlined below.
- If the experience is to take place in an operating room or other area that requires a radiation badge, the student must obtain one prior to participation.

Reason for Policy
The purpose of this policy is to provide USC School of Medicine Greenville students clarity on the observation experience policy.

Procedures
Students interested in participating in an approved observation experience outside of their core curriculum should notify the USC School of Medicine Greenville Office of Student Affairs. If the student has met the
requirements outlined above, they will be permitted by the Office of Student Affairs to obtain approval to participate in observation from a Faculty Host. The student must then send the Observation Request Form link (https://hsc.ghs.org/uscsomg-observation-request/) to the program of interest so the Department can sign off on taking full liability/responsibility for the observing student. Once the Department Academic Vice Chair has completed the Request Form, the information is recorded by the Health Sciences Center (HSC) Office of Student Affairs Administration. Then USC School of Medicine Greenville Office of Student Affairs will be notified and will confirm with the student that the experience is approved.

**Sanctions**
Failure to comply with requirements or procedures will result in denial of Observation Experience request.

**Additional Contacts**
Office of Student Affairs  
HSC Office of Student Affairs Administration

**Related Information**
USC School of Medicine Greenville Student Handbook

**History**
- Date of Change: 08/30/2018 (effective date)  
- Change: Move to standardized template  
- Reason for Change: LCME CQI