UNIVERSITY OF SOUTH CAROLINA
School of Medicine

Faculty Handbook
2016-2017
1 August 2016

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INTRODUCTION

Welcome to the University of South Carolina (USC) School of Medicine (SOM). As a SOM faculty member, your role in assuring that the SOM fulfills its three-fold mission of "improving the health of the people of the state of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care" is crucial. This handbook was written to orient you to the SOM's organization, policies, and functioning; to answer questions that may arise during the course of your daily educational, clinical, and research activities, and to serve as a reference guide to other sources of useful information for SOM faculty members.

UNIVERSITY OF SOUTH CAROLINA

USC History. Located in the capital city of Columbia, the University of South Carolina has a long and colorful history. Chartered in 1801, it had developed into an institution of national repute by the mid-1850s. Its antebellum faculty boasted scientists such as Thomas Cooper and John and Joseph LeConte. Hard hit by the Civil War and Reconstruction, it struggled for many years to survive.

Its renaissance began in earnest at the end of World War II. Since 1951 its student population has increased from 3,000 to its current size of more than 45,000. The University attracts students from throughout the state and nation, as well as from over 125 countries.

The historic Horseshoe, the original campus of the University, is surrounded by restored 19th-century buildings listed on the National Register of Historic Places. By contrast, the remainder of the campus is composed of contemporary facilities.

Today, the University of South Carolina is one of the most progressive and intellectually exciting institutions in the Southeast. The University offers 96 programs of study leading to the bachelor's degree. Master's degrees are offered in 129 disciplinary areas and the Ph.D. degree in 62, as well as professional doctorates in medicine, law, and pharmacy.

In recent years, outside support of research and sponsored programs topped $230 million. The University's endowment exceeds $596 million.

USC Motto. The USC motto is "Emollit mores nec sinit esse feros." The motto is translated as follows, "learning humanizes character and does not permit it to be cruel."

The Carolinian Creed. The community of scholars at USC is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...
I will practice personal and academic integrity; I will respect the dignity of all persons;
I will respect the rights and property of others; I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

Rule of Academic Responsibility. Students enrolled in the SOM adhere to the USC Rule of Academic responsibility, as follows:

It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline.

SCHOOL OF MEDICINE

USC SOM Mission. The mission of the USC SOM is to improve the health of the people of the state of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care

USC SOM History. To improve health care for the citizens of the state, planning for the establishment of the SOM began in the late 1960s. In 1973, the South Carolina Commission on Higher Education (CHE) and the State Legislature authorized USC to apply for a grant from the Veterans Administration (VA) to assist in the development of the medical school; the grant was approved in 1974.

Faculty recruitment and curriculum planning began in 1975; in 1976, the SOM received provisional accreditation from the Liaison Committee on Medical Education (LCME) of the American Medical Association and the Association of American Medical Colleges. In February 1977, the SOM was granted approval for the fall 1977 admission of the first class of 24 medical students.

The Charter Class graduated in May 1981, at which time the SOM was fully accredited by the LCME. Medical student class size has tripled since the entrance of the first class, and approximately 300 medical students are enrolled in the four-year program.

The SOM's educational programs were further augmented by the establishment of the Ph.D. program in Biomedical Science in 198l, the M.S. program in Genetic Counseling in 1985, the Master's of Nurse Anesthesia program in 1994, and the M.S. program in Biomedical Science in 1998. USC's Master's of Rehabilitation Counseling program was transferred to the SOM in 1994. A Master's of Science in Physician Assistant Studies is scheduled to start in 2017. Residency programs in emergency medicine, dental medicine, family practice, internal medicine, neurology, obstetrics and gynecology, ophthalmology, orthopaedic surgery, pediatrics, preventive medicine, psychiatry, and surgery are co-sponsored with the Palmetto Health and the Dorn Veterans Administration Medical Center. Fellowships in medical and psychiatric specialties are offered by individual SOM departments.

The SOM's basic science campus, consisting of fully renovated historic buildings, is located four miles from the USC-Columbia campus. The complex provides teaching and research facilities that are unexcelled nationally. Most clinical departments are located on the rapidly expanding campus at Palmetto Health Richland in central Columbia. Affiliated hospitals include the Dorn Veterans Administration Medical Center (DVAMC), Palmetto Health (PH) including the Palmetto Health Richland and Palmetto Health Baptist, the South Carolina Department of Mental Health (SCDMH), McLeod Regional Medical Center, Carolinas Hospital System, and the eight teaching hospitals affiliated with the South Carolina Area Health Education Consortium (AHEC). A USC Model Rural Medical Education Center is located in Winnsboro, South Carolina.

In 1991, the SOM's affiliation with the Greenville Hospital System (GHS) was enhanced to provide the opportunity for completion of core third- and fourth-year clerkships and rotations at that facility for students interested in completing their medical educations in upstate South Carolina. With the addition of USC SOM – Greenville in the fall of 2012, this program was phased out in 2015.

In 2015, after a one-year pilot, a new regional medical campus was established in Florence with the help of Francis Marion University and two new clinical affiliates: McLeod Regional Medical Center and Carolinas Hospital System. Third-year medical students began their first permanent clinical rotations in Florence in July 2015.

The SOM has become a national leader in primary care medical education and ultrasound education. The SOM also collaborates closely with state agencies involved in health service delivery, sponsors research focused primarily on South Carolina health care needs, and provides a wide range of clinical care services to South Carolinians.

The SOM is reaccredited every eight years by the LCME following a three-day site visit and extensive programmatic review. The SOM received a full eight-year accreditation in 2009 and is scheduled for its' next site visit in February 2017. During the 2015-2016 academic year, the SOM will undergo its self-study process. The LCME also monitors progress at the SOM by means of annual questionnaires. The full text of the LCME accreditation standards can be found at the LCME website: http://www.lcme.org/

Guiding Principles. The medical education program in the SOM is conducted in accordance with a set of guiding principles. These principles, as follows, are based upon a commitment to meeting societal expectations regarding the attributes of practicing physicians and can be used as a screen for periodic review and renewal of the medical education program. The educational program in the SOM shall:

- Be centrally coordinated by the Curriculum Committee.
- Foster interdisciplinary and interdepartmental collaboration.
- Promote curricular flexibility.
- Respond to changing societal needs and conditions.
- Recognize students' individual talents, interests, and needs.
- Foster students' abilities to be independent and life-long learners.
- Promote a cooperative, collegial, and mutually respectful environment.
- Prepare students for the ethical challenges of medical practice.

Program Objectives. A set of coherent and comprehensive objectives has been established for the medical education program in the SOM. The educational program in the SOM shall:

- Ensure the horizontal and vertical integration of basic and clinical sciences.
- Promote students' mastery of both scientific and clinical knowledge.
- Provide an understanding of the biopsychosocial model of health care.
- Ensure the modeling of cost-effective, evidence-based medicine to students.
- Encourage students' personal and professional development.
- Foster team-building through student self and peer evaluation.
- Foster students' acquisition of necessary clinical, communication, and problem-solving skills.
- Utilize a variety of learning formats.
- Provide a variety of clinical settings with diverse patient populations.
- Nurture students' collaboration with other health care team members.
- Set appropriate and realistic performance standards for students.
- Utilize both formative and summative evaluation methods for students.
- Increase the use of competency-based student assessments.
- Promote students' interest in scientific exploration.
- Provide a range of elective opportunities for students.
- Educate generalist physicians who are potentially eligible for practice in South Carolina.
- Prepare altruistic, knowledgeable, skillful, and dutiful physicians.
- Graduate physicians who attend equally well to all aspects of health care.

Guidelines for Conduct in Teacher/Learner Relationships.

I.   Statement of Philosophy

The University of South Carolina School of Medicine is committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels. The achievement of such success is dependent on an environment free of behaviors which can undermine the important mission of our institution. An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Although both teachers and learners bear significant responsibility in creating and maintaining this atmosphere, teachers also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate

professional behaviors. Teachers must be ever mindful of this responsibility in their interactions with their colleagues, their patients, and those whose education has been entrusted to them.

II.   Responsibilities in the Teacher/Learner Relationship

A.   Responsibilities of Teachers

1. Treat all learners with respect and fairness
2. Treat all learners equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Provide current material in an effective format for learning.
4. Be on time for didactic, investigational, and clinical encounters.
5. Provide timely feedback with constructive suggestions and opportunities for improvement/remediation when needed.

B.   Responsibilities of learners

1. Treat all fellow learners and teachers with respect and fairness.
2. Treat all fellow learners and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Commit the time and energy to your studies necessary to achieve the goals and objectives of each course.
4. Be on time for didactic, investigational, and clinical encounters.
5. Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful, professional manner.

III.   Behaviors Inappropriate to the Teacher-Learner Relationship

These behaviors are those which demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects), use of culturally insensitive language;
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- requests for another to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement.

The procedure designed to provide students an opportunity to address non-academic complaints and problems they have been unable to resolve through other channels may be found at: http://www.sc.edu/policies/staf627.pdf

FACULTY

All individuals who participate in the education of SOM medical and graduate students are considered SOM faculty. As of July 2016, there are a total of 765 SOM faculty members. Several designations are commonly used to describe SOM faculty.

Basic Science and Clinical Science Faculty. One common differentiation among SOM faculty members is between "basic science" and "clinical" faculty members. The majority of basic science faculty members hold their primary faculty appointments in one of the three SOM basic science departments: Cell Biology and Anatomy; Pathology, Microbiology, and Immunology; Pharmacology, Physiology, and Neuroscience. These basic science faculty members teach primarily in the first two years of the medical school curriculum and in SOM graduate programs. In addition, however, some SOM clinical departments also employ some basic science faculty members who are actively involved in the SOM's clinical, research, and educational programs.

The majority of "clinical" faculty members hold their primary faculty appointments in one of the nine SOM clinical departments: Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Pediatrics, Obstetrics and Gynecology, Orthopaedic Surgery, Radiology, and Surgery. These clinical science faculty members provide clinical services at SOM-affiliated hospitals and agencies in Columbia, Florence, and other sites in South Carolina, while simultaneously providing clinical instruction to SOM medical students and to residents in SOM-affiliated residency training programs. Many clinical science faculty members also participate in clinical research activities and provide instruction in the first- and second-year SOM Introduction to Clinical Medicine (ICM) course continuum and in clinical correlations to SOM basic science courses.

USC-Salaried, Hospital-Salaried, and Private Practice Faculty Members*.* SOM faculty members also fall into three categories: those salaried by USC and the Palmetto Health-USC Medical Group, those salaried by SOM-affiliated hospitals, and those whose income derives from private clinical practice and other sources. The contributions of all three types of faculty members are essential to the SOM educational program. Another common differentiation among USC-salaried faculty members is between "tenure-track" and "non-tenure-track" faculty.

USC-Salaried Faculty Members*.* USC-salaried faculty members can be either tenure-track or non-tenure-track faculty. Tenure-track faculty members must meet SOM-determined criteria in the areas of teaching, research/scholarly activity, and service/patient care prior to making application for tenured status and/or for promotion to Associate Professor or Professor status at USC. Once tenured, these faculty members become permanent USC employees, although they are subject to post-tenure review policies. Non-tenure-track, USC-paid faculty members are salaried, on a full-time or part-time basis, on an annual contractual basis; they participate in a SOM-determined promotion process, but not in the USC promotion and tenure application process.

USC-salaried faculty members are subject to the USC policies and procedures contained in *The Faculty Manual*; the full text of *The Faculty Manual* can be found at: http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf

Palmetto Health-USC Medical Group/Hospital-Salaried Faculty Members*.* Faculty members can also be paid by the Palmetto Health-USC Medical Group, SOM-affiliated hospitals (e.g., Palmetto Health, South Carolina Department of Mental Health, Dorn VA Medical Center, and Florence Regional Campus. These faculty members are subject to the policies and procedures of the Medical Group/hospital by which they are salaried, and they participate in the same SOM-determined appointment and promotion process applicable to USC-salaried, non-tenure-track faculty.

Volunteer Faculty Members*.* "Volunteer" faculty members are those in private practice or employed by agencies or institutions not formally affiliated with the SOM and who participate in SOM educational programs as guest lecturers, community preceptors, and fourth-year elective directors without financial

recompense from the SOM. Appointment and promotion of "volunteer" faculty are determined by department-specific procedures.

APPOINTMENT, PROMOTION, AND/OR TENURE PROCEDURES AND CRITERIA

Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science and Clinical Faculty. Consistent with the policies and procedures of *The Faculty Manual*, the SOM revised its Tenure and Promotion Procedures and Criteria for Tenure-Track Clinical Faculty (19 March 1999) and its Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science Faculty (2 April 2009). These documents received approval from the USC Committee on Tenure and Promotion. The Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science and Clinical Faculty are currently under review. These documents outline annual procedures related to applications by faculty in SOM basic science or clinical departments for promotion and/or tenure, as well as criteria in the areas of teaching, research/scholarly activity, and service/patient care for promotion to the rank of Associate Professor or Professor and/or tenure at the rank of Associate Professor or Professor. Copies of these documents can be obtained from the appropriate department chair or from personnel in the Office of the Dean. Current criteria can also be found here: http://www.sc.edu/tenure/unitcriteria.shtml

Criteria for Tenure of Librarians in the SOM. The SOM has adopted criteria in the areas of excellence of performance, scholarly ability, effectiveness of service to the institution and community, and professional growth for tenure as a medical librarian in the SOM; these criteria were rewritten on 21 May 2001 and received approval from the USC Committee on Tenure and Promotion. A copy of these materials can be obtained from the Director of Library Services or from personnel in the Office of the Dean. Current criteria can also be found here: http://www.sc.edu/tenure/unitcriteria.shtml

Appointment and Promotion Procedures and Criteria for Non-Tenure Track Basic Science Faculty. The SOM basic science faculty adopted the Appointment and Promotion Procedures and Criteria for Non-Tenure-Track Basic Science Faculty in December 2011. The document is currently under review for approval by the Provost's Office. This document outlines procedures for initial appointment of non-tenure-track faculty to basic science SOM departments and procedures and criteria in the areas of teaching, research/scholarly activity, and service for promotion of non-tenure-track faculty in the SOM basic science departments to the rank of Associate Professor or Professor. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.

Appointment and Promotion Procedures and Criteria for Non-Tenure Track Clinical Faculty. The SOM adopted, in September 2004, revised Appointment and Promotion Procedures and Criteria for Non-Tenure-Track Clinical Faculty. This document outlines procedures for initial appointment of non-tenure-track faculty to clinical SOM departments and procedures and criteria in the areas of teaching, research/scholarly activity, and service/patient care for promotion of non-tenure-track faculty in SOM clinical departments to the rank of Associate Professor or Professor. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.

Appointment, Reappointment, and Promotion Procedures for Volunteer Faculty. The SOM adopted, on 11 January 2000, revised Appointment, Reappointment, and Promotion Procedures for Volunteer Faculty. This document outlines procedures for initial appointment, reappointment, and promotion of volunteer SOM faculty members who are not salaried by the SOM or its affiliated institutions. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.

ADMINISTRATIVE STRUCTURE

The administrative organization of the school is illustrated in Figure 1. The Executive Dean is the medical school's chief academic and administrative officer. The responsibilities of USC deans are outlined in *The Faculty Manual*. The Executive Dean and Senior Associate Dean are assisted by associate deans in each of the following areas: Administration and Finance, Clinical Affairs, Continuous Professional

Development and Strategic Affairs, Diversity and Inclusion, Graduate Medical Education, Medical Education and Academic Affairs, and Research and Graduate Studies. In addition, there are eight assistant deans: Preclinical Curriculum, Clinical Curriculum and Assessment, Diversity and Inclusion, Executive Affairs, Information Technology, Innovative Education and Faculty Support, Medical Student Education - Florence, and Student Affairs. Department chairs are responsible to the Executive Dean for the educational, clinical, and scholarly activities of faculty members in their department. The responsibilities of USC department chairs are outlined in *The Faculty Manual*. The functioning of the medical school is also assisted by 40 faculty, administrative, and advisory committees and subcommittees (see SOM Committees, below) that oversee the necessary functions of the institution; in general, these committees are advisory to the Executive Dean (with the exception of the Admissions Committee and the Curriculum Committee which function independent of the Executive Dean).

Administration

Executive Dean
Leslie W. Hall, M.D.
Office of the Dean, 15 Medical Park, Suite 300, Room 318, 545-5048

> The SOM **Executive Dean** is responsible for the organization and administration of all SOM programs and policies. The Office of the Dean also has responsibility for development and public affairs activities.

Associate Dean for Administration and Finance
Jeffrey L. Perkins, C.P.A., C.I.A., C.H.F.P., M.B.A.
Office of the Dean, 15 Medical Park, Suite 300, 545-5020

> The **Associate Dean for Administration and Finance** is the chief financial officer of the SOM whose area of responsibilities includes operational finance and business affairs and facilities.

> > **Assistant Dean for Information Technology and Chief Information Officer**
> > **Lindsie Cone, M.D.**
> > Office of Information Technology, 1 Medical Park, Suite 330, 545-5100

> > > The **Assistant Dean for Information Technology and Chief Information Officer** is responsible for the information technology infrastructure, systems, and applications that support the educational, research, and service goals of the School of Medicine.

Associate Dean for Clinical Affairs/Chief Medical Officer
William D. Anderson, M.D.
Office of Clinical Affairs, 15 Medical Park, Suite 300, 545-5005

> The **Associate Dean for Clinical Affairs/Chief Medical Officer** is responsible for developing clinical faculty practice activities in alignment with changing health care delivery systems and for management and leadership of the clinical missions and day-to-day activities involving clinical healthcare performance, quality improvement, and organizational satisfaction.

Associate Dean for Diversity and Inclusion
Carol L. McMahon, M.D.
Building 3, DVAMC Campus, 216-3608

> The **Associate Dean for Diversity and Inclusion** is responsible for planning and implementation of programs to increase the proportion of under-represented minority students, residents, and faculty members in the SOM and for community relations.

Assistant Dean for Diversity and Inclusion
Robert M. Rhinehart, Ph.D.
Building 3, DVAMC Campus, 216-3625

> The **Assistant Dean for Minority Affairs** is responsible for working with the Associate Dean for Diversity and Inclusion in the planning and implementation of programs to increase the proportion of under-represented minority students, residents, and faculty members in the SOM and for community relations.

Associate Dean for Medical Education and Academic Affairs
Joshua T. Thornhill, IV, M.D.
Office of Medical Education and Academic Affairs, Building 3, DVAMC Campus, 216-3600

> The **Associate Dean for Medical Education and Academic Affairs** is responsible for the SOM's education programs, including the operation of the Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, and Student and Career Services.

Assistant Dean for Clinical Curriculum and Assessment
Nancy A. Richeson, M.D.
Building 3, DVAMC Campus 216-3610

> The **Assistant Dean for Clinical Curriculum and Assessment** is responsible for coordination of SOM educational activities related to the development and mastery of clinical knowledge and skills by medical students, for coordination of the SOM's clinical education program across SOM departments and campuses and for multiple objective and subjective assessment activities to ensure that students have achieved the learning objectives established for them by SOM faculty members, including course and clerkship directors.

Assistant Dean for Preclinical Curriculum
Lynn K. Thomas, Dr.P.H.
Building 3, DVAMC Campus, 216-3610

> The **Assistant Dean for Preclinical Curriculum** is responsible for coordination of SOM educational activities related to the development and mastery of basic science knowledge by medical students and for coordination of the SOM's preclinical education program across SOM departments.

Assistant Dean for Clinical Learning
Suzanne M. Bertollo, M.D.
Building 3, DVAMC Campus, 216-3645

> The **Assistant Dean for Clinical Learning** will oversee clinical education in the first two years and serve as the director for the two-semester introduction to Clinical Medicine II (ICM-II) course.

Assistant Dean for Medical Student Education- Florence
William H. Hester, Sr., M.D.
Office of Medical Student Services
City Center, 324 West Evans Street, 843-665-3156

> The **Assistant Dean for Medical Student Education- Florence** is responsible for multiple educational components of the program as well as various aspects of student life in the SOM program at Florence.

Assistant Dean for Student Affairs/Director of Student and Career Services
Donald J. Kenney, Ph.D.
Building 3, DVAMC Campus, 216-3631

> The **Assistant Dean for Student Affairs/Director of Student and Career Services** is responsible for multiple aspects of student life in the SOM, including advisement of student organizations, financial aid, counseling and referral of students with academic and non-academic problems, career counseling, residency application, and insurance issues.

Assistant Director of Student and Career Services
Jerel Arceneaux
Building 3, DVAMC Campus, 216-3629

> The **Assistant Director of Student and Career Services** assists the Director of Student and Career Services with various aspects of student life for students enrolled in SOM graduate programs and with financial aid.

Director of Enrollment Services/Registrar
Robert M. Rhinehart, Ph.D.
Office of Admissions and Enrollment Services, Building 3, DVAMC Campus, 216-3620

> The **Director of Enrollment Services/Registrar** assists the Associate Dean for Medical Education and Academic Affairs with the SOM application and admissions process and is responsible for certification of enrollment and graduation for current students and alumni, for student records, and for clerkship and elective scheduling.

Director of Medical Student Recruitment
James R. Stallworth, M.D.
Department of Pediatrics, 14 Medical Park, Suite 400, 434-7945

> The **Director of Medical Student Recruitment** assists the Associate Dean for Medical Education and Academic Affairs with recruitment efforts for applicants to each year's entering class and with relationships with health professions advisors on undergraduate campuses in the state and region.

Director of Medical Student Health Service
Scott M. Strayer, M.D., M.P.H.
Department of Family and Preventive Medicine Family Practice Center, 3209 Colonial Drive, 434-6113

> The **Director of the Medical Student Health Service** is responsible for the development and implementation of health policies for medical students and for assisting students who have been injured or exposed during the course of their medical educations.

Director of Library Services
Ruth A. Riley, M.S.
Medical Library Building, DVAMC Campus, 216-3220

> The **Director of Library Services** is responsible for overall direction, strategic planning, and evaluation of library programs, services, personnel, budget, and collections.

Associate Dean for Research and Graduate Education
Francis G. Spinale, M.D., Ph.D.
Office of the Dean, Building 3, DVAMC Campus, 777-3964

> The **Associate Dean for Research and Graduate Education** is responsible for coordinating research and graduate education in the SOM.

Associate Dean for Continuous Professional Development and Strategic Affairs
Morris J. Blachman, Ph.D.
Office of Continuing Medical Education and Faculty Development
15 Medical Park, Suite 100, 434-4211

> The **Associate Dean for Continuous Professional Development and Strategic Affairs** is responsible for coordinating continuing medical education activities between the SOM and its affiliated hospitals and for aspects of the SOM faculty development program.

Associate Dean for Graduate Medical Education
Katherine G. Stephens, Ph.D.
15 Medical Park, Suite 202, 434-4416

> The **Associate Dean for Graduate Medical Education** is responsible for coordinating graduate medical education programs in conjunction with Palmetto Health.

Associate Dean for Palmetto Health
James I. Raymond, M.D.
Palmetto Health Corporate Office, 1301 Taylor Street, 296-2152

> The **Associate Dean for Palmetto Health** is responsible for coordinating relevant medical education programs located at the Palmetto Health Richland and Palmetto Health Baptist-Columbia campuses with the SOM.

Vice Dean for Innovative Healthcare Technologies
Meera Narasimhan, M.D.
15 Medical Park, Suite 301, 434-4266

> The **Vice Dean for Innovative Healthcare Technologies** is responsible for developing and coordinating School of Medicine activities around innovative healthcare technologies.

Assistant Dean for Executive Affairs
Ruth A. Riley, M.S.
Medical Library Building, DVAMC Campus, 216-3208

> The **Assistant Dean for Executive Affairs** is responsible for assisting and supporting   the Dean with executive affairs and administration of the School of Medicine

Director of Legal Affairs
Craig R. Stanley, J.D.
Office of Legal Affairs, 15 Medical Park, Suite 300, 545-5220

> The **Director of Legal Affairs** is responsible for providing legal advice and counsel to the Dean and the clinical faculty and staff regarding activities of the SOM clinical departments and University Specialty Clinics.

SOM Ombudsperson – M-I and M-II Students
Jay Potts, Ph.D.
Department of Pharmacology, Physiology, and Neuroscience
Building 1, DVAMC Campus, 216-3515

SOM Ombudsperson – M-III and M-IV Students
Robin B. Welsh, M.D.
Department of Pediatrics
14 Medical Park, Suite 400, 434-7945

> The **SOM Ombudspersons** are empowered to receive and investigate reports of mistreatment in a completely confidential manner, to mediate between the parties involved, and, in the event mediation is not successful, to make recommendations directly to the Dean regarding appropriate resolution of any complaint.

Department Chairs

Department of Cell Biology and Anatomy
Wayne Carver, Ph.D.

Department of Family and Preventive Medicine
Edward J. Mayeaux, M.D.

Department of Internal Medicine
Helmut Albrecht, M.D.

Department of Neurology
Souvik Sen, M.D.

Department of Neuropsychiatry and Behavioral Science
Meera Narasimhan, M.D.

Department of Obstetrics and Gynecology
Judith T. Burgis, M.D.

Department of Orthopaedic Surgery and Sports Medicine
John J. Walsh, IV, M.D.

Department of Pathology and Microbiology
Mitzi Nagarkatti, Ph.D.

Department of Pediatrics
R. Caughman Taylor, M.D.

Department of Pharmacology, Physiology, and Neuroscience
Marlene A. Wilson, Ph.D.

Department of Radiology
Francis H. Neuffer, M.D.

Department of Surgery
Daniel G. Clair, M.D.

COMMITTEES

Authority. Except as otherwise required by USC and/or LCME regulations and policies , all SOM committees and subcommittees are advisory to the Dean and operate in accord with the policies and procedures contained in *The Faculty Manual* (with the exception of the Student Academic Responsibility Committee, the Curriculum Committee, and Admissions Committee)*.*

Nomination/election process. The Faculty Representation Committee is responsible for developing and administering the procedures for nomination and election of faculty members to SOM committee and subcommittee places designated for elected members. The Faculty Representation Committee also advises the Dean on the selection of faculty members for committee and subcommittee places designated for appointees. It is expected that each faculty member under consideration for nomination for an elected committee and subcommittee position will, prior to the election, discuss his/her nomination with the chair of his/her department.

Voting privileges. Consistent with the policies and procedures of The Faculty Manual for operation of USC colleges, schools, and departments, all faculty, students, administrators, and non-faculty SOM staff members who are members of SOM committees and subcommittees, whether elected, appointed, or ex-officio, are eligible to vote unless otherwise specified. Consultants and other individuals specifically identified as staff to committees and subcommittees are not eligible to vote on SOM committees and subcommittees.

Selection of student members. At the mid-point of the spring semester, the Assistant Dean for Student Affairs sends each enrolled medical student a memorandum in which student self-nominations for service on SOM committees and subcommittees for the next academic year are sought. The Assistant Dean for Student Affairs , in consultation with other personnel in the Office of Medical Education and Academic Affairs, assesses each interested student's eligibility for service, as well as his/her area of personal interest and ability and his/her willingness to serve prior to informing the Dean of eligible nominees. The Associate Dean for Medical Education and Academic Affairs then selects student members of committees and subcommittees from the list of eligible nominees. To be eligible to serve on SOM committees and subcommittees, a student must be currently enrolled and in good academic standing; no student repeating an academic semester or year is eligible for service on SOM committees or subcommittees until the repeat semester/year has been completed successfully.

Other USC and SOM committees. The SOM committee structure does not relate to membership on other committees of USC, the SOM Educational Trust, the SOM-affiliated hospitals, or the SOM strategic planning process. The process of selection for membership on these committees is distinct from the selection process for faculty, administrative, and joint faculty/administrative committees.

Minutes of committee and subcommittee meetings. The chair of each committee and subcommittee will ensure that minutes of each meeting are kept and distributed to committee and subcommittee members and made available to the SOM faculty.

Service on SOM Committees and Subcommittees. In the spring of each academic year, the Faculty Representation Committee distributes a memorandum to all SOM faculty in which participation on SOM committees and subcommittees for the next academic year (July 1-June 30) is solicited. After faculty members have expressed interest in elected and appointment positions on SOM committees and subcommittees, the Faculty Representation Committee supervises the nomination and election processes for vacancies in elected positions on SOM committee and subcommittees and advises the Dean on selection of interested faculty members for vacancies in appointed positions on SOM committees and subcommittees. Prior to the beginning of the academic year, personnel in the Office of the Dean will publish a listing of membership on SOM committees and subcommittees, distribute this listing to department chairs, and post this listing on the SOM website http://www.med.sc.edu/documents/2016-2017%20Committees.pdf

Descriptions of Committees and Subcommittees:

I.   Committees related to the <u>University of South Carolina</u>

    Committees mandated by the University of South Carolina *Faculty Manual*

    A.   **Basic Science Unit Tenure and Promotion Committee**: formulates specific criteria for tenure and promotion of faculty members in SOM basic science departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

    B.   **Clinical Unit Tenure and Promotion Committee**: formulates specific criteria for tenure and promotion of faculty members in SOM clinical departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

    C.   **Medical Library Unit Tenure Committee**: formulates specific criteria for tenure and promotion of SOM medical librarians, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

II.   Committees related directly to the <u>Office of the Dean</u>:

    A.   **Faculty Representation Committee**: coordinates the process of nomination and election of faculty members to SOM committees; advises the Dean on the appointment of faculty members to SOM and University committees; advises the Dean on the number and purpose of SOM committees and subcommittees; and clarifies, with elected and appointed committee chairs, the charges for each SOM committee and subcommittee; addresses with the Dean all matters referred to it by faculty members; and assists the Dean in obtaining faculty members' input into decision making. The members of the FRC elect 3 members (2 of whom must be from basic science departments) of this committee to represent the faculty on the Executive Committee and 3 members (2 of whom must be from basic science departments) to represent the faculty on the Student Promotions Committee.

    B.   **Executive Committee**: advises the Dean about administration of the SOM.

    C.   **Basic Science Advisory Committee**: advises the Dean about issues related to the basic sciences in the SOM.

    D.   **Biomedical Engineering Committee**: advises the Dean on issues related to biomedical engineering in the SOM.

    E.   **Student Promotions Committee**: advises the Dean about the academic standing of medical students enrolled in the SOM.

        1.   **Academic Review Subcommittee**: makes recommendations for consideration by the Student Promotions Committee regarding the academic standing of medical students enrolled in the SOM.

        2.   **Honor Committee**: comprised of students and faculty this committee educates the students about the USC Honor Code and makes recommendations to the Promotions Committee regarding non-academic issues of professionalism and student behavior.

F.   **Academic Standards Committee**: is responsible for the maintenance of academic excellence in the SOM, establishes criteria for determination of satisfactory academic performance for promotion and graduation of medical students, and establishes consistent standards for methods of assessing quality, assigning grades, and correcting academic deficiencies of medical students.

    1.   **Grade Change Subcommittee**: hears, assesses, and decides upon requests

G.   **Women in Science and Medicine Committee**: advises the Dean on issues related to women students, faculty, and staff of the SOM.

H.   **Appointment and Promotion Committee for Non-Tenure-Track Basic Science Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

I.   **Appointment and Promotion Committee for Non-Tenure-Track Clinical Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

J.   **Conflict of Interest Committee:** addresses situations when outside financial interests may overlap or conflict with their activities at the USC SOM and manage compliance with University, SOM, and national policies regarding intellectual or financial conflicts of interest. The committee will provide oversight for recognizing the importance of the research and educational missions to the University and acknowledge that it is enhanced when members of the University community interact with other groups and organizations, including businesses, government entities, not-for-profit groups, professional societies, and other academic institutions, and reasonably address potential conflicts of interest.

III.   Committees related to the Office of the Dean through the Office of Medical Education and Academic Affairs (Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, Graduate Studies, and Student and Career Services):

Through Office of Admissions and Enrollment Services:

A.   **Admissions Committee**: establishes application/admissions policies and procedures for the SOM; evaluates and recommends to the Dean applicants for admission.

Through Office of Curricular Affairs and Media Resources:

B.   **Curriculum Committee**: is responsible for the development of and oversight over the content, structure, and pedagogy of the curriculum leading to the M.D. degree and for ensuring that students learn the knowledge, skills, attitudes, and behaviors necessary for the successful practice of medicine.

    1.   Standing subcommittees:

        a.   **M-I/M-II Subcommittee**: is responsible for periodic review and update of all required M-I and M-II courses.

b. **M-III/M-IV Subcommittee**: is responsible for the periodic review and update of all required M-III and M-IV courses.

c. **Interdepartmental/Interdisciplinary Integration Subcommittee**: is responsible for the periodic review and update of vertical curricula and for the integration of interdepartmental and interdisciplinary educational efforts.

d. **Independent Learning Development and Implementation Subcommittee**: is responsible for developing and implementing Curriculum Committee recommendations in the area of independent learning and selects the medical student recipient of the annual Student Independent Learning Project Award.

e. **Core Student Assessment Committee**: is responsible for serving as consultants for assessment projects and otherwise serving as leaders to support a culture of assessment throughout the SOM; regularly reviewing SOM assessment policies and procedures and recommending improvements to the SOM Curriculum Committee; supporting SOM assessors with information and resources, including technology recommendations, to maintain and carry out assessment plans--this includes recommending or providing assistance in the development of specific assessments of student learning outcomes.

2. *Ad hoc* subcommittees

a. **Curriculum Accommodations Subcommittee**: establishes policies and procedures for testing under non-standard conditions, reviews applications, and selects qualifying students.

Through Office of the Associate Dean for Research and Graduate Education:

C. **Graduate Education Committee:** oversees all of the Graduate Programs in the SOM. Establishes policies and procedures for the graduate programs consistent with USC and SOM guidelines.

D. **Biomedical Science Graduate Committee**: establishes policies and procedures for the Biomedical Science Graduate Program consistent with USC and SOM guidelines. Ensures that program requirements are met by departments, research focus groups, and students.

E. **Biomedical Science Graduate Nurse Anesthesia Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Nurse Anesthesia Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

F. **Rehabilitation Counseling Graduate Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Rehabilitation Counseling Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

G. **Genetic Counseling Graduate Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Genetic Counseling Program

consistent with USC and SOM guidelines. Ensures that program requirements are met.

H.   **Physician Assistant Graduate Subcommittee:** establishes policies and procedures for the Physician Assistant Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

I.   **Certificate Program Admissions Committee:** establishes admissions policies/procedures and evaluates applications for the Post-Baccalaureate Certificate in Biomedical Sciences at the SOM; makes recommendations to the Dean for admission of students.

Through <u>Office of Student and Career Services</u>:

J.   **Leave of Absence Committee**: makes recommendations to the Dean regarding leaves of absence from the SOM for medical students.

K.   **Scholarship and Loan Committee**: awards all SOM scholarships and awards all long-term loans administered by the SOM.

L.   **Student Services Committee**: makes recommendations to the Director of Student and Career Services-Columbia on ways to improve or implement services to students; selects recipients of annual SOM student awards; makes recommendations to the Assistant Dean for Student Affairs and the Associate Dean for Medical Education and Academic Affairs regarding SOM student publications and the SOM *Bulletin*; hears appeals regarding student assignment to the Florenece Regional Campus program and lottery issues.

IV.   Committees related to the Office of the Dean through the <u>Office of Administration and Finance</u>:

Committees related to the health and safety of SOM faculty members, students, and staff members:

A.   **Wellness Promotion Committee**: coordinates and promotes wellness activities for SOM faculty, staff, and students.

V.   Committees related to the Office of the Dean through the <u>Office of Continuous Professional Development and Strategic Affairs</u>:

A.   **Faculty Affairs Committee**: advises the Dean on issues concerning the faculty to include professional development and mentorship, recruitment and diversity, SOM/USC policy impact on faculty, and recognition and/or rewards for faculty for teaching/research/clinical excellence. (The committee does not address issues of Tenure/Promotion.)

VI.   Committee related to the Office of the Dean through the <u>Office of Diversity and Inclusion</u>:

A.   **Diversity and Inclusion Committee**: plans and implement means of increasing the number of students from groups under-represented in the medical profession who are prepared for, recruited to, matriculate at, and graduate from the SOM and who continue their training in residency programs available throughout the state of South Carolina and plans and implements means of increasing the number of under-represented minority faculty in the SOM.

VII.   Committee related to the Office of the Dean through the <u>Medical Library</u>:

  A. **Library Committee**: advises Director of Library Services on policy matters, especially relating to the collection and staffing of the Medical Library.

VIII.   Committee related to the Office of the Dean through the <u>Office of Information Technology</u>:

  A. **Information Technology Committee**: advises the Director of Computer and Communication Resources on policy matters, especially relating to computer needs of students and faculty as they relate to educational programs and research activities and to the structure and function of the SOM computer network and communication systems.

IX.   Members of the <u>Faculty Senate</u>

  A. **Faculty Senate**: 10 SOM tenure-track faculty members are elected to the Faculty Senate of the USC.

SOM COMMITTEE MEMBERSHIP RECUSAL POLICY

Purpose: The purpose of this policy is to formally state those instances when committee members should recuse themselves from voting on actions specifically aimed at applicants and current students in the School of Medicine.

Rationale: While participation, particularly of faculty, on SOM committees is not only encouraged, but necessary for the SOM to function and conduct business; there are instances, specifically involving actions concerning applicants or current students, where the faculty member is expected to recuse his/herself from voting. This is necessary to protect the applicant/student from unfair bias in the process. While the list of committees and potential conflicts is not meant to be all inclusive it is expected that committee members will exercise good judgement and will recuse themselves from the committee prior to the discussion of the applicant/student. A faculty member's recusal should be noted as part of the official minutes of the committee meeting.

Academic Review Committee
  Close personal relationship with the student
  Current course/clerkship director of student
  Relative of student

Admissions Committees
  Current or former close personal relationship with applicant
  Current professor of applicant
  Relative of applicant

Honor Committee
  Close personal relationship with the student
  Current course/clerkship director of student
  Relative of student

Leave of Absence Committee
  Close personal relationship with the student
  Current course/clerkship director of student
  Relative of student

Student Promotions Committee
  Close personal relationship with the student

Current course/clerkship director of student
Relative of student

Student Services Committee
Close personal relationship with the student
Current course/clerkship director of student
Relative of student

Endorsed by the Faculty Representation Committee – 5/29/15
Approved by the Executive Committee – 7/07/15

CAMPUSES

The Basic Science Campus. The SOM basic science campus is located four miles from the main USC campus and adjacent to the DVAMC. On this campus are located the three basic science departments.

The Clinical Campuses.

Palmetto Health Richland is one of the largest acute-care facilities in South Carolina, Palmetto Health Richland is a community teaching hospital that serves patients from every corner of the state. Boasting the region's only Level I emergency/trauma center, the Richland campus also includes the state's only freestanding heart hospital, the first children's hospital in South Carolina, and the region's only primary stroke center. Palmetto Health Richland is also the Midlands' hub of surgical excellence, offering robotic surgery and incision-free gamma knife radiosurgery in addition to hosting operating rooms for neurosurgery; heart surgery; and orthopaedic, laparoscopic and ear/nose/throat procedures. Among the hospital's other world-class facilities and specialty services are a simulation center, breast center, cancer centers, women's services, a mental/behavioral health services network and an acclaimed research division that sponsors and conducts innumerable clinical trials. Through its affiliation with the University of South Carolina School of Medicine, Palmetto Health Richland hosts 22 residency and fellowship programs in a wide range of specialties and subspecialties. The hospital is the clinical home to residencies in dentistry, emergency medicine, family medicine, internal medicine, neurology, obstetrics/gynecology, ophthalmology, orthopaedic surgery, pediatrics, preventive medicine, psychiatry and surgery. Fellowship programs include EMS and simulation, emergency medicine ultrasound, sports medicine, cardiology, endocrinology, geriatrics, infectious disease, pulmonary, child and adolescent psychiatry, forensic psychiatry, geriatric psychiatry, and critical care.

The WJB Dorn Veterans Administration Medical is one of the most active VA Medical Centers in the South Carolina-Georgia region which includes Primary Care, Specialty Care, Mental Health, Acute, Medical, Surgical, Psychiatric, Physical Medicine and Rehabilitation, Neurology, Oncology, Dentistry, Geriatrics and Extended Care. Community-Based Outpatient Clinics are located in Anderson, Greenville, Florence, Orangeburg, Spartanburg, Sumter and Rock Hill, SC. VA Administrative support is provided for the Florence National Cemetery in Florence, SC and Fort Jackson National Cemetery in Columbia, SC; the Vet Centers located in Greenville, SC and Columbia, SC; and the VA Regional Office, which is located on the west side of the Dorn VAMC campus. Dorn VAMC is one of the most active VA Medical Centers in the South Carolina-Georgia region.

Various clinical facilities of the **South Carolina Department of Mental Health** provide a diverse clinical experiences for medical students: G. Werber Bryan Psychiatric Hospital provides inpatient psychiatric and forensic treatment and evaluation services to adults; Patrick B. Harris Psychiatric Hospital, provides inpatient psychiatric treatment to adults; Morris Village, provides inpatient treatment for adults with alcoholism and drug abuse or addiction and addiction accompanied by psychiatric illness; C. M. Tucker Nursing Care Center, comprised of two licensed nursing homes (Roddey, a general nursing home; Stone, a veterans nursing home) providing intermediate and skilled long-term care.

Carolinas Hospital System is located in Florence, SC. Home to the area's first accredited Chest Pain Center, the hospital provides comprehensive acute care, cancer care, cardiac care, emergency/trauma services, maternity care, and an array of specialized rehabilitation programs.

McLeod Regional Medical Center is located in Florence and serves the Pee Dee region of South Carolina. A Level II Trauma Center and one of four designated Perinatal Centers in the region; the facility includes a Heart and Vascular Center and one of the nation's largest hospital-based health and fitness centers.

The **John A. Martin Primary Health Care Center,** located adjacent to the Fairfield Memorial Hospital in Winnsboro, South Carolina, 35 miles from Columbia, provides medical care to residents of primarily rural Fairfield County and serves as teaching facilities for medical students during the third-year family medicine clerkship.

EDUCATIONAL PROGRAMS

Curriculum. The SOM curriculum is organized in a traditional "2+2" model. The first two years of the medical education program emphasize basic science content and the correlation of basic science and clinical science materials; the second two years (M-III and M-IV) emphasize clinical content and experiences and the development and mastery of clinical skills.

Course/Clerkship Titles, (Credit Hours), Numbers, and Course Directors.

<u>M-I</u>, *Fall Semester*

Medical Embryology and Gross Anatomy (8)	CDBA	D601	Blanck
Medical Microscopic Anatomy (5)	CDBA	D602	Blake
Biochemistry: Basis of Disease (4)	CHEM	D650	E. Goldsmith
Introduction to Clinical Medicine I (2)	DMED	D601	E. Williams

<u>M-I</u>, *Spring Semester*

Medical Neuroscience (3)	PHPH	D603	Augustine
Molecular Medicine (4)	CHEM	D651	E. Goldsmith
Medical Physiology (8)	PHPH	D621	B. Wilson
Introduction to Clinical Medicine I (4)	DMED	D602	E. Williams

Subtotal Credit Hours (38)

<u>M-II</u>, *Fall Semester*

Medical Microbiology (7)	PAMB	D650	Patton
Medical Pathology (7)	PAMB	D641	Catroppo
Introduction to Clinical Medicine II (6)	DMED	D603	Bertollo

<u>M-II</u>, *Spring Semester*

Medical Pharmacology (7)	PHPH	D631	Pedigo
Medical Pathology (6)	PAMB	D642	Catroppo
Introduction to Clinical Medicine II (7)	DMED	D604	Bertollo

Subtotal Credit Hours (40)

<u>**M-III**</u>

Family Medicine Clerkship (6)	FPMD	D605	Keisler
Internal Medicine/Neurology Clerkship (12)	MEDI	D605	Lally/Sides/Mehta
Intersession (1)	DMED	D643	Richeson
Obstetrics/Gynecology Clerkship (6)	OBGY	D605	Cook
Pediatrics Clerkship (8)	PEDI	D605	Stallworth
Psychiatry (6)	NPSY	D605	Mason
Surgery Clerkship (8)	SURG	D605	Navarro
Electives (2)			Various

    Subtotal Credit Hours (49)

<u>**M-IV**</u>

Selective (8)			Various
Capstone (1)	DMED	D607	Richeson
4 or 5 Electives (16 or 20)			Various
Active Internship (4)			
Emergency Medicine/Acute Care (4)			

    Subtotal Credit Hours (33 or 37)

        Total Credit Hours (161 or 165)

Academic Policies. Policies regarding the administration of the SOM academic program can be found in the *School of Medicine Bulletin* http://bulletin.med.sc.edu/. More specific information about the day-to-day implications of these policies can be found in the Polices for Curricular Administration, a document available from personnel in the Office of Curricular Affairs and Media Resources.

Academic Assessment and Assessment of Personal and Professional Conduct. Academic assessment of medical students includes an evaluation of their knowledge and skills that results in a letter grade in the course or clerkship and an evaluation of their attitudes and behavior, by means of the SOM Policy on Evaluation of Personal and Professional Conduct. Any student receiving an unsatisfactory assessment in Personal and Professional Conduct in a M-III or M-IV clerkship will receive an Incomplete grade for that clerkship until the Unsatisfactory grade has been remediated. A student receiving a second unsatisfactory assessment in Personal and Professional Conduct in the M-III or M-IV year is subject to dismissal from the SOM and comes to the attention of the Student Promotions Committee. Information about the SOM Policy on Evaluation of Personal and Professional Conduct is available in the *School of Medicine Bulletin*; information about elated policies is available in the *Student Handbook to Clinical Rotations* http://ca.med.sc.edu/handbooks/student_handbook/student_handbook.pdf.

Grading Policies. The School utilizes A, B+, B, C+, C, D and F grades for all M-I, M-II, and M-III courses and clerkships. Pass/Fail grading is permitted for the M-III Intersession, M-IV Capstone Month, and all electives. Information about specific SOM grading policies, including policies regarding grade changes, is available from the Director of Enrollment Services/Registrar.

In M-III clerkships, students are assessed by means of department-specific criteria, but all M-III clerkships must include National Board of Medical Examiner (NBME) subject examinations and Objective Structured Clinical Evaluations (OSCEs) as components of the final clerkship grade.

Evaluation of Courses and Clerkships. At the conclusion of each M-I and M-II course and every M-III and M-IV required clerkship, medical students complete anonymously a course or clerkship evaluation form developed by personnel in the Office of Curricular Affairs and Media Resources. These forms are returned to the Office of Curricular Affairs and Media Resources where data are collated and reported

annually to the department chair, the course director, and the members of the Curriculum Committee.

Evaluation of Faculty Members. During or at the conclusion of each M-I and M-II course, medical students complete an evaluation form developed by personnel in the Office of Curricular Affairs and Media Resources for each faculty member who taught in that course or clerkship. Data from these forms are collated by personnel in the Office of Curricular Affairs and Media Resources and reported to the department chair, the course or clerkship director, and the faculty member. Faculty teaching in M-III and M-IV clinical rotations are evaluated by department- specific evaluations.

Technical Assistance with Teaching Activities. Assistance with teaching activities in the M-I and M-II classrooms and other classrooms on the SOM basic science campus is readily available from the two Faculty Support Technicians in the Office of Curricular Affairs and Media Resources (216-3610). They provide instruction on and support for the use of the computer and audiovisual equipment in these classrooms.

RESEARCH

Research and scholarly activity constitute a significant responsibility of faculty members in an academic community. Faculty members' accomplishments in basic science, clinical, and/or educational research and scholarly activity are assessed regularly in the annual faculty review process, in the promotion and tenure processes, and in the post-tenure review processes.

USC Office of Sponsored Awards Management (SAM) serves as the research administration offices for the University, and also has responsibility for certain pre-award and post-award functions. Specific functions of both pre-award and Contract and Grant Accounting (CGA) include the following:

- Reviewing and approving proposals to assure that they comply with both sponsor and University guidelines; that budgets are accurate and consistent, with clear and concise justifications; and that both direct and indirect costs are appropriately recovered.
- Negotiating and accepting grants and contracts on behalf of the University.
- Issuing subcontracts.
- Serving as the principal liaison between the University and its sponsors.
- Approving programmatic and budgetary changes to sponsored projects (including the establishment of new fund codes). http://sam.research.sc.edu/

The Office of Research Compliance (ORC) coordinates the development and implementation of university policies and facilitates research integrity in the following areas: use of humans in research; laboratory animal welfare; use of biohazardous materials, including rDNA; and conflict of interest. ORC, working closely with Animal Resource Facilities (ARF) and Environmental Health and Safety (EHS), provides support to the Institutional Review Board, the Institutional Animal Care and Use Committee, and the Institutional Biosafety Committee. ORC also is responsible for maintaining the institution's federal assurance related to research misconduct and has responsibilities relating to export control policy, compliance, and education. All research compliance and IRB issues for the SOM are handled through main campus offices. Tommy Coggins (803-777-4456) is the Director of Research Compliance for USC and Lisa Johnson (803-777-6670) is the IRB Administrator. http://orc.research.sc.edu/

> ***Research Involving Human Subjects.*** In accordance with federal law, accepted ethical principles, University policy, and the University's federal wide assurance of compliance, filed with the U.S. Department of Health and Human Services, every USC investigator conducting human subject research, whether or not funded by a federal sponsor, must submit a proposed research plan to the University's Institutional Review Board (IRB) for review and approval. In addition, investigators who participate in human subject research must complete training in human subject research, and otherwise must comply with IRB policies and procedures. Research may not begin until the IRB has approved the research plan and all related consent documents. Further

information and a full statement of applicable University policies and procedures are available on the Office of Research Compliance website at: http://orc.research.sc.edu/

Use of Animals in Research and Teaching. The University of South Carolina recognizes that the use of laboratory animals for teaching and research is fundamental to advances in biology and medicine, and is a privilege regulated by a variety of agencies. The University endorses the Principles for the Care and Use of Laboratory Animals of the National Institutes of Health; has implemented the recommendations of The Guide for the Care and Use of Laboratory Animals (2010); and is complying, and will continue to comply, with the Animal Welfare Act and other applicable statues and regulations concerning the care and use of laboratory animals. Work with live vertebrate animals may not begin until approval by the Institutional Animal Care and Use Committee (IACUC) is obtained. Faculty members contemplating using live vertebrate animals in research, teaching, or testing should refer to the Animal Care website for complete information regarding applicable policies and procedures. http://sam.research.sc.edu/animalcare/index.html

Outside Professional Activities (Consulting/Conflict of Interest). The University of South Carolina is committed to ensuring that the research, consultation, and other activities of faculty and non-faculty employees are conducted properly and consistently with the principles of openness, trust, and free inquiry that are fundamental to the autonomy and well-being of a university and with the responsible management of the University's business. Toward that end and consistent with federal regulations, USC has formulated a policy and procedures to identify and address potential, actual, and apparent conflicts of commitment and conflicts of interest. The policy and procedures can be viewed at http://www.sc.edu/policies/acaf150.html. The fundamental premise of this policy (ACAF 1.50 – Outside Professional Activities) is that each member of the USC community has an obligation to act in the best interests of the University, and must not let outside activities or outside financial interests interfere with that obligation. Financial COI are handled by Tommy and Lisa. Conflicts of commitments are handled through the Provost's office, and if dealt with ahead of time, should result in a written management plan.

COI that comes in through USCeRA for individual research projects are reviewed initially by Tommy and Lisa. If they are financial in nature and need further review, they are then forwarded on to the COI Committee. This committee determines if it is a conflict, and if so, a plan for how to manage it is developed.

Use of Recombinant DNA and Biohazardous Materials. The University of South Carolina (USC) utilizes various recombinant DNA molecules (rDNA) in scientific research. All projects involving recombinant DNA techniques must comply with the *NIH Guidelines*. The *NIH Guidelines* require the university to establish an Institutional Biosafety Committee (IBC) whose responsibilities need not be restricted to recombinant DNA. The scope of USC's Institutional Biosafety Committee has been expanded to review all research and educational activities involving the use of potentially infectious materials. Each Principal Investigator will be notified of the results of the IBC review and approval. IBC policies and procedures can be viewed at: http://www.sc.edu/ehs/Biosafety/IBC.htm

As part of the **Office of Economic Engagement**, USC's ***Technology Commercialization Office*** works with business and entrepreneurial interests to leverage the intellectual property owned by USC for the benefit of the University, its faculty, the public, and the state of South Carolina. Resource specialties include identifying, protecting, licensing, transferring, marketing, and commercializing the University's intellectual property. http://ip.research.sc.edu/

Institutional Policies Related to Sponsored Research:

Data Access and Retention		RSCH 1.05
Debarment/Suspension Federally Sponsored	Projects	RSCH 1.01
Human Subjects and Research		RSCH 1.03

Intellectual Property Policy	ACAF 1.33
Laboratory Animals, Care and Use	ACAF 5.03
Laboratory Animals, Misuse	ACAF 5.04
Misconduct in Research	RSCH 1.00
Outside Professional Activities for Faculty	ACAF 1.50
Patents and Copyrights	ACAF 1.33
Sponsored Programs Through USC Foundations	RSCH 1.02
Temporary Grant Employees	HR 1.85

CLINICAL SERVICES

The organization of clinical services in the SOM is illustrated in Figure 1. Clinical services are managed through the USC SOM Educational Trust, a 501-C-3 non-profit organization developed to operate exclusively for the benefit of the USC SOM in order to augment and aid education, service, research, and development in the health sciences. The Board of Directors of the Educational Trust includes the Dean, the Chief Medical Officer, the Chair of each Trust department, and an elected faculty member from each Trust department. All actions of the Board of Directors of the Trust are subject to approval by the Dean and, therefore, by the USC Administration and the USC Board of Trustees. The USC Board of Trustees has contracted with the Trust to administer the USC Clinical Faculty Practice Plan, known as University Specialty Clinics. All full-time faculty in the departments of the Trust whose base salaries are paid by the USC SOM must participate in the Practice Plan, and part-time clinical faculty may participate with the approval of the Dean. Faculty members of the Practice Plan must process all professional income and all fees from professional services through their respective department of the Practice Plan. The amount of allowable professional income for faculty members of the Practice Plan is determined annually by the Chair of the department and subject to the approval of the Dean and the USC President. Beginning in 2017, most of these functions will be transferred to the new Palmetto Health-USC Medical Group. This medical group will begin billing for clinical services in the first quarter of 2017 for USC SOM employed faculty. The USC SOM Educational Trust will remain as a vehicle for retirement and payroll for USC SOM faculty who will be leased to the new group.

As noted above, University Specialty Clinics is the multi-specialty clinical faculty practice of the USC SOM. Patient care that supports the academic missions of teaching and research is the predominant activity of these practices. The Departments of Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Obstetrics and Gynecology, Orthopaedic Surgery, Pediatrics, Surgery, and the College of Nursing provide medical care to patients from the Midlands and all of South Carolina. These clinical faculty are responsible for over 300,000 patient encounters each year. The activities of University Specialty Clinics help assure that students in the SOM have adequate exposure to a broad patient base for their training and education. The organizational chart for departments in the new medical group includes the departments in the USC SOM Educational Trust with the addition of Ophthalmology, the USC College of Nursing Practice, and Dentistry.

There are over 33,000 families in the Midlands who utilize University Specialty Clinics as their medical home for wellness/prevention/health promotion, routine illness/injury care, specialty consultations, and surgical procedures. In addition, 110,000 South Carolinians are referred each year by their personal physicians to SOM specialists for complex medical and surgical needs. The practices are participating providers with most major commercial health insurance plans, Medicare, Medicaid, and other government sponsored programs. The physicians in University Specialty Clinics have active medical staff assignments at Palmetto Health Richland, the Dorn Veterans Administration Medical Center, and other institutions that are affiliated with the SOM. In addition to their practices at University Specialty Clinics,

these approximately 200 medical and surgical faculty members actively teach and participate in a broad variety of research activities.

The University of South Carolina (USC) College of Nursing also conducts its clinical faculty practice within University Specialty Clinics. Faculty in this college provide patient care and individual client-based nursing services in support of its academic missions. For more information about University Specialty Clinics, or to obtain the services of faculty clinicians, please call 545-5000 or visit its website at http://specialtyclinics.med.sc.edu/index.asp.

Billing Compliance Office. The USC SOM Billing Compliance Office welcomes questions concerning documentation, coding, and billing requirements. The USC SOM Billing Compliance Office may be reached at 545-5022.

HIPAA & Privacy Office. It is the policy of the USC SOM to protect the privacy of patients' medical information. The USC SOM has implemented a Patient Privacy Manual. The Patient Privacy Manual provides oversight of administrative, physical, and technical safeguards by the SOM faculty in the Departments of Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Obstetrics and Gynecology, Orthopaedic Surgery, Pediatrics, Surgery, and the College of Nursing. The institution is fully committed to complying with federal, state, and local regulations relating to HIPAA and privacy laws. All medical students, University Specialty Clinics staff, and SOM faculty participating in the faculty practice plan attend HIPAA privacy and security orientation. The USC SOM HIPAA & privacy office is comprised of the attorney for the SOM Educational Trust and its Chief Information Office. The office may be reached at 545-5219 and 545-5100 respectively.

USC AND SOM PUBLICATIONS

Various USC and SOM publications can be valuable to faculty members in the course of their academic, research, and clinical activities. Student Handbooks can be accessed through the SOM website at: http://www.med.sc.edu.

The Faculty Manual, published by the USC Office of the Vice President for Academic Affairs and Provost, is available at: http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf

The Carolina Community: USC Student Handbook and Policy Guide, published by the USC Division of Student and Alumni Services and Student Government, contains information about student-related policies, procedures, activities, and opportunities: University Safety, Guide to University Life, Alcohol and Other Drugs, Housing and Judicial Programs, Student Government, Student Organizations, Student Life, Student development, Administrative and Other University Policies, and Vehicle Management and Parking Services. University policies contained *in The Carolina Community* can also be accessed at: http://www.sa.sc.edu/carolinacommunity.

The SOM *Student Handbook to Clinical Rotations*, published by the SOM Office of Curricular Affairs and Media Resources, contains information for students in clinical rotations at SOM-affiliated hospitals in Columbia and Greenville.
http://ca.med.sc.edu/handbooks/student_handbook/student_handbook.pdf

The SOM *Handbook for Curriculum Committee Members*, published by the SOM Office of Curricular Affairs and Media Resources, contains information for members of the SOM Curriculum Committee.
http://ca.med.sc.edu/handbooks/CurriculumCommitteeHandbook.pdf

The SOM *Handbook for Clerkship Directors*, published by the SOM Office of Curricular Affairs and Media Resources, contains information for M-III and M-IV clinical clerkship directors in Columbia and Greenville.
http://ca.med.sc.edu/handbooks/clerkship_directors.pdf

The SOM *Fourth-Year Electives* catalog, published by the Office of Admissions and Enrollment Services, contains a listing of all M-IV electives available to enrolled students in the SOM. The *Financial Opportunities for Medical School* brochure, published by the Office of Student Services, contains information about financial planning and a listing of available loan and scholarship opportunities. http://electivecatalog.med.sc.edu/

The *School of Medicine Bulletin*, published annually by the Office of Medical Education and Academic Affairs, contains both general and detailed information about the SOM, including a copy of the academic calendar, information about admission policies and procedures, academic regulations, grading policies, a listing of required and elective courses and clerkships, a faculty listing, information about residency appointment of alumni, and information about scholarship and loan opportunities and student organizations. http://bulletin.med.sc.edu/

STUDENTS

Enrollment. The SOM enrolls 100 new medical students each August; approximately 380 medical students are currently enrolled in the four-year medical education program. In addition, there are approximately 229 graduate students enrolled annually in the SOM: in the two-year Master's program in Genetic Counseling, two-year Master's program in Rehabilitation Counseling, 30-month Master's program in Nurse Anesthesia, two-year Master's program in Biomedical Science, Doctor of Philosophy program in Biomedical Science, and in the one-year Biomedical Medical Certificate Program.

Courses and Clerkships. Basic science courses are taught in the first two years of the medical education program primarily on the SOM basic science campus. Clinical clerkships in the third and fourth years can be completed on the Columbia campus or the Florence Regional campus.

Admission. As a state-supported institution, preference for admission to the M.D. program is given to residents of the state of South Carolina. Approximately 80 percent of enrolled medical students are residents of South Carolina; the remaining students generally have close ties to the state of South Carolina through family, marriage, employment, and/or education. Each year, admitted students represent approximately 25 undergraduate institutions in South Carolina, the Southeast, and the nation. Since its Charter Class in 1977, the SOM has admitted students from each of its 46 counties. Information about the members of each year's entering class is presented by the Associate Dean for Medical Education and Academic Affairs at the SOM fall general faculty meeting.
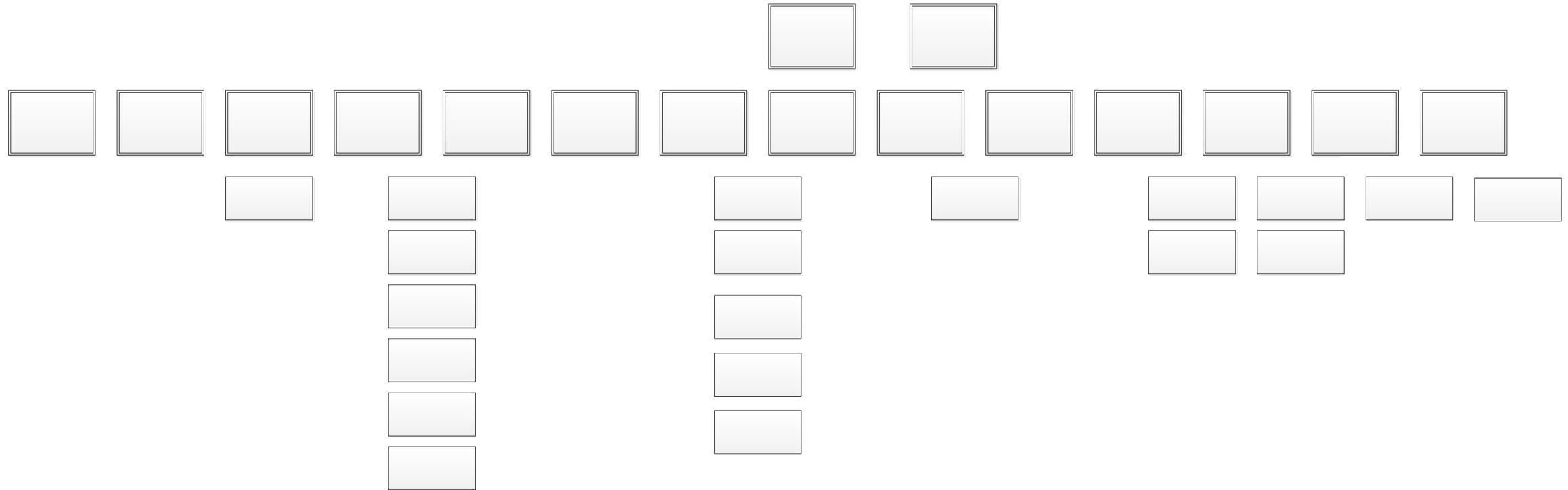
Student Health. Students are required to document annually coverage by a medical insurance policy. Students are also required to purchase an approved disability insurance policy at the beginning of each academic year. The SOM purchases Workers Compensation Insurance annually for all enrolled medical students. Information about other student health policies (i.e., Policy on Contagious Infections and/or Diseases, Policy on Chemical Dependency) is contained in the *School of Medicine Bulletin*. http://bulletin.med.sc.edu/

The SOM has written policies and procedures regarding injuries and exposures sustained by students during the course of their medical education. Personnel in the Medical Student Health Service (Dr. Scott Strayer, Department of Family and Preventive Medicine, PHR, 434-6113) are available to answer questions from faculty members and students about these policies and procedures.

Student Advisory Systems. Faculty members from all SOM departments volunteer as advisors to medical students through faculty-student advisory teams arranged by the Office of Student and Career Services. These teams consist of two faculty members (usually one basic science and one clinical faculty member) and students from all four SOM classes. Advisors counsel students regarding academic issues and other areas pertinent to students' satisfactory progress through the medical curriculum. They also assist M-III and M-IV students with fourth-year elective selection, medical specialty selection, and residency application. Faculty advisors and medical students are encouraged to meet at least once per semester. Advisors assist the Office of Student and Career Services in following the academic progress

of their advisees. Student-student advisory systems are at the discretion of the respective classes of the SOM. Incoming first-year students are assigned rising M-II student advisers in late spring so that advisers and advisees may meet during the summer preceding matriculation.

Figure 1

Figure 2