

Medical University of South Carolina
COLLEGE OF PHARMACY

Policies for Visiting Faculty, Residents and Students

Background

On occasion, individuals who are faculty, residents or students at other universities or health care organizations, visit the MUSC campus for educational or training purposes. For security and safety reasons, such individuals must establish legitimacy on campus (i.e., are able to document that they are here for professional purposes as a guest of the College) and receive all necessary training and testing to assure their own and our patients' safety.

General Statements of Policy

1. The attached spreadsheet contains the details of all necessary agreements, training and testing that are required for all guests of the College who are on campus for educational or training purposes. As these may vary by guest type, they are broken down for faculty, residents, and students. Visitors must satisfy all requirements of the University as well as any involved affiliated health care institution (e.g., Medical University Hospital). The individual through whom such visits are approved and coordinated is indicated.
2. Specific requirements for the following are included:
 - Requirements for written request or application to complete an educational/training experience at MUSC
 - Requirement for and instructions for obtaining a temporary ID badge
 - Requirement for a criminal background check
 - Requirement for malpractice insurance
 - Completion of a health care form
 - Necessary HIPPA training
 - Necessary OSHA training
 - Computer (including hospital database) access
 - Provision of office space
 - Provision of pagers
 - Housing and parking
 - Requirement for affiliation agreement
 - Evaluation of performance
 - Requirement for pharmacy license
 - Provision of orientation booklet (MUHA Department of Pharmacy Services)
3. Various requirements may or may not apply, depending on the proposed activities and location of those activities. For example, a visiting faculty member or student who will be spending their time only in the College of Pharmacy (teaching and/or laboratory

- experiences) would not need to meet requirements set by Medical University Hospital or other health care institutions (e.g., HIPPA).
3. Many of the requirements should be completed prior to the individual's arrival on campus but all must be satisfied prior to commencing the educational/training experience.
 4. In some cases, the visitor (or their parent institution or other granting agency) provides monetary compensation to MUSC for the educational/training experience. This may be paid to the faculty member's academic department. If the College or host health care institution incurs documentable expenses from the activity, fees should be shared with the institution(s), as appropriate.
 5. In cases in which guest are doing their educational/training activities in one of the College's affiliated health care institutions; the pharmacy director (or other responsible contact person) should be informed, in advance of the visit, of the guest's anticipated presence, planned activities, and dates of the visit.