

APHIS DIRECTIVE 4300.1
6/16/94

OUTSIDE CLINICAL PRACTICE FOR APHIS VETERINARIANS

1. PURPOSE

This Directive announces the approval of the outside clinical practice program for APHIS Doctors of Veterinary Medicine (DVM's) and establishes guidelines for this program.

2. COVERAGE

All Agency DVM's who wish to engage in outside clinical practice or consulting practice in addition to their Federal employment are eligible. Other types of outside employment (e.g., teaching or writing) are explained in Section D, of the Supervisors Desk Guide, Subchapter 4735 on Conduct and Responsibilities.

3. BACKGROUND

Before March 1992, APHIS policy did not allow DVM's to have or work for a private veterinary practice. The reason for this prohibition was to preclude any potential conflicts of interest or the appearance of a conflict of interest.

On March 2, 1992, the Administrator approved a 2-year pilot program which made it possible for DVM's, on a pre-approved case-by-case basis, to engage in outside clinical practice, whether it was a paying or non-paying position.

4. POLICY

An outside clinical practice program is now approved in accordance with the guidelines and procedures specified below. However, as with all outside employment regulations and restrictions, supervisors and managers still reserve the right to approve or disapprove a DVM's request for outside employment, or to terminate any outside employment, if circumstances warrant such action.

5. OUTSIDE ACTIVITIES

Regulations on conflicting financial interests and outside activities are contained in the Standards of Ethical Conduct booklet (Subparts D and H) which went into effect February 3, 1993, and were distributed to all employees.

6. RESPONSIBILITIES

- a. DVM's who want to engage in outside clinical practice or consulting practice will:
 - (1) Request approval in advance.
 - (2) Complete Section I of APHIS Form 370-R, Request For Outside Employment or Activity (Attachment 1).
 - (3) Complete APHIS Form 371-R, Request for Outside Clinical Practice for APHIS Veterinarians (Attachment 2).
- b. Supervisors will:
 - (1) Review the Criteria Consideration (Attachment 3), along with the forms and recommend approval or disapproval in Section II-A of APHIS Form 370-R.
 - (2) Route the forms to the approving official (Attachment 4), if approval is granted. The approving official will complete Section II-B of APHIS Form 370-R.

7. PROCEDURES

- a. Distribution of APHIS Forms 370-R and 371-R. The immediate supervisor is responsible for ensuring that four copies are made and distributed to:
 - (1) The requesting DVM;
 - (2) The servicing Employee Relations Specialist in the regions of Plant Protection and Quarantine, Veterinary Services, or the National Veterinary Services Laboratories;
 - (3) USDA, APHIS, Human Resources Division (HRD) Performance, Conduct, and Labor Relations (PCLR) Room 224 Hyattsville, Maryland 20782 Attn: Doris McLaughlin; and
 - (4) Human Resources Operations (HRO), Minneapolis, Minnesota (for inclusion in the Official Personnel Folder).
- b. Denial of Outside Clinical Practice. If outside clinical practice is not recommended by the immediate supervisor, the requesting DVM must be provided with written reasons in Section II of the APHIS Form 370-R. Also, it is recommended that a verbal discussion be held with the DVM to explain the reasons for denial. A copy of all unapproved forms must be sent to (3) above.

DVM's who are denied approval may grieve in accordance with Agency Administrative Grievance System procedures. Foreign Service DVM's must use FAM 660 grievance procedures.

- c. Termination of Outside Clinical Practice. It is the DVM's responsibility to notify his/her supervisor when termination occurs. This is accomplished by completing Section III of the previously approved APHIS Form 370-R. Copies then should be distributed in the same manner as listed above.

8. FURTHER INFORMATION

DVM's who are currently in the pilot program do not need to reapply. For further information, contact the servicing Employee Relations Specialist in your region, or call HRD, PCLR, on 301-436-6486.

/s/ Phyllis York
Acting Deputy Administrator
for Management and Budget

Attachments

DISTRIBUTION: G03, F30

OPR: HRD - PCLR