



## **Policy Title**

Security Badge

## **Identifier**

USCSOMG – STAF – 4.01

<b>Prepared by:</b> Office for Student Affairs	
<b>Reviewed by:</b> Associate Dean for Student Affairs	<b>Review Date:</b> 02/20/2025
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 04/02/2025
	<b>Effective Date:</b> 04/02/2025

## **LCME Standards**

5.7 – Security, Student Safety and Disaster Preparedness

## **Scope**

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

## **Policy Statement**

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

## **Reason for Policy**

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

## **Procedures**

### **Security Badge Issuance and Replacement**

#### **A. Time of Issuance**

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

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

**B. Identifying information on security badge**

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

**C. Replacement of security badges**

Security badges are able to be replaced, without additional charges, if the badge is broken or mutilated, or if a change in title, name, special designation, or department office has occurred.

- a. To replace a damaged student badge, the student must submit a SOMG Helpdesk ticket. Facilities will then request a new badge from the Security Badge Office.
- b. For a badge replacement due to a change of information (e.g., name change), the Facilities Department will email the Security Badge Office on the student's behalf, including the updated legal name. The student must then present their old badge at the hospital Security Badge Office to receive a new one.

Students needing to replace badges for reasons other than damage or information changes (e.g., lost badges) must pay the designated fee at the Security Badge Office using a QR code. To request a new badge, the student must submit a SOMG Helpdesk ticket. The Facilities Department will then email the Security Badge Office on the student's behalf to confirm their active enrollment status. Replacement badges will only be issued once payment has been made.

**Assignment of responsibility**

- A. All students, faculty, and affiliated staff, of USC School of Medicine Greenville are responsible for:
  - a. Wearing their security badge while on campus and must be worn on the upper part of the body, such as on a shirt collar.
  - b. Maintaining the badge in proper condition and taking normal precautions against loss or damage. Furthermore, all personnel are prohibited from placing stickers and other accessories on the badge. Due to the technology of enhanced security badges, the badge cannot be pierced.

- c. Ensuring that the badge is not misused (e.g., worn by or used to allow other persons to gain entrance to facilities of the school or hospital system.)
- B. USC School of Medicine Greenville Students are also responsible for:
  - a. Presenting the security badge and/or other identification to security personnel or to an administrator, faculty, or staff member upon request.
  - b. Surrendering the security badge to the Office for Student Affairs upon withdrawal or dismissal and Office for Medical Education upon graduation from the USC School of Medicine Greenville.

### **Lost Security Badges**

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

### **Sanctions**

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

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

### **Additional Contacts**

Facilities Department  
 Office for Student Affairs  
 Office for Medical Education  
 Greenville Memorial Hospital Security Badge Office

### **Related Information**

[USC School of Medicine Greenville Student Handbook](#)  
[Prisma Health Security Badge Policy](#)  
[Lewis Blackman Hospital Patient Safety Act](#)

### **History**

<b>Date of Change</b>	<b>Change</b>
April 2025	Strengthened language in response to policy audit.
April 2023	Clarified procedures contacts. Editorial changes due to branding updates.
June 2018	Clarified procedures and sanctions. Editorial changes made due to branding updates and titles.
May 2018	Policy formalized into standardized template, LCME CQI