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ACADEMIC YEAR 2025-26

INTRODUCTION TO THE STUDENT HANDBOOK

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WELCOME

Welcome to the University of South Carolina School of Medicine Greenville! Our leadership and staff have relevant training and experience to capably assist you throughout the various stages of your medical education, from application and admission through registration, financial aid, education, advisement, medical career selection, and the residency match process. This Student Handbook describes resources and services that have been developed to nurture an engaging, supportive and stimulating learning environment.
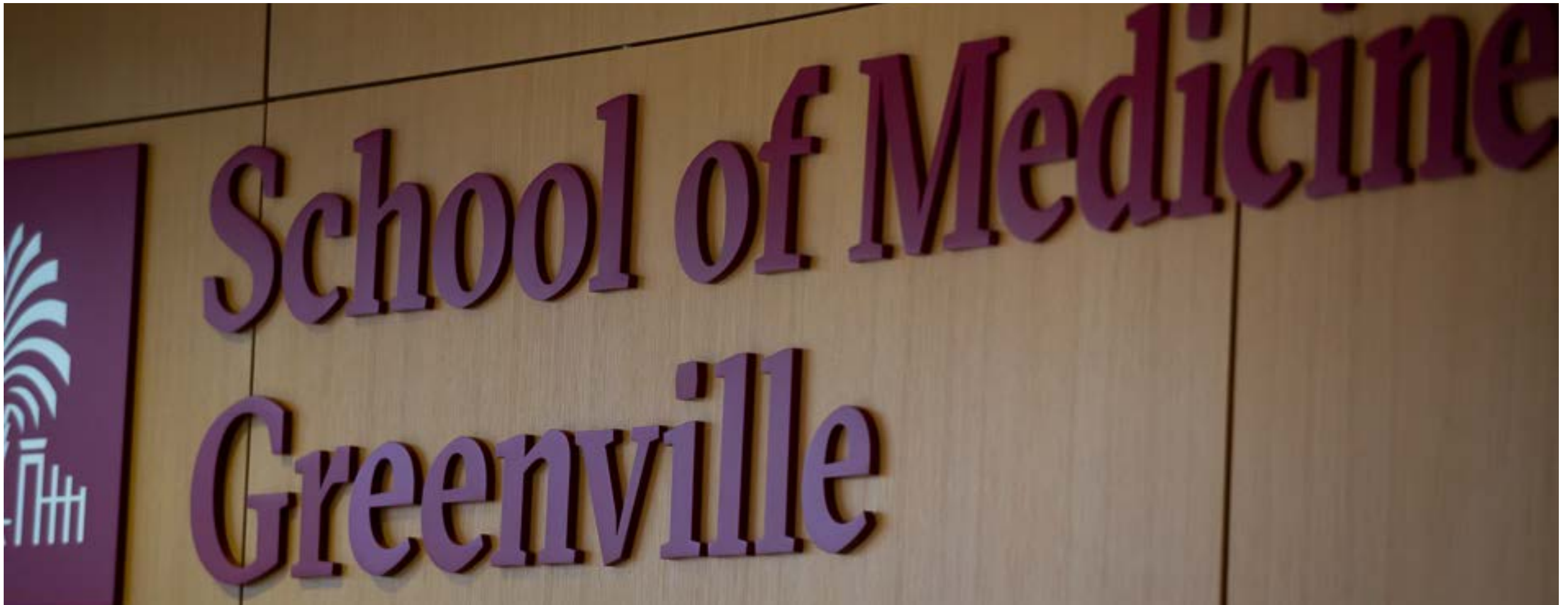
Medical students at the University of South Carolina School of Medicine Greenville must adhere to the guidelines in the medical student handbook from enrollment through graduation. The school reserves the right to modify policies/procedures without notice and corrections may be made at any time. The handbook is not a contractual agreement.

MISSION AND VISION

Mission
Educate. Innovate. Serve.
Where Lifestyle is Medicine.

Vision
USC School of Medicine Greenville empowers the next generation of physicians through cutting-edge technology, interprofessional collaboration, innovative teaching, and transformational research. We strive to educate compassionate future physician leaders to deliver the highest quality patient care, enhancing the health and wellness of the communities we serve.

VALUES

The USC School of Medicine Greenville

I.   **Accountability:** We take ownership of our decisions, actions and outcomes, fulfilling our commitments to students, colleagues, patients, and the community.

II. **Collaboration:** We work together across departments and disciplines to continuously improve the quality of programs and increase operational efficiency.

III. **Excellence**: We strive for the highest standards in all we do to transform education, research, and patient care.

IV. **Inclusion**: We foster a culture of belonging and equity, valuing each person's unique contributions.

V.   **Innovation**: We embrace new ideas and technologies to advance education, research, and patient care and optimize organizational effectiveness.

VI. **Integrity**: We uphold the highest ethical principles in all our endeavors, acting with honesty and fairness.

VII. **Respect**: We treat everyone with dignity and kindness, modelling professionalism in all interactions.

VIII. **Transparency**: We commit to open communication to build trust and engage all stakeholders.

THE DEAN'S ADMINISTRATION

Phyllis MacGilvray, MD
Dean for USC School of Medicine Greenville
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Interim Senior Associate Dean for Academic Affairs,
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for Student Affairs
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THE DEAN'S ADMINISTRATION

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OFFICE OF FINANCE AND OPERATIONS

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OFFICE FOR FINANCE AND OPERATIONS

Aaron Toro, MHSA
Executive Director of Finance and Operations
TOROA@greenvillemed.sc.edu

Min Zhang, CPA
Director for Finance
minzhang@greenvillemed.sc.edu

USC SCHOOL OF MEDICINE GREENVILLE BUILDING

The USC School of Medicine Greenville, a three-story building located on the Greenville Memorial Hospital Campus, is the primary classroom and teaching facility for students. The building provides ample instructional and study space:

- One lecture hall (Seats 186)
- One flexible learning studio* (Seats 140)
- One multi-disciplinary lab** (Seats up to 200)
- One gross anatomy laboratory (Seats 120)
- Fourteen small group rooms (Seats 12-14)
- Seven small study rooms (Seats 4-5)
- A mezzanine provides an additional nineteen small study rooms
- Individual study cubicles are available in Library Commons (Seats 20)/ 2nd Floor Lounge (Seats 23) / 3rd Floor Connector (Seats 52)/ 3rd Floor Study Lobby (Seats 15)
- Clinical Skills Lab and Simulation Center
- Lockers for student use

In addition, the adjacent Health Science Administration Building (HSAB) houses office space for members of the Dean's Cabinet, as well as Faculty, Human Resources, Assessment, Curriculum Coordinators and many others responsible for the operation of the School of Medicine Greenville.

Follow this link to see our campus.

* A divider is in place to allow the flexibility to create 2 separate rooms seating 70 each
** A divider is in place to allow the flexibility to create two separate rooms seating 84 each

First Floor: The Learning Studio has a central divider to create 2 spaces. Round tables facilitate small group interaction, and groups can then easily report to the wider class.

Lecture Hall: Students benefit from wireless internet, table microphones and power strips, ergonomic seats, and illuminated glass panels to write notes.

Second Floor: Small Conference Rooms can be used for Simulation Center orientation and debriefing sessions.

Simulation Center: The multipurpose room in the Simulation Center can be used for up to four concurrent simulations.

Third Floor: Small Group rooms have easily moved tables and chairs, and of course high resolution monitors. Locker space allows students to securely store their items.

Third Floor: The Gross Anatomy laboratory provides each table a monitor to display CT, MRI, pro-section, and atlas images.

Travel Directions

The USC School of Medicine Greenville building is located at 607 Grove Road Greenville, SC 29605 on the Greenville Memorial Hospital Campus.

A campus map as well as driving directions can be found **here.**

The USC School of Medicine Greenville Building is formally known as the Health Science Education Building is listed as #22 on the map above.   The Health Sciences Administration Building (HSAB) is listed as #20 on the map above.

The easiest way to get to our campus is to take the #2 entrance off of Grove Road. There is a visitor lot available. For students, faculty, and staff, please review our **Campus Parking Policy** for further guidance.

Our healthcare delivery partner, Prisma Health, has **locations** across the Upstate.

CLINICAL SKILLS LAB AND SIMULATION CENTER

The Prisma Health Simulation Center – Greenville is among the most sophisticated simulation-based learning and research centers in the United States. Located on the second floor of the University of South Carolina School of Medicine Greenville and the third floor of the Clemson University School of Nursing, our advanced medical simulation training center encompasses 35,000 square feet of purpose-built space equipped with simulation, clinical skills, and a willed body program.

A multidisciplinary center serving nearly every teaching program affiliated with Prisma Health-Upstate in addition to community-based healthcare providers, workforce development, and pathway programs. Participants include high school and college students (enrolled in the "MedEx Academy"), medical students from the University of South Carolina School of Medicine Greenville, nursing students from the Clemson University School of Nursing and other local training institutions, pharmacy and advanced practice nursing students, emergency medical

personnel, medical residents (i.e. – Pediatrics, Surgery, Internal Medicine, OB/Gyn, Emergency Medicine, etc.), and faculty members from a variety of healthcare disciplines.

Prisma Health Simulation Center in the Upstate was one of the first 30 simulation centers in the world to be accredited by the Society for Simulation in Healthcare (SSH) in 2012 and earned reaccreditation in 2017. This is the highest honor attainable by a center in recognition of its efforts in operations, health care system integration, teaching and assessment standards.

This international accreditation validates the daily efforts of our staff and teaching faculty who utilize the Simulation Center. In doing so, we offer the highest quality of training to our learners so that they can, in turn, provide outstanding care to our patients in the clinical domain.

More information about the Prisma Health Simulation Center – Greenville can be found at this **website.**

RELAXATION LOCATIONS

The Student Lounge, located on the third floor of the USC School of Medicine Greenville Building, provides ample relaxation space, as well as refrigerators and microwaves for student use with the expectation that students will be responsible for maintaining the cleanliness of the space.

Please review the **Student Lounge Maintenance Policy.**

Outdoor study, a vegetable garden, and relaxation spaces are also available on the campus.

CAMPUS SAFETY AND SECURITY

Your safety is our top priority. All students, faculty, employees, and contractors are required to wear a School of Medicine/Prisma Health Identification **Badge** on Campus. The USC School of Medicine Greenville and the Greenville Memorial Hospital Campus are monitored and patrolled 24 hours a day by the Prisma Health Police Department and security staff. The main entrance is routinely monitored by a greeter with immediate access to security personnel and a facility-wide situation-specific coded alarm system. The USC School of Medicine Greenville is restricted to ID badge access only during non-business hours. The main entrance to the school is open during normal business hours, Monday through Friday and is staffed with a greeter. All other entrances remain locked and are accessible by ID badge only. Between 5pm and 6am Monday through Friday and all day on the weekends, the building is only accessible to students, faculty, and staff by ID badge access.

Cameras and emergency call boxes are located at entrances to the School and to the student parking garage directly below the building. Emergency call boxes are also located along all major pedestrian walkways, in parking decks, and in open parking lots. These call boxes can be activated to notify security of situations from car trouble to criminal activity and are all connected to immediate camera call up for situation assessment. Security is also available to provide escort if a student feels uncomfortable walking to various points on campus any time, day or night. They can be reached by calling **(864) 455-7931**.

USCSOMG Text Message Notifications

Text join to 864-823-2653

You will be prompted to enter your:

• First Name

• Last Name

• Email address

• Status: Faculty, Staff, Student

Emergency and Urgent Services

You can view the Emergency Response Plan for the USC School of Medicine Greenville and the Health Sciences Administration Building on our **website.** This plan describes procedures for a medical emergency, active shooter incident, fire, and severe weather.

- When using on-campus phones to dial off campus, dial 9 first.

- When using campus phones to call other campus numbers, dial last 5 digits.

- Please note that unless otherwise stated, all phone numbers are in the 864 area code.

Emergency Contact Information

Contact Type	Title	Current Contact	Office
Prisma Health	Police Dispatch		(864) 455-7931
Greenville County	Emergency	County Emergency Service	911
Designated Official	Dean, USC School of Medicine Greenville	Dr. Phyllis MacGilvray	(864) 766-2067
Building Emergency Coordinator	Facilities Coordinator	Brian Lantz	(864) 766-2015
ABEC		Dan Garwood	(864) 766-2034
Med School 1st Floor Leader		Mackenzie Higdon	(864) 766-2533
Med School 2nd Floor Leader		Henry Moulder	(864) 546-2408
Med School 3rd Floor Leader		Peter Martinez	(732) 485-8633
HSAB Floor Leader		Ashley Malushizky	(864) 766-2083

Inclement Weather

All decisions regarding closures or delayed opening for USC School of Medicine Greenville due to inclement weather are made in accordance with **USC policy HR 1.18**. The Executive Director for Finance and Operations monitors the South Carolina Emergency Management Division **website** for closure information for Greenville County government offices. These decisions are made separately from the University of South Carolina's main campus in Columbia and from the Greenville County School system.

Employees of the partner health system should refer to their policy and supervisor for inclement weather protocols.

Students, staff and faculty are urged to take all necessary precautions for travel during inclement weather, regardless of whether the event is formally declared to represent an Inclement Weather event. Faculty and staff may get approval from their supervisor to work remotely, if appropriate.

During their clinical rotations, Primary Care Accelerated Track (PCAT) and M3/M4 medical students' responsibilities to their patients and to their clinical teams require, as consistently as possible, their presence in the inpatient and outpatient environments. During times of inclement weather, students' clinical responsibilities must be balanced by concerns for safety. The final decision about travel to these inpatient and outpatient facilities should be made by students based upon their assessment of current travel conditions.

In the event of a school delay or closure, email is the primary method of communication.

FACILITIES POLICIES

Parking

Students in the 1st and 2nd year are allowed to park in the parking deck located below the USC School of Medicine Greenville. M1 students are required to park on the lower level (P2) garage; M2 students are required to park on the upper level (P1) garage. Students on clinical rotations in the 3rd and 4th years should park in the 9C parking garage located adjacent to the Greenville Memorial Hospital and appropriately display their student parking permit.

Bicycles

There are bicycle racks on each of the two floors of the parking deck below the USC School of Medicine Greenville. Bicycle racks are also be located throughout the hospital campus. Please secure your bike with a bicycle lock to ensure the security of your belongings.

Pets

While on USC School of Medicine Greenville property, pets must be leashed, licensed and under the control of their owners or handlers at all times. Pets, with the exception of service animals, are not permitted inside any building, including classrooms.

Please Review the following Facilities Policies:

- **Animals on Campus**
- **Campus Parking**
- **Decoration**
- **Tobacco-Free Campus**
- **Use of Educational Facilities**
- **Student Lounge Maintenance**
- **Study Room Use**

INTEGRATED TECHNOLOGY

The USC School of Medicine Greenville building is equipped with wireless access throughout the building.

Integrated Technology (IT) staff support the hardware and software (e.g. wireless technology, learning management system) required for effective delivery of the curriculum, and support the development, delivery, assessment, and management of the educational program. IT staff also provide technical assistance for students, faculty and administrative personnel encountering difficulties in accessing information resources. In addition, the IT staff facilitate and support appropriate access to clinical systems.

USC and the partner health system maintain separate IT infrastructure. Students will, at times, need to access these networks.

Classrooms and meeting rooms are equipped with AirPlay and Miracast devices to enable wireless sharing of content from iPads and other mobile devices. Biomedical science lectures may be recorded using Panopto to provide remote access to students. Faculty also have access to Webex and Microsoft Teams videoconferencing platforms that may be used for remote class meetings.

INTEGRATED TECHNOLOGY INTRODUCTION AND CONTACT

The USC School of Medicine Greenville provides information technology resources for use by faculty, staff, and students for University-related duties and responsibilities.

For IT inquiries, please start with our Help Desk Manager. He will help you troubleshoot or refer your issue to another member of the Integrated Technology team. The Help Desk is located in the medical school rotunda, across from the Library Commons.

Eric Gregg
Help Desk Manager
HelpDesk@greenvillemed.sc.edu
(864) 766-2100

Please contact during business hours only

Integrated Technology Team

AV and Facilities

Peter Martinez
AV Services Manager
pm18@greenvillemed.sc.edu

Brian Lantz
Facilities Coordinator
blantz@greenvillemed.sc.edu

Mackenzie Higdon
Administrative Coordinator
Facilities and IT
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David Jones
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Information Technology

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David Burton
Network Administrator
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Phillip Ott
IT Systems Engineer
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Abdul Rehman
IT Coordinator
rehmana@greenvillemed.sc.edu

Technology Systems

USC School of Medicine Greenville utilizes multiple software systems to provide our students with a modern educational experience in the digital age.

- **Canvas:** Students will utilize this learning management software to access course materials and other relevant module information.

- **Oasis:** Students will access evaluations via this program, as well as submit preferences for course schedules in the 3rd and 4th years.

- **Self Service Carolina:** Students access to manage their personal information and perform many student-related transactions including paying tuition and managing financial aid.

  - For help navigating Self Service Carolina, please visit **SSC Help** for tips and tutorials. The **Knowledge Base** offers immediate access to self-service support information and documentation. If you still need help, submit a request online in the **Self-Service Portal** or call the Help Desk.

- For troubleshooting any of these systems, please contact the USC School of Medicine Greenville help desk at **(864) 766-2100.**

Student Email

All USC School of Medicine students are provided with an email address at the university domain (@email.sc.edu). University faculty, staff, and administrators will use this as the primary contact for enrolled students.

- You can access your university email account via Office 365 **HERE**.

- For troubleshooting, please contact the USC School of Medicine Greenville help desk: **(864) 766-2100**

Due to our partnership with Prisma Health and our commitment to providing students with early clinical exposure, they will also receive a Prisma Health email (@prismahealth.org) upon matriculation. You will need to regularly check this email to ensure that you are not missing any urgent information from the partner health system. For more information, please review the **Student Email Policy.**

- You can access your Health System inbox via Office 365 **HERE**.

- For troubleshooting, please contact the Prisma Health help desk: **(864) 455-8000**

IT Devices

USC School of Medicine Greenville Office of Integrated Technology (IT) will provide each incoming student an iPad. The iPad is considered property of the USC School of Medicine Greenville for the duration of the students enrollment. IT will determine which model of iPad the students will receive prior to matriculation and will distribute to the students during first year orientation. While attending USC School of Medicine Greenville, each student will be responsible for the care of the iPad. For more details, please review the **Faculty, Staff, and Student IT Device Management Policy**

IT Policies

Please review the following IT Policies
- **Acceptable Use of Information Technology Policy**
- **Information Technology Security Policy**
- **Faculty, Staff, and Student IT Device Management Policy**
- **Acceptable Use of Video Conferencing**

APPLE DISTINGUISHED SCHOOL

The University of South Carolina School of Medicine Greenville has been selected as an Apple Distinguished School for 2022–2025. The School of Medicine Greenville was recognized for continuous innovation in learning, teaching, and the school environment.

This is the second consecutive Apple Distinguished School recognition for The School of Medicine Greenville (SOMG). SOMG was first selected as an Apple Distinguished School in 2020. USC School of Medicine Greenville is actively preparing for the renewal process, which will be submitted for approval in Fall 2025 for the 2026-2029 period.

In order to receive this recognition, USC School of Medicine Greenville faculty, staff and students worked with Apple representatives to demonstrate how the school supports continuous innovation to achieve its goals of learning and teaching in the clinical environment. Medical students use iPads with specially created apps to learn to listen to heart sounds before working with patients. Students also use iPads for ultrasound training, viewing 3D anatomy models, and with Epic EHR system.

The USC School of Medicine Greenville wanted to leverage this technology to prepare the future physicians of the Greenville community and the state of South Carolina to not only enhance their acquisition of knowledge, but to create ways to more effectively care for their future patients and their families,

LIBRARIES

The Medical Library offers basic science and clinical resources to support medical education, patient care, and research. Students have access to the Greenville Memorial Hospital Library and the Medical School Library Commons, open to medical students 24 hours a day, seven days a week with name badge access. Computers, photocopiers, and study carrels are available. Additionally, students can access the electronic resources of the USC Thomas Cooper Library in Columbia.

The Medical Library's webpage, houses a comprehensive list of Library resources and services accessible on and off-campus. Resources include thousands of journals, books, and knowledge sources such as ClinicalKey and UpToDate. A textbook guide created for M1 and M2 students, USC School of Medicine Greenville **Textbook LibGuide**, is available on the Library's webpage that will link directly to all textbooks, study tools, and many other key resources for research and learning in one convenient resource. Popular study tools featured include First Aid for the USMLE, BoardVitals, and Access Medicine.

The Medical Library staff consists of four Master's level librarians who can offer assistance and instruction on the effective and efficient use of Library's databases and resources; article retrieval; and searching the medical literature for articles to assist in patient care, education, and research. The staff of the Medical Library is here and available to help.

Call: (864) 455-7176

Email: library@prismahealth.org

LIBRARY CONTACTS

Fay Towell
Library Director/Archivist
fay.towell@prismahealth.org

Loretta Westcott
Library Instruction & Outreach Manager
Library Commons
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Bethany Wiley
Medical Librarian
bethany.wiley@prismahealth.org

Teresa Head
Library Specialist
teresa.head@prismahealth.org

Joye Edmonds
Collection Development Librarian
joye.edmonds@prismahealth.org

LIBRARY LOCATIONS

The following library locations are open to all users **24 hours a day** via ID badge access.

Email: library@prismahealth.org

Website: **prismahealth.ovidds.com**

Medical School Library Commons

- Location: First floor of USC School of Medicine Greenville Building (next to the Information Desk)
- Phone: (864) 455-8239
- Staffed Hours:
    - Monday – Friday: 8 AM – 4:30 PM

Greenville Memorial Hospital Library

- Location: First floor of Greenville Memorial Hospital (located adjacent to the main lobby behind the gift shop)
- Phone: (864) 455-7176
- Staffed Hours:
    - Monday-Friday: 8 AM – 5 PM

OFFICE FOR ACADEMIC AFFAIRS

April Buchanan, MD
Interim Senior Associate Dean
for Academic Affairs
april.buchanan@prismahealth.org

The senior associate dean for academic affairs serves as a key member of the Dean's Cabinet team functioning under the principles of servant leadership, responsible for overall leadership of the medical education program of USC School of Medicine Greenville and Prisma Health, leads the charge for a coherent and coordinated continuum from premedical, undergraduate medical education, graduate medical education through to lifelong learning through continuing medical education and continuous professional development, supervises ongoing enhancement of USC School of Medicine Greenville integrated learner-centered curriculum and oversees evaluation/assessment to achieve institutional objectives, optimize student learning, operating within the bounds of the most current LCME accreditation standards.

OFFICE FOR STUDENT AFFAIRS

I. Introduction and Contacts

II. Financial Aid

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V. Student Conduct and Behavior

VI. Advising

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VIII. Ombudsperson and Student Mistreatment

IX. Student Health Insurance and Safety

X. Student Organizations

XI. Standing Committees

XII. Academic Awards and Honors

XIII. Events

INTRODUCTION AND CONTACTS

The Office for Student Affairs, located on the first floor of the USC School of Medicine Greenville Health Science Education Building, provides services, programs and resources to support each student's personal and professional development throughout their medical education. The Office for Student Affairs also provides support for medical student organizations, medical specialty interest groups, co-curricular and community involvement, social events, formal student ceremonies and serves as a liaison to medical students with offices and services on both the Prisma Health and University campuses. It is responsible for:

- Development, implementation, oversight, and evaluation of orientation, class meetings and town halls.
- Community engagement, community service, and service learning opportunities that integrates clinical skills, Lifestyle Medicine and social determinants of health.
- Assistance with financial aid, student health insurance, as well as facilitate connections with community resources and support services.
- Organizing, coordinating, and monitoring student progress through academic success coaching, learning communities, and referral(s) to educational testing, personal counseling, and learning specialists.
- Career services programming including advisement for away rotation applications, residency applications, and the overall residency match processes.
- Holistic wellness programming, transition and adjustment to each medical education phase to ensure overall personal, academic, and professional success.

Student Affairs Contacts

Leah Robinson, PhD
Associate Dean for Student Affairs
leahrobinson@greenvillemed.sc.edu
864-766-2115

Paul Catalana, MD
Career Services Liaison
PVCATALA@greenvillemed.sc.edu

Thomas Pace, MD
Director of Career Counseling
Thomas.pace@prismahealth.org
864-766-2062

Jennifer Springhart, MD
Director of Community Engagement
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864-766-2031

Student Affairs Contacts Continued
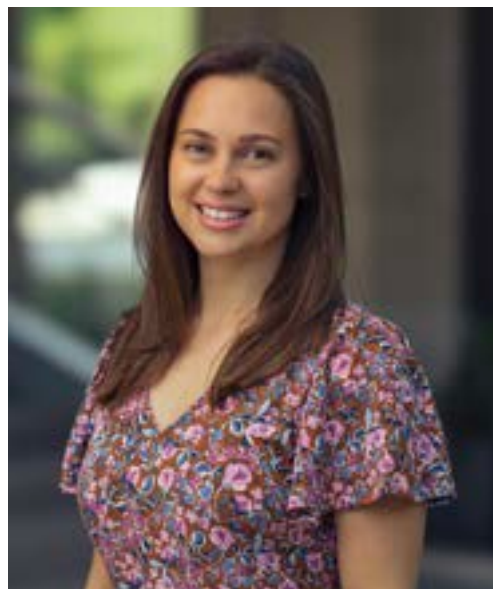
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864-766-2527

Sierra Speaks
(she/her/hers)
Administrative Coordinator for Student Affairs
speakss@greenvillemed.sc.edu

FINANCIAL AID CONTACT

Your education at the USC School of Medicine Greenville will be a challenging and rewarding experience. Our staff is committed to assisting students with planning for the cost of attending medical school and managing associated debt in an effective and responsible manner. The **Financial Aid website** offers many useful resources, including required forms, budget tools and spreadsheets, helpful links and checklists with appropriate deadlines for applying for financial aid.

Financial Aid Office

Location: Student Affairs Suite

Website: **Financial Aid**

Casey Wiley, MEd
Manager of Financial Aid
wileyc@greenvillemed.sc.edu
(864) 766-2026

FINANCIAL AID & SCHOLARSHIPS

Financial Aid, in the form of loans or scholarships is available to all full-time medical students who meet specified requirements set forth by the agency, organization or individual providing the aid.

Loans are available through the Department of Education's **FAFSA website** (recommended) and through private banks and lenders (not recommended). All students should first borrow a Federal Direct Unsubsidized loan as it offers more protections and a lower interest rate than the typical private loan. To apply for this loan, a student must complete a FAFSA. Once these funds are expended, students may wish to consider a Grad PLUS loan to cover any remaining expenses as the same federal repayment and protection options also apply to this loan. It is highly recommended that every student complete a FAFSA prior to the April 1st priority deadline set by the University of South Carolina regardless of their intention to accept loans or aid in any form. This is recommended to ensure that a student has prompt access to funds should an emergency arise. Private loans are associated with higher interest rates and should only be considered when all other options have been exhausted.

Additional information on loan options and calculation tools is available **HERE** and **HERE**

All students matriculating at the USC School of Medicine Greenville are considered automatically for scholarships; however, if extenuating financial circumstances exist, they are encouraged to complete the **Optional Scholarship Application** available on the Financial Aid website. A Scholarship Committee composed of faculty, staff and community representatives evaluates the applications and makes decisions on scholarship awards. All awards are renewed each year if the student remains in good academic standing and progresses with their class. For additional details, please contact the Office for Financial Aid.

There are also a limited number of scholarships available to students in the M2-M4 year; however, they do not require a separate application. Criteria for these continuing student awards are listed on the **Scholarship page** of the Financial Aid website. Students are also encouraged to research and apply for scholarships from outside providers.

Note that a scholarship award may decrease a previously posted loan allotment since total scholarship and loan awards cannot exceed the approved cost of attendance.

TUITION, FEES, ESTIMATED EXPENSES AND REFUND POLICY

Tuition, Fees & Estimated Expenses

Tuition is determined in June, and then posted online by July 1st of each year. Bills are posted to Self Service Carolina (SSC) around July 15th of each year. Tuition, fees and estimates for living expenses can be found on the **financial aid website**. Be mindful that fees and expenses will change as you progress through medical school (e.g. The Gross Anatomy fee is paid only in the Spring of the M1 year).

Tuition Refund Policy

The University will refund a part of academic fees in cases of drop/withdrawal from the USC School of Medicine Greenville in accordance with the **Tuition Refund Policy.** Please review the policy bulletin for details and direct any questions to the Financial Aid Office.

STUDENT SUPPORT SERVICES

Educational Testing Services

Students who encounter academic problems that may be associated with a previously known or unknown disability may be referred for a consultative visit with a licensed doctoral level psychologist and a learning specialist to be evaluated for potential learning disabilities, deficits in retention and recall, attention deficit disorder, auditory processing disorders, etc. The Office for Student Affairs is available to assist with the referral of any student recommended to undergo evaluation and diagnostic assessment. Any associated costs of recommended testing and follow-up will be covered by the USC School of Medicine Greenville.

Services for Students with Disabilities

The USC School of Medicine Greenville is committed to supporting students who require accommodations in the attainment of their aca-

demic objectives. The USC Student Disability Resource Center (SDRC) serves as a resource to help students with documented disabilities receive appropriate accommodations in testing and assessment.

It is strongly encouraged that students contact the Manager of Student Affairs for assistance on further instructions

Please see the **Curriculum Accommodations Policy** for more details. For additional information medical students should contact:

Student Disability Resource Center
University of South Carolina
803-777-6742
SDRC Website

STUDENT CONDUCT AND BEHAVIOR

Students enrolled in the School of Medicine should conduct themselves in an appropriately professional manner as defined by the USC School of Medicine Policy on **Expectation of Personal and Professional Conduct.** Conduct should be in conformity with the high moral and ethical standards of the medical profession as well as within the legal constraints of any law-abiding community.

Honor Code

The Honor Code is a set of principles established by the university to promote honesty and integrity in all aspects of a student's academic career. It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty in connection with any academic program. A student who violates, or assists another in violating the Honor Code, will be subject to university sanctions.

Please review the **Academic Responsibility Policy** for a list of Honor Code violations and sanctions.

Statement of Professionalism

The USC School of Medicine Greenville vision of professionalism has the primacy of patient welfare as its central tenet. The Guiding Principles upon which the USC School of Medicine is founded express core values of altruism, integrity, a commitment to excellence, and high moral and ethical standards as the necessary foundations for the development of medical professionals.

Students will be evaluated on professionalism as a component of their overall assessment.

Expectations of Personal and Professional Conduct

Students at the USC School of Medicine Greenville have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion and respect for themselves, colleagues, faculty, staff, and, the patients who participate in their education.

Expectations of the personal and professional conduct of medical students will include the following general and specific considerations:

1. Demonstrating concern for the welfare of patients
2. Demonstrating concern for the rights of others, including demonstrate a considerate manner and cooperative spirit in dealing with faculty, staff, fellow students, and all members of the healthcare team
3. Demonstrating evidence of responsibility to duty
4. Trustworthiness
5. Maintaining a professional demeanor
6. Possessing those individual characteristics required for the practice of medicine.

Please review the **Expectation of Personal and Professional Conduct Policy** for a detailed description of the expectations for professional conduct.

Medical Student Employment

Due to the rigor of the medical education curriculum, it is strongly recommended that students do not pursue outside employment opportunities. While some students may participate in babysitting or pet sitting, it is difficult to fulfill the requirements of the curriculum with a structured work schedule. Work-related absences are not considered to be excused. Students in good standing may be considered to be hired as tutors or student workers through the school or partner health system at no more than ten hours per week. Please contact the Office for Student Affairs if you have any additional questions.

Social Media & Social Networking

Students should exercise appropriate caution with social media and social networking. Misuse of social media can lead to professional behavior and/or confidentiality violations up to and including expulsion. Please review the **Social Media & Social Networking Policy**.

Guidelines on the Use of Social Media for Faculty and Students

Social media has been a powerful force for communication and is widely used by students, faculty, staff, patients and the public. Thoughtfully done, it can enhance relationships and communications among all of these constituencies. It is not without the potential for complications, however, particularly when the individuals involved play multiple roles, or their roles change over time. The following general considerations may be of help in determining where to place boundaries or whom to include as "friends":

• Physicians, faculty, staff and students must be cognizant of prevailing laws, standards and institutional policies regarding privacy of patient and student information

• Privacy settings can be used to help limit access to your information and confine messaging to your intended audiences;

• Be thoughtful about what you post, and always show respect, avoid vulgarity, intimidations and threats

• It is important to accurately represent yourself, your professional roles, titles and accomplishments, and to keep your profile up to date; you are personally responsible for all content that you post.

Expectations of Professional Demeanor & Attire

Students are expected to dress in an appropriate manner while at USC School of Medicine Greenville and affiliated learning sites. Medical students should present a professional appearance to their University community of faculty, staff and colleagues, as well as to those whom they encounter in a clinical setting – including but not limited to physicians, patients, and all hospital employees. In addition, USC School of Medicine Greenville students are expected to maintain a professional attitude towards patients, colleagues, and faculty. Please review the **Demeanor & Attire Policy** for more detailed guidance on appropriate dress.

Honor & Professionalism System

The purpose of the Honor and Professionalism System of USC School of Medicine Greenville is to promote and maintain the basic ethical and professional principle paramount to the success of a student preparing for the profession of Medicine. The Honor and Professionalism System obligates medical students, as future physicians and representatives of the USC School of Medicine Greenville, to conduct themselves with honor and integrity in all aspects of their lives. There are three aspects of the Honor and Professionalism System: 1. The Honor Code 2. Student Code of Conduct 3. Expectation of Personal and Professional Conduct, which includes the USC School of Medicine Greenville Statement of Professionalism.

The Honor and Professionalism System is introduced to new medical classes each year at M1 Orientation, and each student is asked to sign a statement acknowledging that they have been informed of the Policies and Procedures of the Honor and Professionalism System. The acceptance of the Honor Code assures that the integrity of students is unquestioned and accepted by all in the academic, clinical and research communities.

The Honor and Professionalism Council (HPC) is a committee of medical students elected from the second-, third-, and fourth-year classes with endorsement by the Dean. It functions to ensure the upholding of the Honor and Professionalism System for all actions that directly bear upon students and their relationships with their colleagues, faculty, patients, the institution and the community.

Please review all three policies for more detailed information about the Honor and Professionalism System:

- **Honor & Professionalism System**
- **Expectation of Personal and Professional Conduct**
- **Student Code of Conduct**

Every student enrolled at USC School of Medicine Greenville is expected to abide by the Honor and Professionalism System at all times while on the campuses of USC School of Medicine Greenville, partner health system campus, as well as off campus and in the community. The **Student Code of Conduct** extends to incidents off campus which may adversely affect the USC School of Medicine Greenville community, or which may affect the school's pursuit of its mission.

Any conduct within the USC School of Medicine Greenville community that undermines the spirit of the Honor and Professionalism System is a violation. Specific incidents will be considered with regard to the context in which they occur, the alleged infraction, and the magnitude of the alleged offense.Violations of the Honor Code, Professionalism or Student Code of Conduct standards include,but are not limited to:

Academic Integrity

• Lying - including any form of dishonesty or misrepresentation, omission, fabrication or falsification of documents or clinical reports

• Cheating - using or attempting to use any unauthorized materials, devices or study aids in or prior to an examination, OSCE or any other academic work. Giving or receiving any unauthorized assistance in the completion of any examination, OSCE or other academic work as well as preventing or attempting to prevent others from using authorized materials

• Plagiarism - Use of work or ideas without proper acknowledgment of source.

Student Conduct

• Stealing

• Bullying, intimidation, harassment, or discrimination based on immutable characteristics/chosen identities

• Intentional unsolicited physical contact (shoving, kicking, unwanted touching, etc.)

• Verbal threats of physical harm

• Retaliation by an accused student in response to an accusation is considered a breach of professionalism. Retaliation is any conduct causing interference, coercion, restraint, or reprisal against a person making a complaint or against a person assisting in any way in an investigation and resolution of the complaint

Professionalism

• Repeated written communications, verbal, or nonverbal insensitivity or rudeness towards others including faculty, staff, visitors, and classmates, which may present as disruptive, demanding, aggressive (including passive aggressive), offensive, degrading and/or overly critical comments or behavior

• Inappropriate communication (in-person, email or via social media) e.g., consistent unhelpful and off-topic contributions, sharing of sexually explicit language and/or images

• Refusal to meaningfully participate and/or work collaboratively with others or to follow best practice

• Violating expectations set forth in the **Guidelines for Conduct in Medical Educator/Learner Relationship**

• Violating expectations set forth in the **Professionalism in Student Research**

• Repeated tardiness, or violations of absence policies, or exam procedures based on the following policies: **Exam Tardiness and Unscheduled Absence policy**, **M1 and M2 Student Attendance**, **M3 and M4 Student Attendance**, **IPM Attendance**, **Clinical Skills Examination**, **Proctored Environment for Multiple Choice Assessments**

• Inappropriate conduct on campus or in the community

Course/Faculty Evaluation

• Failure to complete Course/Faculty Evaluation as described in **Course and Faculty/Resident Evaluation Completion policy**.

ADVISING

SUCCESS COACHES

Success Coaches are educational specialists who support the whole student with a focus on academic performance, personal wellness, career exploration, and community engagement. Success Coaches meet with their assigned students throughout the academic year, monitor all students' grades, reach out to students needing additional support, and ensure interventions and referrals to maximize students' growth and achievement.

CAREER COUNSELORS

Career Counselors are physicians holding clinical appointments at USC School of Medicine Greenville. Career Counselors provide career guidance to students throughout their four years of medical school. Career Counselors are primarily responsible for advising, mentoring, and supporting students while assisting them in acquiring the skills, information, and resources necessary to choose a specialty and residency program that meets their career goals and to ensure that students are adequately prepared to successfully enter the specialty of their choosing. Medical students and their respective Career Counselor have two required meetings per year. If you have any questions about Career Counseling, please contact the Career Services Coordinator.

SPECIALTY ADVISORS

Towards the end of 3rd year students are provided a list of specialty advisors. The specialty advisor is an expert in their specific specialty and can help students navigate the residency application, what programs to apply to, rank order lists, etc. It is the student's responsibility to reach out to a specific advisor on that list. Transitioning into their 4th year students will use their specialty advisor more than their career counselor. Students can have mentors that are not specialty advisors, but the specialty advisor should be the person providing in depth information on specialties and residency applications.

CAREER ADVISING PROGRAMMING

There are several annual events throughout the academic year dedicated to career exploration and residency preparation. The Career Advising Lunch and Learn Series features a Q&A panel of physicians from diverse specialties discussing their training, specialty choice, daily routines, and work-life balance. Every spring, we organize a Residency Showcase where all Prisma Health Upstate residency programs are presented, allowing students to connect with contacts in their desired specialty or explore various specialties offered by Prisma Health. Additionally, the Specialty Mixer is an annual event where recently matched fourth-year students provide guidance and insights to underclassmen interested in their specialties. Please note that we are continually adding new events and opportunities throughout the year—this list is not exhaustive. For event dates and details, please refer to the Med Student Greenville Canvas Page and the student events calendar.

RESIDENCY APPLICATION ADVISING

Class meetings are held by the Office for Student Affairs, in partnership with the Office for Medical Education to provide students with a step-by-step overview and advising for away rotation applications and residency applications. These meetings are communicated and scheduled at the beginning of each academic year. Throughout the application season, students will work with the Office for Student Affairs on personal statements, CVs, and mock interview resources. In addition, students will work with their advising team including their career counselor, specialty advisor, and Office for Student Affairs staff.

RESOURCES

Within the **Med Students Greenville Canvas page** there is a section dedicated to career services. This has excellent career guidance and resources such as SOMG graduate match history, specialty specific links and information, CV and personal statement resources, VSLO and away rotation information, and so much more. The Office for Student Affairs keeps this page updated with data and resources as they are released.
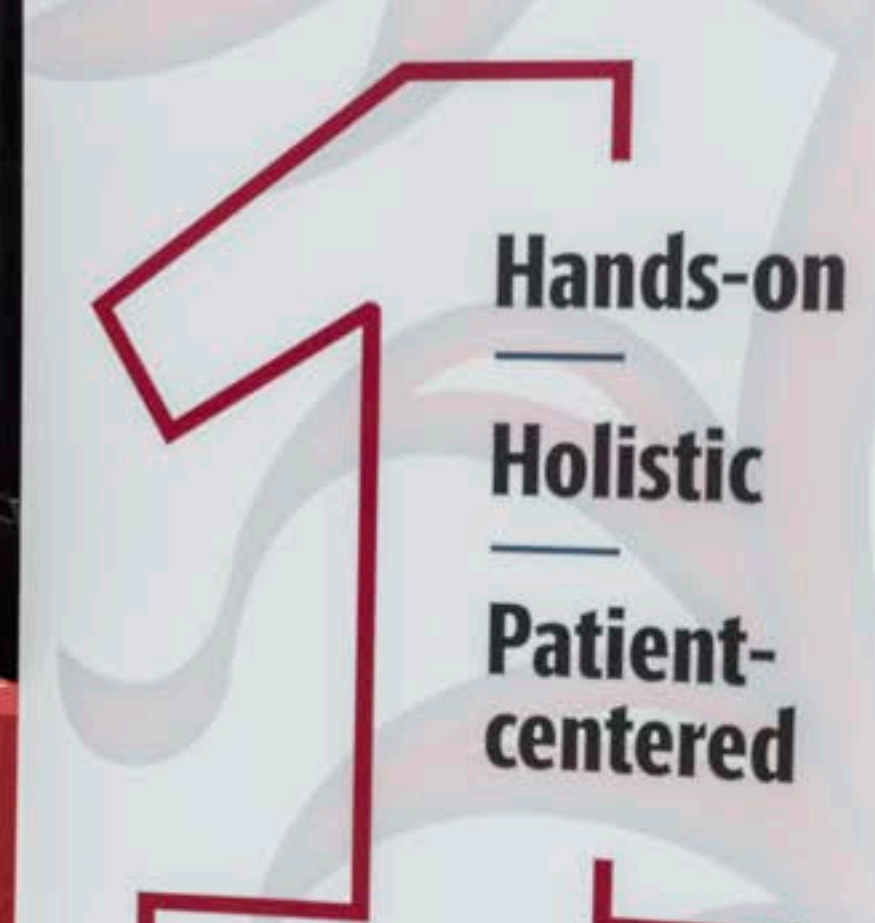
SERVICE LEARNING AND COMMUNITY ENGAGEMENT

Serice Learning and Community Outreach

Community engagement is a cornerstone of the educational experience at the University of South Carolina School of Medicine Greenville. By actively participating in local initiatives and partnering with diverse organizations, students develop a deeper understanding of the populations they will serve as future healthcare professionals. These service learning experiences foster empathy, cultural competence, and a sense of social responsibility that are essential in modern medical practice. Through community engagement that meets the health needs of the local community, students gain valuable insights into public health challenges, healthcare disparities, and the social determinants of health. This hands-on involvement not only enriches their academic learning but also prepares them to become compassionate, well-rounded physicians who can effectively address the complex health needs of their communities. The school's commitment to community engagement reflects its dedication to producing graduates who are not just skilled clinicians, but also engaged citizens and advocates for improved health outcomes.

Wellness Programming

Student wellness programming occurs each month and focuses on incorporating aspects of the Substance Abuse and Mental Health Services Administration's (SAMHSA) Eight Dimensions of Wellness – emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual. The Wellness Ambassadors support wellness programming and initiatives by providing the student perspective for impactful wellness events. You can see upcoming Wellness programming events on the Student Events Calendar found on the **Med Students Greenville Canvas page** or contact the Wellness Ambassador for more details.

STUDENT MISTREATMENT

Mistreatment can be defined in eight general domains: public belittlement or humiliation, threats of physical harm or actual physical punishment, requirements to perform personal services, being subjected to unwanted sexual advances, being asked for sexual favors in exchange for grades, being denied opportunities for training based on race, ethnicity, religion, creed, sex, gender identity, national origin, age, disability, sexual orientation, pregnancy, childbirth or related medical condition or veteran status, being subjected to offensive remarks/name based on race, ethnicity, religion, creed, sex, gender identity, national origin, age, disability, sexual orientation, pregnancy, childbirth or related medical condition or veteran status, receiving lower grades or evaluation based on race, ethnicity, religion, creed, sex, gender identity, national origin, age, disability, sexual orientation, pregnancy, childbirth or related medical condition or veteran status.

Students who feel they have been mistreated by students, faculty, residents, or staff are encouraged to report the incident. There are several mechanisms by which mistreatment may be reported.

- **Learning Environment Concern Form (including Mistreatment)** – An online mistreatment report form. Although forms may be submitted anonymously, the reporter is encouraged to self-identify in order to facilitate appropriate follow-up. This form is received and reviewed by the associate dean for student affairs and the manager of student affairs. The matter is then referred to the appropriate School administrative office or personnel for additional investigation. If the submitter has identified themselves, they will receive notice of the outcome of the evaluation of their report. If the form was filed anonymously, no notification of the outcome is possible;

- **Health System Compliance Hotline** – Students may confidentially or anonymously report concerns regarding the clinical training environment at the partner health system. A caller may remain anonymous but should self-identify as a USC School of Medicine Greenville student to ensure that the reported incident is forwarded to Office for Student Affairs. The Compliance Hotline is operated by an independent outside firm to further protect anonymity. To reach the Compliance Hotline, call 1-888- 243-3611 (English) or 1-800-297-8592 (Spanish). Callers are encouraged to keep the case number and PIN number provided by the operator.

- **A formal report** t**o the USC School of Medicine Greenville administration** – Meeting with a member of the School's administration, including assistant or associate deans in the Offices for Academic Affairs, Student Affairs, Admissions, or the Chief Officer of Culture, Access and Stakeholder Engagement. Upon meeting with a member of administration, a mistreatment report form is completed for tracking purposes;

- **Faculty and resident evaluations** distributed to students at the end of each module and clerkship. These evaluations are confidential, but not anonymous.

    - Clerkship faculty and resident evaluations are reviewed by the clerkship director, program director, director for clerkship and post clerkship curriculum, vice chair of academics and chair for each department, and the associate dean for curriculum.

    - Pre-clerkship faculty evaluations are reviewed by the director for pre-clerkship curriculum, chair of biomedical science, and the associate dean for curriculum.

    - IPM faculty evaluations are reviewed by the director of IPM, department chair, and the associate dean for curriculum.

Non-retaliation

It is a violation of University of South Carolina policy for any person to retaliate, intimidate or take reprisals against a person who files a complaint, testifies, assists or participates in any manner in the investigation/resolution of a complaint of unlawful discrimination or harassment. Appropriate sanctions/disciplinary actions shall be taken against any person who is found to have violated this policy.

Please review the **Student Mistreatment Policy** for procedures and additional resources.

Medical Educator/Learner Relationship

The USC School of Medicine Greenville is committed to fostering an environment that promotes academic and professional success in learners and medical educators at all levels. An atmosphere of mutual respect, collegiality, fairness, and trust is essential to achieve this success. Both medical educators and learners bear responsibility in creating and maintaining this atmosphere. Please see **Guidelines for Conduct in Medical Educator/Learner Relationship Policy**.

STUDENT HEALTH INSURANCE AND SAFETY

All students are required to maintain active health insurance throughout their enrollment at the USC School of Medicine Greenville. Student health insurance is automatically added to each semester's tuition bill. Students who have an equivalent/alternate health insurance plan must waive the university student insurance each semester or it will be automatically billed to their tuition. More information about the benefits and cost of the university's student health insurance plan as well as how to waive the University plan is available on the USC Student Health Services **website.**

At matriculation, students are automatically enrolled in a third-party disability insurance plan; annual premiums are added as a fee to the fall semester tuition bill. Please review the **Required Health and Disability Insurance Policy** for more information.

Professional Liability Insurance

All students are insured for professional liability and tort liability provided by USC School of Medicine Greenville through the South Carolina General Services Administration Sinking Fund.

Medical students of USC School of Medicine Greenville are insured for medical professional liability by the State of South Carolina Insurance Reserve Fund with a limit of $300,000/$600,000 per occurrence, no aggregate.

Students are responsible for providing their own liability insurance coverage above this level whenever it is required by a state or institution in which they rotate away from their home institution. To obtain supplemental liability insurance for an elective away rotation, contact **Academic Medical Professionals Insurance RRG.** Please review the **Professional Liability Insurance Policy**

Workers Compensation Insurance

All medical students are covered by Workers Compensation Insurance through the State Accident Fund for any injuries sustained by students during the course of those clinical activities that are a part of their medical education. The premium for this insurance is paid by the School of Medicine. Information about Workers Compensation insurance policies and procedures and the reporting requirements for injuries sustained by students during their medical educations is provided to students annually and available in the Office for Student Services.

Students who experience a workplace injury will have to promptly complete the following steps to file a Worker's Compensation claim. If the injury is not reported immediately, you may be denied the right to compensation.

1. Any student who sustains an injury while on duty or develops a work-related illness must immediately report the injury or illness to their supervisor and CompEndium at **877-709-2667.**

2. Student must complete an **Employee Injury Report** and provide it to the Office for Student Affairs. Ask the treating physician to fax all statements and reports to CompEndium Services at 877-710-2667.

3. Your faculty supervisor will need to submit the Employee Injury Report along with a **Supervisors Report** to CompEndium.

4. You must report the injury to CompEndium Services within 10 days of the date of injury.

Reporting forms are available online **HERE**.

Please review the **Workers Compensation Policy** for more information.

Student Health Services

The USC School of Medicine Greenville is committed to providing all students with appropriate health care and personal counseling in a compassionate, confidential, and professional manner. Faculty members involved in the grading of a particular student are prohibited from providing health care to that USC School of Medicine Greenville student except in emergency situations wherein School of Medicine faculty and residents may be the clinical staff responsible for the facility to which the student presents, and it is in the best interest of the student to receive immediate care. The student will be transferred to the care of non-faculty physicians who do not participate in their grading as soon as medically appropriate. If a student and faculty member do agree to establish a non-emergent patient provider relationship, the faculty member must recuse themselves from ever being involved in that student's evaluation or advancement process.

Primary Care

For primary care, students can choose a practitioner from any Prisma Health Primary Care practice. By choosing one of these practices, a student is choosing their medical home during their time at the School of Medicine Greenville. Faculty members who see a particular student at their medical home should recuse themselves from ever being involved in that student's evaluation or advancement process. For a full listing of practices please see https://prismahealth.org/services/primary-care.
Registration staff at the practice will obtain students' demographic and insurance information. Students will be required to pay the copay that is designated by their insurance company and their

insurance will be billed. Any remaining primary care changes will be covered by
the student health fee (included in tuition) and will not be the responsibility of the student. Students should be aware that a fee may apply when they do not show or cancel appointments within 24 hours at these practices.

For acute yet non-emergent health needs students will have two options for care - the Team Member Care Center (TMCC) at Greenville Memorial Hospital, Greer Memorial Hospital, or Oconee Memorial Hospital and at any Prisma Health Urgent Care practice. The Team Member Care Center is staffed by several experienced nurse practitioners with physician back-up and referral when clinically indicated. The hours of operation are from 8:00AM – 4:30 PM Monday - Friday. Same day appointments (455-2455) are available, or through the MyChart app. **Visits to the TMCC are covered by the student health fee with no out of pocket payment required by the student**.

Women's Health

Women's health services are available at many primary care locations for routine well woman exams, pap testing, and contraceptive counseling. If an OB/GYN appointment is desired, please visit https://prismahealth.org/services/womens-health

Urgent Care

Prisma Health Urgent Care is also available to students for nonemergent health needs. Services provided will include routine and sick care, radiology services, lab services, vaccinations, and basic care for minor injuries. Students will be required to pay the co-

pay designated by their insurance company for visits with Urgent Care and the student's insurance will be billed for the visit. Any remaining primary care charges will be covered by the student health fee **through USC reimbursement after the bill has been first paid by the student**. Students should be aware that their co-pay at an urgent care facility will be higher than at a primary care office and plan accordingly. For a full listing of Urgent Care facilities please visit: https://prismahealth.org/locations/practices/urgent-care.

Subspecialty Care

When clinically indicated, students are referred to a Prisma Health subspecialist; the cost of visits to subspecialists will be the responsibility of the student and their insurance provider.

Additional Information

To search for a Prisma Health physician in any area, the following link is recommended:

https://prismahealth.org/find-a-doctor

Pharmacy Services

Students may use Prisma Health Pharmacy at Greenville Memorial Hospital to have non-controlled prescriptions filled. Students who require controlled medication may fill that medication at Prisma Health Pharmacy – Cross Creek located in Cross Creek Medical Park at 111 Doctors Drive. Students may also contact the Student Health Center at the University of South Carolina and request that a 3-month supply of any non-controlled medication be shipped to their homes. Additional pharmacy locations can be found by visiting: https://prismahealth.org/services/other-services/pharmacy-services.

Counseling & Behavioral Health Services

Julian S. Green, MSW
Behavioral Health Consultant
jg194@greenvillemed.sc.edu
(864) 313-7047

Julian "Jules" Green is a licensed therapist who loves to teach individuals how to heal from stress, trauma, and disruptive patterns which keep them stuck. Jules facilitates therapy from a trauma-informed, anti-oppressive perspective which incorporates an eclectic approach including psychodynamic, cognitive behavioral therapy (CBT), mindfulness-based stress reduction (MBSR), somatic experiencing (body-based interventions) and EMDR (eye movement desensitization reprocessing).

Prisma Health Employee Assistance Program (EAP) powered by LifeWorks also offers various resources and counseling delivery options to allow for flexibility 24/7/365. The structure of the EAP is to provide short-term and solution focused counseling, legal consultation, financial consultation, and access to resources. Counseling uses a solution-focused model. This short-term solution focused counseling model supports a maximum of six (6) EAP visits per participant per issue per year. The EAP counselor will refer students to community resources or private practitioners for longer-term and/or specialized services. Legal support provides a one-time consultation, per issue, up to an hour in length, with a lawyer that has experience in the specific area of law required and the applicable state. Legal support is designed to be general in nature, meaning that, should an individual need to engage the services of a lawyer, they would not be

covered under the EAP. Financial support services provide a onetime consultation, per issue, to connect individuals to financial professionals to support issues such as debt and credit management, budgeting, tax & estate planning, and retirement planning, to name a few. We do not provide investment advice through this EAP service.

1. Face-to-Face Counseling is an in-person appointment at the counselor's office. Note: Prisma Health Employee Assistance Program (EAP) on-site counselors are located at 1020 Grove Road, however services are not limited to only our on-site EAP counselors. Our EAP is staffed by licensed counselors who have no role in medical education.

2. For a Telephone Counseling appointment, the counselor will call the client at a designated time at a number provided by the client. Telephone Counseling can occur anywhere the client is able to speak on the phone.

3. Text-based resources are provided through our Health & Wellness resource kits. These are clinical resources – usually a self-help book, a workbook, and community resources – that the client can use to work through an issue at their own pace. Our Health & Wellness Resource Kits topics include parenting children, parenting teens, relationships, nutrition, managing stress, career development and job loss and transition.

4. Video Counseling offers a real-time "face-to-face" feeling by utilizing a computer. Video Counseling can even be used to have a couple or family Counseling session with participants in different locations.

Contact 866-656-9984 to schedule short term solution focused counseling, legal consultation and/or financial counseling. Visit http://www.prismahealth.lifeworks.com/

Prisma Health Psychiatry

Outpatient services provide confidential psychiatric services to USC School of Medicine Greenville students. Students will be evaluated by Vina Jain, MD, a psychiatrist who is not involved in the teaching of medical students. Located at her office in the EAP facilities (1020 Grove Road) appointments are available on the first or third Tuesday afternoon of each month. To make an appointment students should call 864-455-4750 and leave a message. In the message they should state that they are a student. Call will be returned by Jodi Claypool to make an appointment, verify demographic and insurance information. Students will be required to pay the co-pay that is designated by their insurance company and their insurance will be billed. Any remaining changes will be covered by the student health fee and will not be the responsibility of the student. The required co-pay can be paid over the phone or by stopping by the Psychiatry Outpatient Services main office at 701 Grove Road (Marshall Pickens Hospital). Students should be aware that a fee may apply when they do not show or cancel appointments within 24 hours at this practice.

Chemical Dependency

The USC School of Medicine Greenville recognizes that chemical dependency represents a problem of national proportions and that medical students may be at increased risk.

The USC School of Medicine Greenville is therefore committed to:

- Providing an integrated substance abuse curriculum to medical students as a component of their medical education

- Promoting student wellness by identifying and assisting students who may be chemically dependent

- Providing medical students with information regarding confidential chemical dependency treatment programs that will not jeopardize their professional career goals.

Please review the **Chemical Dependency Policy** for more information.

FITNESS FACILITIES

Medical students are provided a membership to the Life Center, located on the Greenville Memorial Hospital campus, within walking distance from the USC School of Medicine Greenville. The Life Center has a variety of physical fitness equipment, wellness and nutrition programs, an indoor pool, an indoor running track, outdoor running/walking path and organized exercise and fitness programs led by exercise physiologists.

Hours of operation:

Monday - Thursday	5 A.M. – 9:30 P.M.
Friday	5 A.M. – 8 P.M.
Saturday	8 A.M. – 6 P.M.
Sunday	1 P.M. – 6 P.M.

Life Center

For more information on the Life Center, visit their **website**.

864-455-4231

Included with Life Center Student Membership is access to YMCA of Greenville facilities through a PATH membership (Partners Achieving Total Health). For more information on PATH membership features, visit their **website.**

STUDENT ORGANIZATIONS AND CO-CURRICULAR ACTIVITIES

Student Organizations and Student Interest Groups encourage you to connect with fellow classmates and engage in a variety of beneficial gatherings, discussions and other activities centered around your specialty/career, community service, or advocacy interests. You can access the list of all active Student Organizations and Interest Groups on the Med Students Greenville Canvas Page. You can also access the Student Event Calendar to stay up to date on all student events. See the **Student Activities/Volunteer Community Service Policy** for more details.

Officers and Student Representatives

- President
- Vice President
- Secretary
- Treasurer
- Program Evaluation & Assessment Subcommittee Rep
- Curriculum Committee Rep
- Organization of Student Representatives (national) Rep
- Honor & Professionalism Council Rep (x4)
- Student Advocates for Diversity Inclusion and Equity Rep

Community Engagement – Medical students are actively engaged in service to the Greenville community. Some of the projects and organizations that they participate with are:

- Community Outreach Committee
    - Root Cause Monthly Health Fair
    - Achilles Running Club
    - Juvenile Detention Center
- Student Interest Group Volunteering
    - Student Advocacy, Diversity Inclusion and Equity (SADIE)
    - Special Interest Groups (i.e. Pediatrics, Internal Medicine, Women in Surgery, etc.)

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STANDING COMMITTEES

The USC School of Medicine Greenville has several **standing committees** which include student representation. Each committee gives continuous attention to the general subject matter entrusted to it and makes recommendations for changes in those areas as indicated.

The Admissions Evaluations Committee

In their fourth year, selected students will serve on the Admissions Evaluations Committee. Students are voting members of the committee and are expected to interview candidates and participate in scheduled meetings. In making admissions recommendations, members of the **Admissions Evaluation Committee** are charged to evaluate students who are invited for interview, present a summary to committee and score candidates. The School uses a holistic review of applicants in an effort to provide a fair, comprehensive and thoughtful evaluation of all applicants.

The Curriculum Committee

The **Curriculum Committee** of the University of South Carolina School of Medicine Greenville is a deliberative body charged and empowered by the Dean and given institutional authority to review,

advise and make policy for the successful design, implementation, and assessment of the curriculum for the undergraduate medical education program leading to the M.D. degree. Additionally, the Committee ensures that students develop the leadership, clinical and interpersonal skills essential to delivering the next generation of patient-centered health care with confidence and compassion. One student is elected (in the winter of their M1 Year) and will serve through the M4 year, with voting in the M2 and M3 years.

The Program Evaluation and Assessment Subcommittee

Program Evaluation and Assessment Subcommittee (PEAS) includes faculty members and elected student representatives and is charged with compiling and monitoring data from a variety of outcomes measures, analyzing the information, and providing recommendations to the Curriculum Committee for improved methods of teaching and/or assessment. One student will be elected to serve at the end of the M1 Year and will serve as a voting member in the M2 and M3 years.

ACADEMIC HONORS AND AWARDS

Alpha Omega Alpha (AOA)

Alpha Omega Alpha Honor Medical Society, founded in 1902, is a professional medical organization that recognizes and advocates for excellence in scholarship and the highest ideals in the profession of medicine. AOA values include honesty, honorable conduct, morality, virtue, selflessness, ethical ideals, dedication to serving others, and leadership. Members have a compelling drive to do well and to advance the medical profession and exemplify the highest standards of professionalism.

The top 25 percent of a medical school class is eligible for nomination to the society, and up to 16 percent may be elected based on leadership, character, community service, and professionalism. About 3000 students, alumni, house staff, and faculty are elected each year.

Since its founding in 1902, more than 150,000 members have been elected to the society.

For more information on the USC School of Medicine Greenville chapter of AOA, please visit our **website.**

Gold Humanism Honor Society (GHHS)

The Gold Humanism Honor Society at USC School of Medicine Greenville was established to recognize medical students, residents and faculty that exemplify a commitment to excellence in clinical care, leadership, compassion and dedication to service. Our GHHS chapter is supported nationally by the **Arnold P. Gold Foundation for Humanism in Medicine.**

During the spring of their third year, USC School of Medicine Greenville students are encouraged to nominate fellow third-year students that serve as outstanding examples of humanism and professionalism. Nominated students are then confirmed by members of the faculty and staff. Eligibility requires good academic standing.
For more information about the USC School of Medicine Greenville chapter of GHHS please visit our **website**.

Awards

Student awards are given throughout the 4 years of medical school. Information on these awards and a list of past winners can be found **here**.

EVENTS

White Coat Ceremony

The USC School of Medicine Greenville White Coat Ceremony celebrates an important milestone in the lives of our first-year medical students. The purpose of the White Coat Ceremony is to remind students of the privileges, responsibilities and obligations of caring for patients and their families. Each class is tasked with writing their own unique oath, "A Pledge of Commitment", which is recited at the ceremony. During the ceremony, students receive their white coats, a symbol of their entry into the medical profession and their responsibility to become a competent and compassionate physician. The White Coat Ceremony will be held in Fall. For more details on this event, please visit our **Website.**

Match Day Celebration

Match Day occurs annually on the third Friday of March for every allopathic medical school in the United States. On Match Day, students are informed of their residency placements at noon. The USC School of Medicine Greenville faculty, staff and community celebrate this occasion with graduating students and their families at our annual reception.

For more information about our Match Day Celebration, please visit our **Website.**

Convocation

The USC School of Medicine Greenville's Convocation ceremony is a very personal opportunity for faculty, staff, friends, family and the Greenville community to come together and celebrate the many accomplishments of graduating fourth-year students.

For more information about our Convocation Ceremony, please visit our **Website.**

Commencement

The USC School of Medicine Greenville Commencement event is a combined ceremony for both the Greenville and Columbia medical schools with official conferral of degrees and recitation of the Hippocratic Oath. This ceremony takes place annually at the parent campus in Columbia, SC.

For more information about our Commencement ceremony, please visit our **Website.**

OFFICE FOR MEDICAL EDUCATION

Table of Contents

Medical Education Contacts

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Sarah.Payne-Poff2@prismahealth.org

Rachel Onley, PhD Candidate
Manager for PreClerkship
Education
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CURRICULUM OVERVIEW

The educational program at the University of South Carolina School of Medicine Greenville integrates the basic and clinical sciences with a graduated increase in clinical skills and responsibilities across the four years of the curriculum. The curriculum is designed to provide students with a solid understanding of the biomedical, psychosocial, and professional foundations for the practice of medicine that will prepare them to continue on the path of life-long learning and practice as integral members of the healthcare delivery team. Thus, the educational program at the USC School of Medicine Greenville lays the foundation for advancement across the continuum from undergraduate medical education to graduate residency training.

The Pre-Clerkship Phase

The initial first year module is EMT Training, which culminates in state certification. EMT training takes students behind the scenes to get a first-hand look at many of the challenges and issues in health care delivery. Seeing patients in their homes provides students with valuable insight about care needs that can't learn from a hospital setting alone.

Upon completion of EMT, students have two core foundational modules and then dive into an organ-system based approach, encompassing anatomy, physiology, pathophysiological and pathological disease processes, diagnostic testing and imaging, and principles of treatment and management.

The Integrated Practice of Medicine (IPM) course runs throughout all fours years of medical school, with an emphasis on competencies beyond medical knowledge including communication and patient care skills including listening, examining, observing subtleties, interpreting studies and lab tests and communicating with others in a motivational and caring manner.

During the pre-clerkship phase, students participate in both a cases portion and clinical skills portion that parallel the weekly biomedical science content. The cases also integrate aspects of social, behavioral and public health issues that affect patient care.

The Clerkship Phase

Through the graduated continuum of integrated knowledge and skills, students enter clinical clerkships prepared to perform as active members of the healthcare delivery team. In core clerkships, students continue to develop their clinical skills and accept increased clinical responsibility. M3 electives provide students exposure to various residency match options.

The Post-Clerkship Phase

In the fourth year, students will identify a residency program interest and be placed into a specialty-specific track. This track meets the year four requirement for an acting internship and exposure to either intensive care or emergency medicine. Additional rotations are recommended related to the chosen specialty, and students are given plenty of opportunity for electives.

To prepare for residency training, students will also complete an intensification experience at the end of M4 year, which includes two weeks of core clinical skills, procedures practice and competency assessment. It also includes two weeks of specialty-focused training, such as knot tying, instrument identification and suturing for surgery.

Opportunities also exist for away electives at other LCME or ACGME accredited institutions. For more information on fourth year electives, please contact the Office for Medical Education.

Lifestyle Medicine Integrated Curriculum

Lifestyle Medicine is an integral longitudinal curricular theme within USC School of Medicine Greenville. Students participate in a curriculum that emphasizes prevention and treatment of lifestyle related diseases. Lifestyle medicine is also embraced by Prisma Health and begins with a health risk assessment to develop a patient centered prevention and wellness program. Emphasis is on continuity of care before, during, and after admissions in order to reduce risk of acute illness, relapse or acute episodes of chronic disease, and hospital admissions while maximizing patient function and well-being. The Lifestyle Medicine curriculum reinforces and builds on this approach to patient care and demonstrates the continuum of education through practice as a hallmark of the partnership between USC School of Medicine Greenville and Prisma Health.

PRIMARY CARE ACCELERATED TRACK

Intended to increase primary care physicians in South Carolina, the Primary Care Accelerated Track (PCAT) is an accelerated pathway to becoming a medical doctor. Participating medical students will receive full tuition reimbursement in exchange for a four-year commitment to family medicine to provide primary care in South Carolina.

The Primary Care Accelerated Track, launched in July of 2024, is a 3-year accelerated pathway to an M.D. that seeks to increase primary care physicians in South Carolina. After graduating from the University of South Carolina School of Medicine Greenville in 3 years, PCAT participants will transition into a 3-year Primary Care residency program in Family Medicine. Full USC SOMG **tuition** reimbursement will be provided in exchange for a 4-year sign-on contract to provide primary care in the state of South Carolina following residency completion.

Why PCAT?

Mentorship opportunities with Family Medicine faculty and residents.

- Early introduction and relationship with future Family Medicine residency program.

- Academic support for this accelerated program.

- Efficient medical training with reduced financial burden.

- Full tuition reimbursement in exchange for a 4-year sign-on contract to provide primary care in the state of South Carolina following residency completion.

What does PCAT have in common with the four-year curriculum and what is different?

What is the same?	What is different?
- EMT and all Biomedical Science modules - Integrated Practice of Medicine longitudinal course - Seven core clinical clerkships (Family Medicine, Emergency Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry/Neurology, Surgery)	- Supplemental clinical training and family medicine workshops during EMT weeks - The Longitudinal Family Medicine clerkship begins in the first year of medical school (includes community preceptorship and experience with the residency programs) - Pediatric and Surgery clerkship experiences begin during the summer between first and second year - There is a condensed fourth year of medical school (no away rotations, no need for multiple residency applications and interviews, reduced electives with an intentional focus on preparation for primary care)

For a schematic of our PCAT curriculum, please visit our **webpage.** For more information visit our **website**.

ACADEMIC CALENDAR & COURSE DESCRIPTIONS

The current Academic Calendars are located on our **website**

For a list of all required courses and credit hours, please visit our **website**

For all Course Descriptions, please visit the **Oasis Course Catalog**

For a schematic of our 4 year curriculum, please visit our **website**

For a schematic of our Primary Care Accelerated Track curriculum, please visit our **website**

STUDENT ACHIEVEMENT AND STRATEGIC SUCCESS CONTACTS

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STUDENT ACHIEVEMENT AND STRATEGIC SUCCESS

The Student Achievement and Strategic Success program serves the multidimensional needs of medical learners to ensure they are achieving their potential for success in medical school and in practice. This includes helping students discover new methods to improve the learning process, in terms of time management, test taking strategies, course and board examination preparation. Also, tutoring services are offered in the form of one-on-one, small group, and large group tutoring.

From a full-time learning strategist dedicated to helping you refine your study skills to peer-to-peer tutoring programs where you learn from the experiences of other students, our academic support programs are here to help you reach your academic goals.

Please see **website** for more information.

Student Success Workshops

Students are encouraged to attend Student Success Workshops that are offered throughout the year. Please check weekly Student Affairs Newsletter and Student Activities Calendar for the most up-to-date information. Workshops will include topics to promote academic success and well-being for students.

Tutoring

Peer tutoring request is available through the Student Achievement and Strategic Success (SASS) department.

- One-on-one tutoring

- Small group tutoring

- Workshops and large group tutoring

MEDICAL EDUCATION POLICIES

Curriculum Accommodations

USC School of Medicine Greenville has an ethical and legal responsibility to provide equal opportunities for medical students with disabilities. This policy exists to provide medical students who have a documented disability with equal opportunity to participate in all aspects of each module/clerkship. Please review the **Curriculum Accommodation Policy** for more detailed information.

Class Attendance

Please review the following policies for more detailed information:

- **M1 and M2 Student Attendance Policy**
- **M3 and M4 Student Attendance Policy**
- **Integrated Practice of Medicine Attendance Policy**
- **Inclement Weather Policy**
- **Exam Tardiness and Unscheduled Absence Policy**

Academic Workload and Duty Hours

The faculty of the medical school ensure that the medical curriculum allow medical students to develop the skills of lifelong learning. This policy describes the amount of time medical students spend in required activities in the pre-clerkship and clerkship years. Please review the **Academic Workload and Duty Hour Policy** for detailed information.

Alternative Clinical Site

Medical students are informed at M3 and M4 orientations of the opportunity to request an alternative clinical site. Please review the policies **Request an Alternative Clinical Site** policy for more detailed information.

Immunization Requirements

The USC School of Medicine Greenville requires that all matriculating and continuing students have certain immunizations as recommended by the Centers for Disease Control and Prevention (CDC) and the Association of American Medical Colleges (AAMC). Prior to matriculation, students will be required to submit a form completed by their health care provider summarizing their medical history and immunization status. For a complete list of immunization requirements for matriculating and continuing students, please review the **Required Immunization Policy.**

N-95 Respirator Fit Testing will be provided by Employee Health and Wellness. Yearly influenza vaccines, as required by Prisma Health will be offered to students during scheduled vaccination clinics. All these services are provided at no charge to the student.

Exposure to Infectious and Environmental Hazards

It is the policy of USC School of Medicine Greenville to maintain a safe healthcare environment for patients, students and staff.

Students caring for patients experience an increased risk of exposure to several infectious diseases, including Hepatitis-B (Hep B), Hepatitis-C (Hep C) and Human Immunodeficiency Virus (HIV). USC School of Medicine Greenville and the partner health system shall implement measures to prevent transmission of infectious diseases, which may at times warrant exclusion of students from certain patient care settings or types of patient contact.

Additional information regarding established procedures following potential exposure to an infectious disease and potential restrictions on medical student learning activities are available at **Workplace Exposure To Blood Borne Pathogens Policy and Infections.**

All hazardous spills shall be reported by calling the Environmental Compliance Coordinator at (864)797-6520. Signage on procedures to report incidents are available in laboratory settings as appropriate. Please see Environmental Exposure policy for additional details.

Radiation Safety

It is the policy of the USC School of Medicine Greenville to ensure the safety of students, patients, faculty and other parties with respect to exposure to radiation. As such, we observe the rules and regulations promulgated by federal and state agencies overseeing radioactive sources and follow policies concerning radiation safety and exposure prevention set forth by our partner health system.

Additional information regarding procedures to monitor radiation exposure are available in the **Radiation Safety Policy**

Medical Student Supervision

A health professional with a faculty appointment is required to supervise medical students in clinical learning environments at a supervision level of "indirect supervision with direct supervision immediately available" or higher as described in the **Medical Student Supervision Policy**.

Grading System

Please review the following policies for more detailed information about the grading system at USC School of Medicine Greenville

- **Grading System Policy**

- **Timeliness of Grade Reporting Policy**

Formative Faculty Feedback on Student Performance

To ensure the success of our medical students in the learning process, USC School of Medicine Greenville faculty will deliver formal Formative Feedback early enough during each required course or clerkship to allow sufficient time for remediation. Please see the **Formative Feedback Policy** for details.

Narrative Feedback

In all modules/clerkships where teacher-learner interaction provides such opportunities, narrative assessment will be provided to students.   Please see the **Narrative Assessment Policy** for details.

Student Feedback on Course Faculty/Resident Performance

Student feedback is essential for the continuous quality improvement of the medical education experience. Students are required to provide feedback in the form of faculty, resident, and course evaluations at the conclusion of each module, clerkship and elective. Please review the **Course and Faculty/Resident Evaluation Completion Policy** for details.

Leave of Absence (LOA) and Withdrawal

A Leave of Absence (LOA) is defined as more than four consecutive weeks away from scheduled learning activities (modules, clerkships, rotations). Occasionally a student may decide to withdraw from the School of Medicine without an approved leave of absence. Please see **Leave of Absence and Withdrawal Policy** for details.

United States Medical Licensing Examination

Students in the USC School of Medicine Greenville are required to pass the United States Medical Licensing Examination (USMLE) Step 1 exam, Step 2 Clinical Knowledge (CK) exam, and USC School of Medicine Greenville Clinical Practice Exam (CPX) prior to graduation. For full details including the timing of exams, please review the **United States Medical Licensing Examination and Clinical Practice Exam Policy**.

The degree of Doctor of Medicine is conferred by the University of South Carolina upon persons who have complied with the degree requirements as determined by the faculty.

To graduate, all students, must meet all the following criteria to be awarded the Doctor of Medicine degree:

• Attained the school's educational objectives as evidenced by satisfactory completion of required basic science modules, clinical clerkships, post-clerkship courses, and acquisition of all required clinical skills;

• Passed USMLE Step 1

• Passed USMLE Step 2-CK

• Passed Clinical Performance Exam (CPX)

• Discharged of all financial obligations to the USC School of Medicine Greenville and to the University of South Carolina.

Graduation, Promotion, and Remediation

The **Student Evaluation, Remediation, Requirements for Promotion and Appeals Policy** defines academic and professional standards defined by the faculty to qualify for promotion and graduation. The policy also outlines the student appeal procedures and elements of due process. The Student Evaluation and Promotion Committee (SEPC) is the faculty committee responsible for reviewing academic progress and professional conduct of each medical student, and has authority to make decisions regarding promotion, graduation, probation, suspension, dismissal, repeating a course, repeating an academic year, as well as remediation of unprofessional behavior and unsatisfactory academic performance.

Grade Appeal

Students have the right to be graded in an equitable manner, free from arbitrary bias or capriciousness on the part of faculty members. This policy is in place to permit a medical student to review and to challenge their educational records, if he or she considers the information contained therein to be inaccurate, arbitrary or capricious. Please see the **Review of Grade and Narrative Assessment Policy** for more details.

PROGRAM LEVEL OBJECTIVES

All students are evaluated using the program level objectives as defined by the USC School of Medicine Greenville Curriculum Committee. At the time of graduation, it is expected that every graduate will have demonstrated competency in each of the program level objectives listed below. Evidence of performance will be collected and documented throughout the educational program.

PATIENT CARE

Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health

- Demonstrate the ability to perform routine technical procedures.

- Gather essential and accurate information about patients and their condition through history-taking, physical examination, and the use of laboratory data, imaging, and other tests

- Organize and prioritize responsibilities to provide care that is safe, effective and efficient.

- Interpret laboratory data, imaging studies, and other tests required for the area of practice

- Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment

- Develop and carry out patient management plans

- Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making

- Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings and following up on patient progress and outcomes

- Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health

KNOWLEDGE FOR PRACTICE

Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care

- Demonstrate knowledge of the normal structure and function of the body and of each of its major organ systems across the life span.

- Demonstrate knowledge of the molecular, biochemical, and cellular mechanisms that are important in maintaining the body's homeostasis.

- Demonstrate knowledge of the various causes (genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative, and traumatic) of maladies and the ways in which they affect the body (pathogenesis).

- Demonstrate knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ systems that are seen in various diseases and conditions.

- Demonstrate an investigatory and analytic approach to clinical situations

- Apply established and emerging biophysical scientific principles fundamental to health care for patients and populations

- Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision making, clinical problem solving, and other aspects of evidence-based health care

- Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations

- Apply principles of social-behavioral sciences to provision of patient care, including

- Assessment of the impact of psychosocial-cultural influences on health, disease, care-seeking, care-compliance, and barriers to and attitudes toward care

PRACTICE-BASED LEARNING AND IMPROVEMENT

Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and lifelong learning

- Identify strengths, deficiencies, and limits in one's knowledge and expertise

- Set learning and improvement goals

- Identify and perform learning activities that address one's gaps in knowledge, skills, or attitudes

- Incorporate feedback into daily practice

- Locate, appraise, and assimilate evidence from scientific studies related to patients' health problems

- Use information technology to optimize learning

- Participate in the education of patients, families, students, trainees, peers, and other health professionals

- Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care

- Continually identify, analyze, and implement new knowledge, guidelines, standards, technologies, products, or services that have been demonstrated to improve outcomes

INTERPERSONAL AND COMMUNICATION SKILLS

Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals

• Communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds

• Communicate effectively with colleagues within one's profession or specialty, other health professionals, and health-related agencies

• Work effectively with others as a member or leader of a health care team or other professional group

• Maintain comprehensive, timely, and legible medical documentation

• Demonstrate sensitivity, honesty, and compassion in difficult conversations (e.g. about issues such as death, end-of-life issues, adverse events, bad news, disclosure of errors, and other sensitive topics)

• Demonstrate insight and understanding about emotions and human responses to emotions that allow one to develop and manage interpersonal interactions

PROFESSIONALISM

Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles

• Demonstrate honesty, integrity, compassion and respect in all interactions with others

• Demonstrate responsiveness to patient needs that supersedes self-interest

• Demonstrate respect for patient privacy and autonomy

• Demonstrate accountability to patients, society, and the profession

• Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation

• Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations

SYSTEMS-BASED PRACTICE

Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care

• Coordinate patient care within the health care system

• Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care

• Advocate for quality patient care and optimal patient care systems for all patients

- Participate in identifying system errors and implementing potential systems solutions to promote patient safety and quality outcome.

INTERPROFESSIONAL COLLABORATION

Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient and population-centered care

- Work with other health professionals to establish and maintain a climate of mutual respect, dignity, diversity, ethical integrity, and trust

- Use the knowledge of one's own role and those of other professions to appropriately assess and address the health care needs of the patients and populations served

- Communicate with other health professionals in a responsive and responsible manner that supports the maintenance of health and the treatment of disease in individual patients and populations

- Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable

PERSONAL AND PROFESSIONAL DEVELOPMENT

Demonstrate the qualities required to sustain lifelong personal and professional growth

- Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors

- Demonstrate healthy coping mechanisms to respond to stress

- Manage conflict between personal and professional responsibilities

- Practice flexibility and maturity in adjusting to change with the capacity to alter behavior

- Demonstrate trustworthiness that makes colleagues feel secure when one is responsible for the care of patients

- Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system

- Demonstrate self-confidence that puts patients, families, and members of the health care team at ease

- Recognize that ambiguity is part of clinical health care and respond by using appropriate resources in dealing with uncertainty
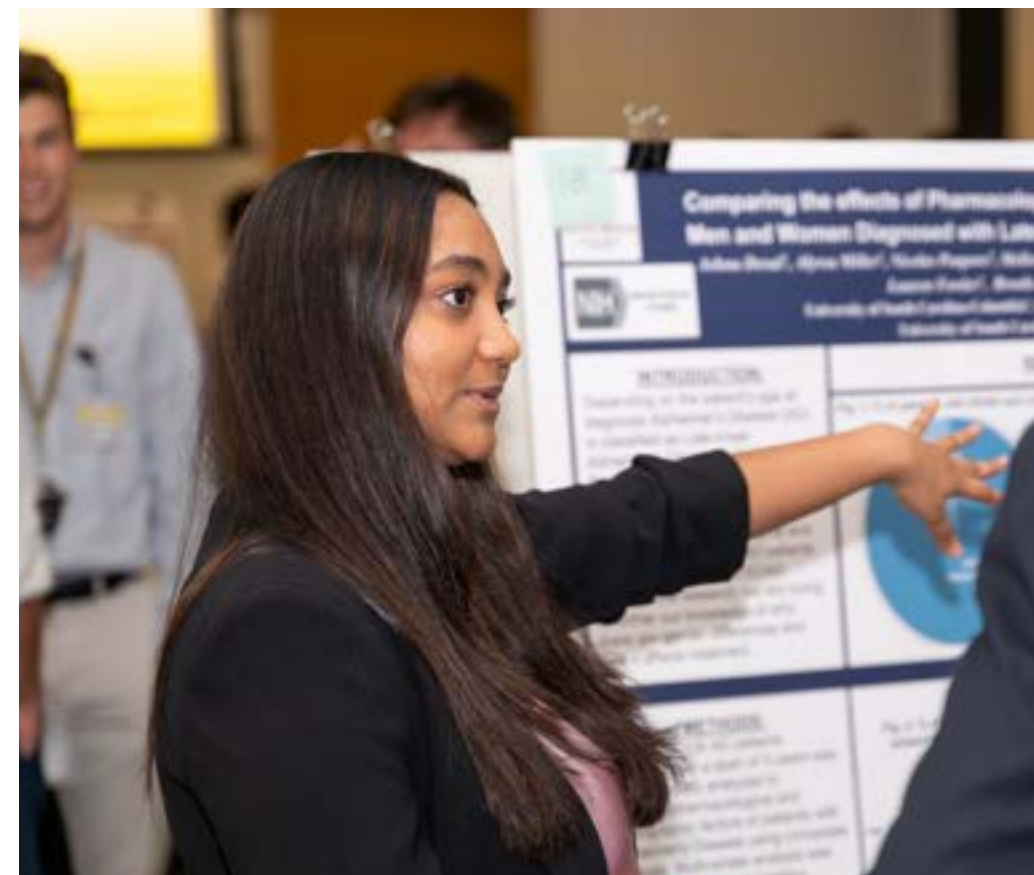
OFFICE FOR INSTITUTIONAL DATA, EVALUATION, ACCREDITATION, AND STRATEGIC PLANNING

The Office of Institutional Data, Evaluation, Accreditation, and Strategic Planning plays a crucial role in data management and accreditation for the School of Medicine Greenville. This office is responsible for managing, analyzing, and reporting on performance and outcomes data across students, courses, and programs. It supports the development of robust data governance initiatives, collaborates on database development and dashboard reporting projects, and ensures the integrity of data through rigorous evaluation processes. The office also oversees the design and administration of program surveys and evaluations, supports the transition to new curricular structures, and partners with faculty and students on research in medical education.

In addition, the office is integral to the school's accreditation and strategic planning efforts. It manages the LCME accreditation process, oversees policy development and compliance, and collaborates with various committees to refine processes and procedures. By establishing clear relationships with other departments and providing comprehensive data support, the office ensures continuous quality improvement and strategic alignment with institutional goals. This holistic approach supports the long-term vision and short-term objectives of the School of Medicine Greenville.

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REGISTRATION & RECORDS

Notification of Student Rights under FERPA

The USC School of Medicine Greenville collects personal student information that is considered necessary to fulfill its purpose as an institution of higher education. Information is maintained and made available in accordance with the federal Family Educational Rights and Privacy Act (FERPA), and the South Carolina Family Privacy Protection Act of 2002. FERPA affords students certain rights with respect to their education records. A summary of these rights and protections are be found at **HERE**. Should you have any questions concerning this legislation and the University's procedures for release of academic information, you should contact the Office for the University Registrar at 803-777-5555.

Transcripts and Other Documents

Students can access their academic transcripts including final course grades and cumulative GPA through the University's online **Self Service Carolina**. A fee is charged for each official transcript copy requested. For more information on how to request a transcript, please see the **Transcript Policy.**

Transcript/Diploma/Registration Holds

Students who are indebted to the USC School of Medicine Greenville or the University of South Carolina will receive a hold on their account which prohibits them from registering for courses and/or receiving an official transcript/diploma.

Please review the following policies regarding Registration and Records:

- **Handling of Student Records**
- **Transcript Policy**
- **Registration, Records and Diploma Holds**

OFFICE FOR RESEARCH

Medical student research opportunities at the USC School of Medicine Greenville reflect the diverse interests of the student body and align with national priorities in meeting the complex health needs of local, regional and national populations. The school's unique partnership with Prisma Health provides research activities along the continuum of clinical translational research. For more information regarding eligibility and research requirements please visit our **website**.

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SOARinG Summer Research

Student Opportunities for Academic Achievement Through Research in Greenville, the SOARinG Program, serves as your hub for research experiences with faculty mentors from across the Prisma Health Sciences Center (USC, Clemson, Furman and Prisma Health Upstate).

The program builds your research skills through a six- to eight-week mentored research project that you'll complete in the summer between your M1 and M2 years.

The program also features opportunities to apply for stipends, a seminar series, and journal club to prepare you to share your findings at the school's annual student research symposium, where you and other rising M2 students will present your results, based on your spring/summer research efforts, as either posters or oral talks.

Additional Research

Many students continue to participate in research throughout their time here. There are electives offered in the 3rd and 4th year to fit in research time, although some work on research independently from courses. For more information visit our **website**.

Please review the following policies relating to student research at USC School of Medicine Greenville:

- **Professionalism in Student Research**

- **Research Authorship for Students**

- **Student Research Eligibility**

- **Student Research Travel**
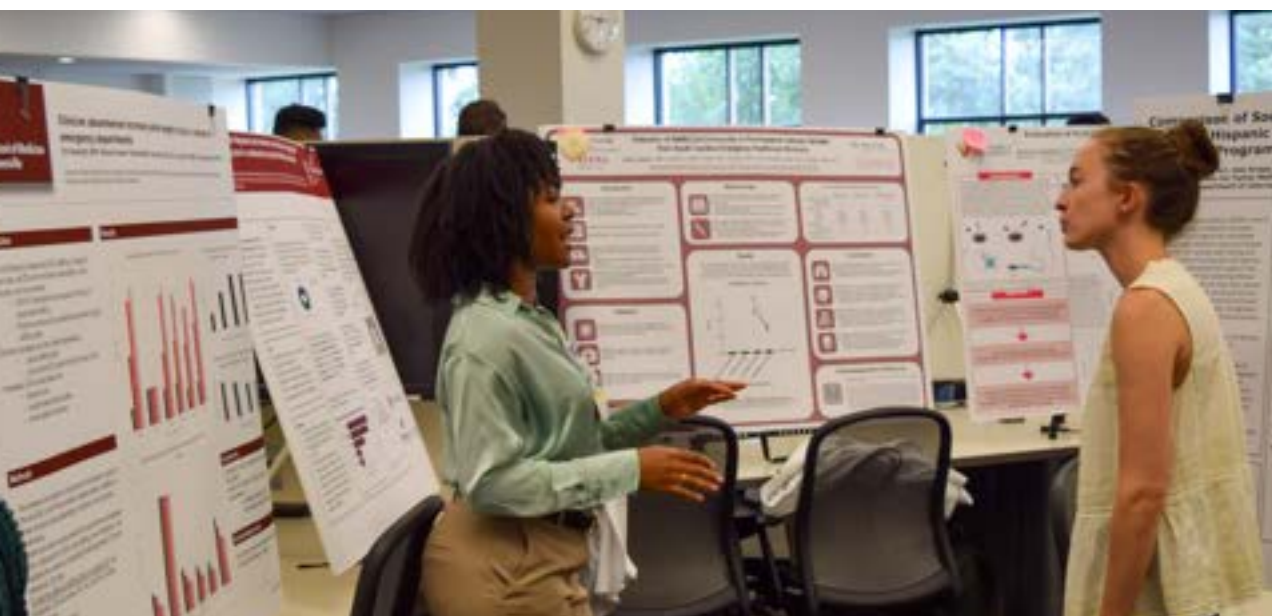
OFFICE FOR CULTURE, ACCESS, & STAKEHOLDER ENGAGEMENT

Jameka J. Williams, PhD, MPA
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The USC School of Medicine Greenville is deeply committed to the fostering of inclusive excellence among its students, faculty, staff, and stakeholder communities. This commitment stems from a core belief that different perspectives create the intellectual and experiential foundation through which the richest learning occurs and through healthcare providers being trained to provide quality, patient-centered care.

Seeking to further USC School of Medicine Greenville's vision, the Office for Culture, Access, & Stakeholder (CASE) understands that culture, access, and engagement of key stakeholders are paramount in successfully preparing our future physicians to transition into a dynamic workforce requiring them to provide exceptional and quality care to all patient populations. Both academic and inclusive excellence is vital in this process, and we are committed to ensuring that each student, faculty, and staff member feels included, welcomed, and valued within our campus community.

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Medical Education for Inclusive Excellence

Health care is changing, and the patient populations of tomorrow will be the most diverse in United States history. At the University of South Carolina School of Medicine Greenville, we want to ensure that our students have the skills and confidence to provide compassionate, high-quality care to meet each patient's unique needs while also recognizing the broader societal and healthcare system patterns that can impact the health of various people differently. To that end, our curriculum has been carefully designed to prepare students to work effectively on an individual and system level with patients.

Levi S. Kirkland (LSK) Society

The mission of the Levi S. Kirkland, Sr. MD Society (LSK) is to collaborate with various stakeholders including medical school faculty and staff, partner health system attending physicians, resident physicians, and administrators in order to promote the mentorship and scholarship for students who are from various backgrounds. LSK assists with recruitment, retention, advising, and mentoring of students while seeking to improve the health and wellness of communities by increasing awareness and intentionally addressing disparities in healthcare.

Student Advocates Dedicated to Inclusive Excellence

Student Advocates Dedicated to Inclusive Excellence (SADIE) exists as a body of welcoming students committed to: advancing the integration of inclusive excellence within the medical school's curriculum; supporting student organizations; and fostering an environment for meaningful discussions at USC School of Medicine Greenville. The students serving on this committee will be utilized as a conduit for all medical students to express themselves in a safe and supportive setting.

Student Organizations

The USC School of Medicine Greenville offers several student organizations that support inclusive excellence, including the Student National Medical Association (SNMA), Latino Medical Student Association (LMSA), LGBTQ Health Interest Group, Global Health Interest Group, Supporting Women in Medicine (SWiM). The student organizations are open to all members of the student body. To learn more about our inclusive excellence programs and initiatives, please visit our **website**.

Equal Opportunity

The USC School of Medicine Greenville does not discriminate in educational opportunities for qualified persons on the basis of race, color, ethnicity, religion, creed, sex, gender identity or expression, national origin, age, ability, sexual orientation, pregnancy, child-birth or related medical conditions, or veteran status. Please review the **Equal Opportunity and Anti-Discrimination** for more information.

ADMISSIONS

Applicants admitted to the USC School of Medicine Greenville are selected by an admissions committee composed of members of the biomedical science and clinical science faculty of the Medical School, GME staff, and community members. In making admissions decisions, members of the Admissions Committee utilize a holistic process to select future physicians who will be challenged to practice medicine in a compassionate, patient-centered, cost-effective manner. The admission procedure is therefore an effort to select applicants who possess the individual characteristics required for both the study and the practice of medicine. The USC School of Medicine Greenville seeks applicants whose experiences will bring added value to the learning environment. Admissions criteria also consider the applicant's credentials from the perspective of the USC School of Medicine Greenville's Guiding Principles. The School seeks to enroll students from various backgrounds who have achieved academic excellence, bring a unique set of perspectives and insights to the academic environment commensurate with the population they serve, and who exhibit exceptional interpersonal and communication skills, integrity, honesty, empathy, a propensity for teamwork, maturity, emotional stability, leadership, a strong work ethic, self-direction and passion for becoming a doctor. All applicants are required to take the Medical College Admissions Test (MCAT) with the exception of the H2GMD program applicants, complete specified prerequisite coursework, and submit their application through the American Medical College Application Service (AMCAS). It is responsible for the processing of applications, communicating with applicants, scheduling of applicant interviews, and coordination of the Admissions Committee.

In accordance with the **Background Check Policy**, all admitted students must undergo a background check and be cleared for matriculation by the Office for Student Affairs.

Visit our **Website** for more information regarding the admissions process, **technical standards** and **admission requirements**.

Admissions Committee details can be found **here**.

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Student Feedback of Summative Exam Questions

Student Evaluation, Remediation, Requirements for Promotion and Appeal

Timeliness of Grade Reporting

Transcript

USMLE and CPX

Student Affairs Policies

Alcohol Use

Chemical Dependency

Demeanor and Attire

Drug Free Workplace

Environmental Exposure

Expectation of Personal & Professional Conduct

Exposure to Blood Borne Pathogens and Infections

Guidelines for Conduct in Medical Educator/Learner Relationship

Health for Pregnant Students

Health Insurance Portability and Accountability Act (HIPAA)

Honor and Professionalism

Observation Experience

Radiation Safety

Required Immunizations

Security Badge

Social Media and Social Networking

Student Activities/Volunteer Community Service

Student Code of Conduct

Student Email

Student Mistreatment

Worker's Compensation

Facilities Policies

Animals on Campus

Campus Parking

Decoration

Student Lounge Maintenance

Study Room Use

Tobacco-Free Campus

Use of Educational Facilities

Admissions Policies

Applying with International Coursework

Admissions Conflict of Interest

Background Check

Student Selection

Finance Policies

Required Health Insurance

Tuition Refund

HR Policies

Equal Opportunity and Antidiscrimination

Inclement Weather

Information Technology Policies

Acceptable Use of Information Technology

Acceptable Use of Video Conferencing

Faculty, Staff and Student IT Device Management

IT Security

Student Research Policies

Research Authorship for Students

Student Research Eligibility

Student Research Travel

Professionalism in Student Research