

PRISMA
HEALTH®



Health Sciences Center
Student and Faculty Handbook
2022–2023

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WELCOME

Welcome! We are so excited to have you as a student or faculty in the Health Sciences Center (HSC) at Prisma Health. Your innovative ideas, open minds and huge hearts are the future we want to see in the healthcare workforce.

During your time at Prisma Health, we hope this experience will challenge you, energize you and leave you more passionate about health sciences than ever before. You are in a unique academic health setting — shared academic health center model with four partners: Prisma Health, Clemson University, Furman University and University of South Carolina. This partnership means that we can use our collective time, talents and treasures to innovate, push boundaries and pave pathways not yet taken. In addition to these primary partner institutions, we are affiliated with 130+ schools representing more than 100 different academic programs.

Prisma Health is the largest health company in South Carolina and a space for you to learn and gain valuable insight from highly qualified professionals committed to innovative research, exemplary teaching and compassionate service. It is a health company committed to improvement and bold change for the betterment of our community. It is also a health company committed to you.

We are glad you are here. To get you started, we believe it is important that you know what to expect and what is expected of you. To that end, this handbook provides all you need to know about being a student or faculty in the Health Sciences Center at Prisma Health.

I wish you all the best in your time here. Please reach out if I can assist you.

Sincerely,

Christen C. Hairston, PhD
Executive Director, Student Affairs Administration
Health Sciences Center at Prisma Health
Student.Affairs@PrismaHealth.org
[Student Affairs Administration Website](#)

PURPOSE STATEMENT

Inspire health. Serve with compassion. Be the difference.

This statement is not only our purpose, but also our promise for the kind of experience we want to create for our patients, guests and each other. It is our commitment to create meaningful and memorable experiences for every person through every action and every interaction with care and compassion. **Click [HERE](#) to learn more about our purpose statement.**

POLICIES AND PROCEDURES

Accommodations for students and faculty with disabilities

Prisma Health complies with federal Americans with Disabilities Act (ADA) guidelines. Those who believe they are unable to perform required activities satisfactorily without reasonable accommodations are asked to contact their assigned supervisor/preceptor for assistance. If there are any situations that need additional guidance, please contact [Student Affairs Administration](#), and we will work with the clinical department to ensure the person is accommodated.

Attendance

Students should consult with their direct supervisor/preceptor before, or at the start of, their educational experience to establish guidelines around absences, tardiness, or schedule changes.

Badges

All persons are required to wear a Prisma Health identification (ID) badge for displaying their name and role, controlling access, and maintaining security within the facilities of Prisma Health. The Prisma Health ID badge must be worn at eye level on the outermost garment or on a lanyard around the neck. The badge must be visible and indicative of the role in which the person is occupying at that time. Badges may be obtained after all clearances have been successfully submitted and approved in myClinicalExchange. Visit [Prisma Health Badge Office locations](#) for hours and directions. Once a person completes all rotations at Prisma Health, badges must be returned to the preceptor, school coordinator or Prisma Health Badge Office.

Why are we required to wear an ID badge? Read the [Lewis Blackman Hospital Patient Safety Act](#).

Behavior standards

Students and faculty are responsible for upholding the team member behavioral standards aligned with our purpose as an organization. For more information, see [Behavior Expectations](#).

Cellphones and other portable communication devices

The use of personal cellphones and other portable communication devices must be limited when engaged in a Prisma Health educational experience as to not distract from patient care or customer service. This policy applies to any portable device that makes or receives phone calls, leaves messages, texts messages, accesses the internet or allows for the reading of and responding to email. Consult with your direct supervisor/preceptor regarding use of cellphones and other portable communication devices. (See [Use of Cell Phones and Other Portable Communication Devices Policy](#).)

Compliance standards

There are specific requirements that all students and faculty must complete before starting any educational experience. To track these requirements, Student Affairs Administration uses the online student data-management system, [myClinicalExchange](#) (mCE). Once all compliance requirements are verified and approved, students and faculty will be issued a Prisma Health ID badge to engage in their educational experience.

For information on onboarding requirements, see [Student Learner Clearance and Onboarding Policy](#). For instructions on the clearance process, visit: <https://academics.prismahealth.org/studentaffairs>.

Confidentiality of information

Students and faculty of Prisma Health shall not seek, use, or disseminate confidential patient and/or business information for any reason other than for the purpose of performing duties for Prisma Health. Only information classified as need-to-know may be accessed and/or disseminated. All students and faculty are expected to abide by these guidelines in their interactions with patients and their data. For more information, view the Prisma Health Corporate Integrity Compliance Office's [Code of Excellence](#), and see the [Confidentiality](#) policy.

Drug and alcohol use

Consistent with the Federal Drug-Free Workplace Act of 1988, it is Prisma Health policy that all persons be committed to creating and maintaining a drug-and alcohol-free workplace. Students and faculty are personally responsible for compliance with this policy for their own safety, the safety of others and the protection of Prisma Health property. Therefore, the use of alcohol, illegal drugs and/or misuse of legal drugs while engaged in any portion of an educational experience at Prisma Health is strictly prohibited. (See Prisma Health [Drug Free Workplace](#) Policy.)

Harassment

Prisma Health fosters a work environment free from any form of intimidation such as bullying behaviors, harassment or discrimination based on race, ethnicity, color, religion, sex, age, national origin, political belief, marital status, uniformed service, veteran status, sexual orientation, gender identity or expression, or physical or mental disability, as well as any other form of harassment prohibited by federal, state or local law, regulation or ordinance. Harassing conduct in the workplace, whether physical or verbal, lawful or unlawful, and including harassing or discriminatory slurs, jokes, or degrading comments, is strictly prohibited. (See [Human Resources - Discrimination & Harassment Policy](#) and [Student Concern in the Prisma Health CLE Form](#).)

Improper conduct and disruptive behavior

Students and faculty are expected to observe common sense rules of honesty, good conduct, safe practices and to adhere to customs of professionalism. Students and faculty are also expected to be knowledgeable of and to comply with Prisma Health and departmental directives as well as policies and legal requirements set forth by governmental and accrediting agencies that affect their scope of responsibility. All persons are expected to use appropriate business ethics and to always conduct themselves in a professional and cooperative manner. Reports of inappropriate and unprofessional behavior will be directed to the person's affiliated program and, when appropriate, to the Executive Director of Student Affairs Administration for further action. (See [Prisma Health Workplace Violence Policy](#) and [Student Concern in the Prisma Health CLE](#).)

Inclement weather

Prisma Health maintains all essential services during periods of inclement weather, including the provision for adequate staffing. Prisma Health's weather policies are independent from the weather policies followed by the sponsoring institutions of our students and faculty. It is the responsibility of students and faculty to confirm all Prisma Health closures with their direct Prisma Health supervisor/preceptor (see [Prisma Health Emergency Management: Inclement Conditions Policy](#).)

Infection prevention and control

Infection prevention and control is an integral part of comprehensive patient care, and it is the personal and professional responsibility of all persons. Prisma Health maintains an effective infection prevention and control program based on current scientific research, recommendations by authoritative agencies and organizations, along with professional ethical, legal and healthcare standards. Infection prevention manuals are available in every Prisma Health department. Students and faculty are advised to discuss the location of the manual with their direct supervisor/preceptor.

There is protocol in place due to the COVID-19 pandemic to ensure all persons in the clinical learning environment are safe. Please see [COVID-19 Protocol for Students, Faculty, Staff and Scholars](#).

Institutional Review Board

Prisma Health students and faculty can participate in research either on campus or in the community once they have a confirmed host. After a Prisma Health host has been confirmed and before conducting any data collection, approval must be granted by the Office of Human Research Protection's Institutional Review Board (IRB). For more information about the approval process, please contact your Prisma Health research host directly. For additional information regarding IRB requirements, visit the [Office of Human Research Protection](#) website or email: IRB@prismahealth.org.

Nursing students only: Clemson University and University of South Carolina nursing students as well as team members enrolled in a Prisma Health-affiliated academic program will be considered for an educational experience entailing a student project or research within Prisma Health. Projects may or may not require the use of Prisma Health data or resources. All students must complete online applications for student accommodation and project approval and complete the Prisma Health student clearance process. Please contact NursingAcademics@prismahealth.org for further information.

Personal appearance, dress and uniform

The personal appearance of every student and faculty is an important component of establishing a safe and professional environment for optimal patient care and respect for one another. Connect with your Prisma Health supervisor to verify the established guidelines for appearance, dress and uniform requirements. (See [Human Resources - Dress Code Policy](#).)

Reporting student injuries

Any person who sustains an injury by accident, occupational disease, or is exposed to blood or bodily fluid during the educational experience at Prisma Health, regardless of severity, is required to report the occurrence immediately to his or her supervisor/preceptor so that person can report the injury in [eSREO](#). A person requiring emergent medical attention is advised to go to the nearest emergency room or urgent care. Any injury is also reported to Prisma Health's workers' compensation insurance.

Student dismissal

At any time, Prisma Health may remove or suspend a student or faculty if the person's performance is unacceptable in reference to Prisma Health's standards of behavior or policies, if conduct is disruptive or detrimental to Prisma Health or its patients, or for any other reason at the sole discretion of Prisma Health. Prisma Health will notify the person's home institution in writing of this action. Questions concerning grounds for dismissal should be directed to a person's direct supervisor/preceptor.

Tobacco-free organization

Prisma Health is a tobacco-free facility to the greatest extent permitted by law. This includes all tobacco-based products (cigarettes, cigars, pipes, chewing tobacco or snuff) as well as products that simulate smoking (e-cigarettes). The use of tobacco products is prohibited on all organization-owned or leased property, including parking lots. In addition, no tobacco product shall be sold on Prisma Health premises. (See [Prisma Health Tobacco-Free Policy](#).)

Use of social media

Patients and patient data should NEVER be included in any photographs or social media postings, which include but are not limited to the following:

- Multimedia and social networking websites such as Twitter, Instagram, Snapchat, Vine, Facebook, Foursquare, Pinterest, Yahoo! Groups, YouTube, Skype, TikTok, etc.
- Blogs (both external to Prisma Health and Prisma Health blogs)
- Wikis such as Wikipedia and any other site where text can be posted

Common sense is the best guide should individuals decide to post information in any way relating to Prisma Health. Contact your direct supervisor, Human Resources or the [Office of Corporate Integrity](#) if unsure about a posting. (See [Human Resources - Social Media Policy](#).)



RESOURCES

Badge office

Prisma Health Badge Offices manage the badge issuance process for all Prisma Health personnel, including faculty and students, ensuring high levels of security are maintained. Badges are available for pick up at least 24 hours after a person receives clearance approval in mCE. For Prisma Health Badge Office locations, hours and directions, visit: [Prisma Health Badge Offices](#).

Commitment to diversity, equity, inclusion and belonging

Diversity, equity, inclusion and belonging are integral parts of the Prisma Health culture. As the communities and patients we serve continue to grow, Prisma Health strives to ensure all patients, team members, students, faculty, and visitors are treated with respect as well as welcomed within the organization. We strive to develop and follow fair and equitable organizational practices. Visit [Office of Diversity and Inclusion](#) to learn more about Prisma Health’s commitment to diversity.

Dining

Prisma Health offers an array of dining options at its campuses. Those with a Prisma Health badge can receive a discount in the organization’s cafeterias, but there are no discounts at any of the franchises.

Discounts via Prisma Health Perks

All Prisma Health students and faculty are eligible for discounts at various businesses in and around the Upstate and Midlands. Visit <https://www.prismahealthperks.com/> for more information.

Health Sciences Center

The Health Sciences Center (HSC) at Prisma Health is an academic health center (AHC) and a member of the Association of Academic Health Centers (AAHC). AHCs consists of at least one medical school, one or more other health professional schools, and one or more teaching hospitals or health organizations. Prisma Health’s HSC is a unique AHC model whereby the health organization drives the collective partnership rather than the traditional university-centric model. Prisma Health provides the clinical learning environment for a variety of affiliated health sciences programs and is committed to clinical education that aligns education to practice.

The HSC focuses on education/training, research/inquiry and innovation/best practices. Collectively, these focus areas are built on collaboration and commitment to a rigorous and dynamic clinical learning environment. This approach fosters and supports a common vision to improve the health of communities we serve. Together the health organization and academic partners support the growth and exemplary standards for the state’s healthcare workforce.

Language services

Prisma Health Language Services works to eliminate language access barriers to high-quality healthcare by bridging communication and cultures compassionately and innovatively for the individuals it serves. The department provides access to more than 200 languages as well as services to the deaf or those hard of hearing. For more information, visit: [Language Assistance](#).

Library for the health sciences

There are libraries on Greenville Memorial campus and on Richland campus. Card access for the Josey Health Sciences Library may be requested by contacting any of the [Midlands' library staff](#). Card access to the Upstate facilities may be requested by the Prisma Health preceptor/supervisor via the Prisma Health Badge Office at 864-455-6290.

Midlands

Josey Health Sciences Library
5 Medical Park, 6E
Richland campus
phrlibrary.phrlibrary@PrismaHealth.org

Upstate

Health Sciences Library
Greenville Memorial Hospital

Library Commons
UofSC School of Medicine Greenville
library@prismahealth.org

Life Center®

The Prisma Health Life Center® is a great destination for all types of health and exercise goals. The Life Center®, located in Greenville, offers essential fitness facility equipment along with classes suited for all skills. For more information, visit: [Life Center](#).

Lost and found

Items found at any Prisma Health facility should be immediately turned into the Security Office located at the facility. Additionally, Security Offices are the first point of contact for anyone who has lost an item. Lost items must be claimed within a year by providing a thorough description. Items not claimed within this timeframe are subject to disposal. Call Security at the following hospital numbers for details as to where the Security Office is located as well as hours of operation.

Baptist: 803-296-5820 **Richland:** 803-434-7351
Baptist Parkridge: 803-907-8000 **Tuomey:** 803-774-9477
All Upstate hospitals: 864-455-7931

Occupational Health Services

Occupational Health can provide additional immunizations or titers. For more information about their services, call them toll-free at 1-833-890-2109 or visit: [Occupational Health Services](#).

Parking

For student and faculty parking information, visit: [Prisma Health campus maps and parking](#). Those who park in unauthorized areas may be asked to move their vehicles and/or will be ticketed by Prisma Health Security.

Valuables such as purses, computers and phones should be locked in the trunk or dash of vehicles and not left inside in visible view. If at any time a student needs escort assistance to or from their vehicle, please call Security at one of the hospital numbers below.

Baptist: 803-296-5820 **Richland:** 803-434-7351
Baptist Parkridge: 803-907-8000 **Tuomey:** 803-774-9477
All Upstate hospitals: 864-455-7931

Prisma Health locations

Prisma Health has 12 acute care and specialty hospitals and 298 physician practices throughout South Carolina. Here are these hospital locations:

Upstate

[Baptist Easley Hospital](#)

200 Fleetwood Dr.
Easley, SC 29640
864442-7200

[Greenville Memorial Hospital](#)

701 Grove Rd.
Greenville, SC 29605
864-455-7000

[Greer Memorial Hospital](#)

830 S. Buncombe Rd.
Greer, SC 29650
864-797-8000

[Hillcrest Hospital](#)

729 SE Main St.
Simpsonville, SC 29681
864-454-6100

[Laurens County Hospital](#)

22725 Hwy. 76 E.
Clinton, SC 29325
864-833-9100

[North Greenville Hospital](#)

807 N. Main St. (Highway 276)
Travelers Rest, SC 29690
864-455-9206

[Oconee Memorial Hospital](#)

298 Memorial Dr.
Seneca, SC 29672
864-482-3100

[Patewood Hospital](#)

175 Patewood Dr.
Greenville, SC 29615
864-797-1000

Midlands

[Baptist Hospital](#)

Taylor at Marion St.
Columbia, SC 29220
803-296-5010

[Baptist Parkridge Hospital](#)

400 Palmetto Health Pkwy.
Columbia, SC 29212
803-907-7000

[Richland Hospital](#)

5 Richland Medical Park Dr.
Columbia, SC 29203
803-434-7000

[Tuomey Hospital](#)

129 N. Washington St.
Sumter, SC 29150
803-774-9000

For all outpatient and specialty locations, please visit <https://prismahealth.org/locations>.

Prisma Health Pharmacy

Prisma Health Pharmacy serves the community from 12 locations in the Upstate and Midlands of South Carolina, and is committed to providing compassionate, timely and knowledgeable services with a focus on individual care. For more information, visit: [Prisma Health Pharmacy services and locations](#).

Security

Prisma Health Security dispatch is available 24/7 to assist with safety needs. In addition, all emergency numbers can be found on the [Prisma Health Emergency and Routine Call List](#). Call boxes are available at most Prisma Health campuses except for our North Greenville, Oconee and Laurens County locations. Security dispatch can be reached at the following hospital numbers:

Baptist: 803-296-5820

Richland: 803-434-7351

Baptist Parkridge: 803-907-8000

Tuomey: 803-774-9477

All Upstate hospitals: 864-455-7931

Please call 911 for all emergency needs.

Simulation Centers

Prisma Health offers simulated learning to improve patient care, patient safety and healthcare education through the use of advanced instructional technology. The Prisma Health-Upstate Simulation

Center and the Prisma Health-University of South Carolina (UofSC) School of Medicine Simulation Center serve as regional simulation centers for learners and are accredited members of the Society for Simulation in Healthcare (SSH). The centers contain classrooms and simulation rooms that function as virtual hospital environments including specialty rooms set up for labor and delivery, intensive care, and surgery. For more information, visit: <https://academics.prismahealth.org/simcenters>.

Midlands

Prisma Health-UofSC School of Medicine
Simulation Center
3555 Harden St. Ext./15 Medical Park Rd.
Columbia, SC 29203
803-434-6991

Upstate

Prisma Health-Upstate Simulation Center
UofSC School of Medicine Greenville, 2nd floor
607 Grove Rd.
Greenville, SC 29605
864-455-2201

Spiritual Care & Education

Prisma Health respects and honors the many cultural, spiritual and ethnic backgrounds that make up the communities we serve. On-staff chaplains provide a safe and confidential space to discuss physical, emotional and spiritual concerns. Additionally, hospital chapels offer a quiet place for prayer and meditation for anyone of any faith and are open 24/7 except for scheduled private services.

Midlands hospitals

Baptist

803-296-5455 (regular business hours)
803-295-5010 (evenings and weekends)
Chapel: 1st floor, near elevator B
Services: Sun. 8:30 a.m., Wed. noon

Baptist Parkridge

803-907-2145 (regular business hours)
Chapel: 2nd floor
Services: Sun. 9 a.m., Wed. noon

Richland

803-434-7555 (regular business hours)
803-434-7000 (evenings and weekends)
Chapel: 2nd floor, near surgery waiting
Services: Sun. 9:30 a.m., Tues. noon

Tuomey

803-774-9635
Chapel: 2nd floor, outside of the ICU

Upstate hospitals

Greenville Memorial

864-455-7942 (regular business hours)
864-313-3765 (evenings and weekends)
Chapel: 1st floor, near the front entrance
Services: Sun. 9 a.m., Catholic Mass Fri. noon

Greer Memorial

864-797-8000

North Greenville

864-455-9206
Chapel: near the front entrance

Oconee Memorial

864-482-3100
Chapel: 1st floor patient tower

Student Affairs Administration

Prisma Health Student Affairs Administration (SAA) is a one-stop-shop for students in our academic health center. SAA is focused on elevating student experiences at Prisma Health through exemplary onboarding and igniting students' interests in health careers. It is our mission to educate, equip and elevate students during their Prisma Health experience to be the change in the future healthcare workforce. To learn more, visit: [Student Affairs Administration](#).

Student concerns

The success of every person in our clinical learning environment (CLE) is a top priority for Prisma Health. As such, the [Student Concern in the Prisma Health CLE](#) form provides a space for students, faculty, academic partners or Prisma Health team members to submit concerns regarding the safety of the CLE (any issues related to PPE, harassment, patient care, etc.) for the purpose of intervention. The goal is to provide a safe environment for students, faculty, team members, and patients. All personal identification will be kept private unless permission is granted.