# FACILITY ALERTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ANNOUNCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Disaster</td>
<td>Facility Alert + External Disaster</td>
</tr>
<tr>
<td>Fire</td>
<td>Facility Alert + Fire/Smoke Alarm + Location</td>
</tr>
<tr>
<td>Hazardous Material Spill</td>
<td>Facility Alert + Chemical Spill + Location + Avoid Area</td>
</tr>
<tr>
<td></td>
<td>Facility Alert + Radiological Spill + Location + Avoid Area</td>
</tr>
<tr>
<td>Internal Disaster</td>
<td>Facility Alert + Internal Disaster + Location</td>
</tr>
<tr>
<td>(other than fire)</td>
<td></td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Facility Alert + Severe Weather + Type</td>
</tr>
</tbody>
</table>

# SECURITY ALERTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ANNOUNCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Intruder</td>
<td>Security Alert + Armed Intruder + Location + Avoid Area</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>Security Alert + Active Shooter + Location + Avoid Area</td>
</tr>
<tr>
<td>Missing Infant/Child/Person</td>
<td>Security Alert + Missing Infant + Location + Secure all Exits</td>
</tr>
<tr>
<td></td>
<td>Security Alert + Missing Child + Location + Secure all Exits</td>
</tr>
<tr>
<td>Threat of Violence</td>
<td>Security Alert + Immediate Threat + Location + Avoid Area</td>
</tr>
</tbody>
</table>

# MEDICAL EMERGENCY

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ANNOUNCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult/Pediatric Jr. Medical Emergency</td>
<td>Code Blue + Adult Medical Emergency + Location</td>
</tr>
<tr>
<td></td>
<td>Code Blue Jr. + Pediatric Medical Emergency + Location</td>
</tr>
</tbody>
</table>
Welcome!

We are so pleased to welcome you as a visiting medical student. Your time here will allow you to experience the Palmetto Health-USC School of Medicine residency programs firsthand as you make important decisions about continuing your graduate study. Our outstanding faculty, staff and resident physicians will provide valuable insight and guidance along your journey toward your career goals.

The Palmetto Health Graduate Medical Education office is located at 15 Medical Park, Suite 202.

For detailed information on the programs or the GME team, please visit http://residency.PalmettoHealth.org.

Margie Bodie, director of resident/student services, will be your contact at 803-434-4429 if you have questions or concerns.
ACGME
Just as LCME site visits and accredits U.S. medical schools, residencies/fellowships are site-visited and accredited by the Accreditation of Graduate Medical Education (ACGME). Goals of the ACGME are to establish the educational standards of graduate medical education and to evaluate the quality of medical education programs. Major interests of the ACGME are: resident curricula and standards of resident education, support of the program directors and faculty who teach residents and medical students, patient and resident safety, learning environments, Institutions that are appropriate for graduate medical education and chronically troubled institutions that need help with graduate medical education. Please see valuable information regarding 6 Core Competencies at: http://www.acgme.org/acwebsite/medstudent/medst_faq.asp.

ID BADGES
The ID badge is part of each student’s official attire and must be worn at all times during rotation hours. The ID badge must be clearly visible and worn above the waist, preferably on the lapel area. Students will report to the Palmetto Health Richland IT office to obtain their ID badge. IT is located in 9 MP, ste 600B, on the Palmetto Health Richland campus (803-434-1418).

PALMETTO HEALTH IT ACCESS
Once rotation is approved and your IT multiuser and HIPAA forms are completed and returned—you will receive your login and password by email from the Office of Admissions and Enrollment, unless it’s an Emergency Medicine or EMS Ultrasound rotation. Program Coordinator Sherry Allen will issue your login and password for those two areas. Do not share your ID/password with others or use someone else’s information to access systems.

 COMPUTER-EPICENTER INFORMATION SYSTEM
The Department of Clinical Quality Informatics plays an important role in improving the quality of patient care and safety by standardizing best practices, reducing unnecessary variation, and reducing medication errors. Through the development and advancement of evidence-based order sets toward implementation of Computerized Provider Order Entry (CPOE) and work with performance improvement initiatives, the goal is to close the loop between requirements, recommendations and care provided. The CQI Department assists Palmetto Health’s providers with educational support on various clinical applications including some of the following:

- CPOE (computerized provider order entry)
- EPImobile (patient information for handheld devices)
- Radiology and cardiology image retrieval
- VPN and remote access

DRESS CODE
Students are expected to maintain an appearance that is neat, clean and professional as determined by the requirements of the area in which the student is rotating and the nature of the work being performed. Please see the full dress code in the GME policies, which can be viewed/downloaded at https://residency.palmettohealth.org/about-gme/gme-policies-and-sample-contract.

EMERGENCY CODES
Please see the page 2 reference key in this publication and the detailed descriptions in your packet.

FOREIGN LANGUAGE/HEARING INTERPRETER ACCESS
The inability to communicate with patients can interfere with patient care and patients have a legal right to receive healthcare in a way that does not discriminate against them on the basis of language skills or national origin. Therefore, Palmetto Health provides an interpreter system for Spanish-speaking patients, Comunicar, and interpreters are on campus all day throughout the week and one on campus on weekends. Overnight, they are on call.

The number to call for services is 434-8500. For hearing interpreters, please contact Guest Services at 434-7777. If an event occurs overnight or on weekends, page the AOD (Administrator on Call can be reached through the hospital operator).

JOINT COMMISSION (JC) ACCREDITATION OF HEALTH CARE
As a participating member of the health care team, you will play a significant role in maintaining compliance with JC standards – attending, residents and nurse managers will be aware of issues that affect their teams and areas. JC site visits are no longer scheduled, so Hospitals strive to be constantly ready and meeting best practice requirements. To maintain accreditation, hospitals experience extensive on-site reviews by JC teams (usually physician, nurse, administrator). These teams evaluate the hospital’s performance in areas that affect patient care and how well staff are educated and guided toward improved performance.
**Library**

The Josey Health Sciences Library at Palmetto Health Richland provides access to, and instruction in the efficient and effective use of, information resources that enhance the educational and clinical practice missions of Palmetto Health. The library serves all administrative and management staff, medical staff, residents and fellows, affiliated health sciences students, nurses, and, selectively, to area health care professionals. Fees may apply to some groups for some services; a printed fee schedule is available on request. The requestor is advised of applicable fees before the service is provided. Use of library computers is limited to research, patient care and other Palmetto Health-related purposes. The library is located on the sixth floor across from resident call rooms. Operating hours are 8 a.m.-5 p.m., Monday-Friday (closed weekends and holidays). 24-hour ID badge access to the library is available to:

- Residents
- Fellows
- Medical Faculty

**Library staff**

Cynthia Garrett, Library Manager
Cynthia.Garrett@PalmettoHealth.org

Marline Robinson, Administrative Coordinator
Marline.Robinson@PalmettoHealth.org

Contact information
Phone: (803) 434-6312
Fax: (803) 434-2651
E-mail: phrlibrary.phrlibrary@PalmettoHealth.org

**Library collection and circulation**

The print collection includes approximately 3,000 book titles and 400 journal titles. The non-print collection includes microfilm/microfiche, audio/video cassettes, compact discs and 35mm slides from the Ciba/Netter anatomical collection, as well as access to more than 4,000 electronic resources at USC SOM via proxy. Books, journals, and electronic resources in the Library’s collections support health administration, clinical medicine, nursing and allied health subjects. In addition to computer workstations, the library has study carrels, a current periodicals reading area and a small learning resource room with audiovisual playback equipment. Journals and books marked “REF” or “CORE” are for in-library use only and cannot be checked-out.

Items needed for slide production or other processing by Instructional Media are exceptions and need to be coordinated with the librarian.

**Loan periods**

Books – 3 weeks
AV materials – 1 week

Items should be returned via the book return drop located in the hallway outside the library in order to assure accurate check-in. One renewal is allowed.

**Overdue items**

Books/AVs – $.50/day
Slides – $.10/day [$.10 maximum fine]

Overdue and fine notices are mailed monthly. If items are not returned and records cleared after the third notice, library privileges are suspended. Lost or damaged items will be billed at the current replacement cost. The borrower accepts financial and replacement responsibility for all items at the time of check-out. Items checked-out from the library are the sole responsibility of the borrower.

**Collection development**

While suggestions for new resources are welcome, budgetary constraints require us to prioritize which print materials and electronic resources are considered for purchase. Those priorities include:

- Palmetto Health priorities served (i.e., the importance of the item to the Palmetto Health community),
- strengths and weaknesses of the existing collection in the subject area,
- currency, popularity, and timeliness of the topic,
- item’s publication date and cost,
- the anticipated importance of the topic in the future,
- favorable review(s),
- the author(s)/editor(s) qualifications and reputation,
- the language of the work,
- its format and the library’s ability to provide the tools to use the format, and the appropriateness of including textual material in the field in the library’s collection.

To suggest an item for purchase, please email Cynthia Garrett or call 434-2694. A suggestion form is available in the library.
Reference/computer searches
Patrons can ask library staff to perform a computer search of published literature for citations/full text articles on specific topics, or they can search the literature themselves. They can search the biomedical literature in PubMED or in the databases to which the library subscribes through EBSCOhost.

Printing/photocopying/document delivery
Library visitors can print patient-care or work-related documents from any library computer to a networked printer, free of charge. Use Print Preview to print only needed material. Printing personal items is $.10/page. The library copier can be accessed as follows:
- Coins – $.10/page ($1, $5, or $20 dollar bills accepted)
- Copy code/cards – $.07/page (residents, physicians, medical staff, and affiliated students are provided a copy code by library staff)
- Copy cards are available for purchase ($.50/card) from library staff.
- Copy codes are for single copies of professional materials.
- Copying personal items is $.10/page.

At the patron's request, library staff will set aside journal issues so that the patron may photocopy needed articles. The patron will be notified when items are ready. Photocopying within four working days is encouraged so items can be re-shelved for use by other patrons.

Another service available to patrons is document delivery through interlibrary loan (ILL). If the library does not own or have electronic access to a specific title, library staff will try to obtain a copy of the material from another health sciences library. Lending libraries, with whom we do not have a reciprocal lending arrangement may charge a fee for this service (the cost can range from $5 to $20 per article). Patrons will be invoiced for any charges.

Library orientation/education
The library staff provides instruction to groups and individuals in the most effective use of library resources. Demonstrations and one-on-one training are used to familiarize patrons with computers and mechanical equipment in the library. The goal of education is to help patrons become proficient and independent in their access, evaluation, and use of library resources, wherever their location and whatever their format.

Summary of services
- Loan books and audiovisual items from the Library collection
- Locate and acquire/borrow items from other health sciences libraries
- Search electronic databases for information/citations on topics
- Answer brief reference questions
- Provide instruction on use of library equipment and resources
- Pull items owned by the library for patron's use

lodging
no housing available at palmetto health.
please see a list of local lodging opportunities at: https://residency.palmettohealth.org/why-choose/visiting-medical-students/

student lounge
the sue kuhlen student lounge is located on the 6th floor of palmetto health richland, to the left of the 6th floor waiting room area. the lounge contains a kitchen/fridge/computer area with cubbies/lockers for personals. a computer/printer are located in the lounge. if there are any problems with computer/printer – contact palmetto health richland help desk at 4-4357. paper supplies should be requested through usc som office. (the student call room is next door to the lounge with bathroom facilities included.)

important: please keep the doors of the call rooms secured at all times for your safety and others. security can be reached at 434-7351.

meals
the main cafeteria at palmetto health richland is located on the first floor to the left of the main lobby. students should be prepared to pay for their meals.

hours of operation are:
- breakfast: 6:30-10 a.m.
- lunch: 11:00 a.m.-3:45 p.m.
- dinner: 4:45-7 p.m.

smoking policy
the use of tobacco products is prohibited on the campus of palmetto health richland and palmetto health baptist; including its outpatient facilities, business entities, private and hospital owned vehicles, and parking lots/decks. there are no designated smoking areas on campus, so staff and guest learners must go off site to smoke.

this policy applies to patients and their families as well. visitors who refuse to comply should be reported to the security office (434-7351). staff who refuse to comply...
with or enforce the smoke-free policy should be reported to their supervisor. Employees are encouraged to attend smoking cessation classes that are offered.

PAGERS
The medical student clerkship coordinator will provide you with a pager for the rotation. If you are paging internally from a phone with a 434 exchange, dial 4-1111 and you will be prompted to enter the pager number and then your numeric message, press # sign at the end of your numeric message. Externally, dial 434-6624; you will be prompted to enter the pager number and then your numeric message. Press # at the end of your numeric message. If you experience any problems with your pager, contact the Help Desk at 434-4357 (HELP).

PARKING
Students may park in student parking at 15 Medical Park or in the gravel lot at 1801 Sunset Dr. For safety, visitors can request an escort to their vehicles. Please contact Security at 434-7351.

PHONE DIRECTORY
Please be advised that PH Richland now uses 5 digits to call internally (example x4429 is now 4-4429). PH Baptist campus uses 5 digits to call internally as well (example x4429 is now 6-4429). PHR phone # cards are no longer available through Medical Staff services, but you can search and access department phone numbers, etc. by going to the blue ribbon on PHDoc.

PROTOCOL FOR MEDICAL STUDENT BLOOD/BODY FLUID EXPOSURES/SICK
1. Clean affected area.
2. Get name and medical record number of the patient source, if known.
3. Contact a resident/chief to make sure your duties are covered.
4. Report immediately to:
   DURING BUSINESS HOURS (7:30 a.m.-4:30 p.m. Mon-Fri): Contact Palmetto Health Richland Employee Health at 434-7442.
   AFTER BUSINESS HOURS: Page the Administrator on Duty (AOD) at 352-0996 and also report to PHR Employee Health the next business day.

PUBLIC RELATIONS
Please refer all requests from media and others regarding patient information and other topics to GME Communications Coordinator Rebecca Munnerlyn at 296-7981.

SCRUBS
Scrubs are located in the Linen Department, basement of PH Richland. Take a left once at the elevators to locate this area. Scrubs must be returned.

STANDARDS OF BEHAVIOR EXPECTATION
All Palmetto Health employees, volunteers and physicians want to be remembered as providing the care and compassion that they would want for themselves and their family members. As guest learners represent part of the care team, display of these standards of behavior are expected.
ACP Residency Database Search
https://www.acponline.org/membership/medical-students/residency/find-a-residency

American Medical Association
http://www.ama-assn.org

AMSA Career Development Program
https://www.amsa.org/members/career/

AAMC Medical Student Resources
http://www.aamc.org/students/start.htm

Diagnosaurus, a DDx tool for the ages

Electronic Residency Application Service (ERAS)
https://students-residents.aamc.org/attending-medical-school/how-apply-residency-positions/applying-residencies-eras/

Frieda Online-Fellowship and Residency Electronic Interactive Database
https://www.americares.org/life-career/search-ama-residency-fellowship-database

Medfools-TheMatch
http://www.medfools.com

Medical Students.com
http://www.medicalstudent.com

National Resident Matching Program
http://www.nrmp.org

Visiting Student Application Services (VSAS)
https://students-residents.aamc.org/attending-medical-school/electives-and-make-courses/applying-away-electives-vsas/

Association of American Medical Colleges (AAMC)
http://www.aamc.org

Accreditation Council of Graduate Medical Education (ACGME)
http://www.acgme.org

Drug Enforcement Administration
www.deadiversion.usdoj.gov

Education Commission for Foreign Medical Graduates (ECFMG)
http://www.ecfmq.org

Federation of State Medical Boards (FSMB)
http://www.fsmb.org

National Plan & Provider Enumeration System (Medicare/Medicaid NPIs)
https://nppes.cms.hhs.gov

Palmetto Health GME Residencies and Fellowships
http://www.residency.palmettohealth.org

SC DHEC Drug Control
http://scdhec.net/administration/drugcontrol/registration-forms.htm

SC Dept. of Labor, Licensing & Regulation (Dental/Medical Boards)
http://www.llr.state.sc.us/pol/medical

Veterans Administration Hospital
http://www.columbiasc.va.gov
http://www.vacareers.va.gov/students-trainees