

**VOLUNTEERS, INTERNS, SHADOWING
OPERATIONAL PROCEDURES**
Revised March 1, 2012

The language used in the University of South Carolina (USC) School of Medicine Operational Procedures is not intended to create an employment contract between the volunteer, intern, or shadowing student and the University of South Carolina. The procedures do not create any contractual rights or entitlements. The University of South Carolina reserves the right to revise the contents of the procedures, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document create any contract of employment. The University's Division of Human Resources has the authority to interpret the USC School of Medicine Operational Procedures.

I. Students, who are over the age of eighteen, may **intern** in your department, provided procedures below are followed:

1. The forms at <http://hr.med.sc.edu/Forms/Volunteer.reg.info.pdf> (it is also attached to this email) must be signed by the student before interning. These forms should be sent to Leslie Lind in HR. Each student must go through HIPAA Privacy Training and thereafter sign an attestation form before interning. This form should be sent to the Office of Legal Affairs.
2. No students are allowed look at, handle or go near patient medical records or handle funds – if so, a background check is required.
3. The student may not engage in patient care in any way.
4. If the student is going to enter an examination room with a physician or workforce member, then the physician must introduce the student and let the patient know the student's purpose in being there and then ask the patient if he or she objects to the student's presence. If consent is not given, the student should not enter the room. A verbal consent by the patient should be fine as long as the consent is documented in the patient's medical chart.
5. Each student must wear a visitor badge at all times while in the clinic. Virginia Dunn in

Facilities can provide a visitor badge for them.

II. Students, who are over the age of eighteen, may **shadow** in your department, provided the procedures below are followed:

1. The forms at <http://hr.med.sc.edu/Forms/Volunteer.reg.info.pdf> (it is also attached to this email) must be signed by each student before shadowing. These forms should be sent to Leslie Lind in HR.
2. Each student must go through HIPAA Privacy Training and thereafter sign an attestation form before shadowing. This form should be sent to the Office of Legal Affairs.
3. No students are allowed look at, handle or go near patient medical records or handle funds – if so, a background check is required.

4. The student may not perform any functions which are otherwise performed by employees or registered volunteers, or engage in patient care in any way. Student shadowers may only observe.
5. If the student is going to enter an examination room with a physician or workforce member, then the physician must introduce the student, let the patient know the student's purpose in being there and then ask the patient if he or she objects to the student's presence. If consent is not given, the student should not enter the room. A verbal consent by the patient should be fine as long as the consent is documented in the patient's medical chart.
6. Each student must wear a visitor badge at all times while in the clinic. Virginia Dunn in Facilities can provide a visitor badge for them.

III. Special Education Students assigned to Pediatrics Center for Disabilities Resources may volunteer, intern or shadow. However, the following requirements must be observed at all times:

1. The student may not be less than 14 years old.
2. The student's parent or legal guardian will provide a signed authorization allowing the student to participate in the program. Participation in the program will be coordinated through SOM hiring department and the student's school district.
3. A supervisor will be assigned to the student for the duration of the program. This individual must be someone who has the training and qualifications to supervise underage students with special education needs.
4. No background/SLED check would be required.
5. The student may only perform tasks involving clerical duties such as stuffing, labeling or sealing envelopes, or bulk mailings.
6. The student shall not have access to patient or financial information.

Approved:

Assoc Dean, Admin & Finance
Title

3/1/12
Date