
MANAGEMENT

PARTICIPATION IN THE VOLUNTEER PROGRAM FOR STUDENTS

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PURPOSE This MAPP replaces the Center for Drug Evaluation and Research (CDER) MAPP 4550.1, Participation in the Volunteer Program for Students, dated 5/12/98. This MAPP outlines the policies, procedures, and practices for *all* student volunteers (including disabled students and pharmacy students) and CDER professional employees as preceptors in the CDER Volunteer Program for Students.

REFERENCES

21 CFR, Part 20, Public Information.

5 CFR, Part 308, Volunteer Service.

MAPP 4510.2, Clearance of Speeches, Articles, and Other Communication Material.

5 USC, Subpart 3111, Acceptance of Volunteer Service.

FDA Staffing Policy dated January 22, 2001

DEFINITIONS

Volunteer Program for Students. A government program designed to provide the student, as part of his/her school clerkship (or externship), an opportunity to become acquainted with the workings of a Federal agency, government regulations and rule-making, and government administrative work. In addition, student volunteers can provide benefits to the Center with services such as conducting literature searches, or preparing summaries of findings upon completion of special projects assigned to them. Such service is to be uncompensated and will not be used to displace any employee or to staff a position, which is a normal part of the Center's work force.

Student Volunteer Service. Service performed under 5 U.S.C. 3111 with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

Preceptor. A CDER professional employee who is responsible for the teaching, guidance, and supervision of the student during the stay at CDER. Preferably, the professional employee who acts as a preceptor should be in a position that relates to the student's educational major. However, depending upon the criteria of participating schools, other professionals may serve as preceptors.

Professional employee. A CDER employee who occupies a position that requires knowledge in a specialized field, or who occupies a position that requires knowledge characteristically acquired through education or training equivalent to a bachelor's or higher degree, with a major in or pertinent to the specialized field, as distinguished from general education. The work of professional positions normally involves a demand for creative, analytical, evaluative, or interpretive application of specialized knowledge. It is further characterized by personal responsibility to keep abreast of, and exercise judgment and a broad perspective in the application of, an organized body of knowledge, which is constantly studied to make new discoveries and interpretations, and to improve the data, materials, and methods related to the field.

Student. An individual who is enrolled not less than half-time in a junior college, college, university, or other accredited educational institution. The individual is deemed not to have ceased to be a student during an interim period between school years if the interim period is not more than 5 months. Additionally, the individual demonstrates to the satisfaction of the Center that the he/she has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school

semester (or other period into which the school year is divided) immediately after the interim period.

POLICY

CDER encourages the participation of professional employees as preceptors in the Volunteer Program for Students. Participation in the Volunteer Program for Students entails the choice by a CDER professional employee to be a preceptor to the student and accept responsibility for supervision, training, and other professional activities during the student's stay at the Center. The preceptor's supervisor must agree to the preceptor accepting this responsibility.

Generally, student service at the Center should not exceed 40 hours per week, with hours compatible with those of the preceptor, or of another professional designated by the preceptor to supervise the student.

Students that participate in the Volunteer Program for Students are guests, and not employees of CDER. Participation is during normal working hours and at CDER facilities. The student's length of stay at the Center may vary, depending upon the requirements of each school. In general, this period of time is for 1 to 3 months, but may not exceed 1 year (2087 work hours). Students do not receive salary nor subsistence payments during their stay at the Center.

Student volunteers are not Federal employees for any purposes other than injury compensation and law related to the Torte Claims Act. Service is not creditable for leave or any other employee benefits.

Students must agree to consciously safeguard Government business and documents, which are not for public information (see Attachment A). Students may have access only to information available under the Agency/Center Freedom of Information regulations and/or derived from the work they have been personally involved in or developed themselves. A student has the right to publish or otherwise divulge the work performed, however, the student must agree to obtain advance clearance from CDER in accordance with procedures which apply to CDER employees before he/she seeks public disclosure of such information through publication or speeches, or otherwise divulge such information.

RESPONSIBILITIES

The initial request for participation in the Volunteer Program for Students occurs at the Division level. After appropriate documents are completed (Attachment A), they are forwarded to the Division Director for endorsement. The Division Director exercises final approval authority regarding participation in the Volunteer Program for Students.

PROCEDURES

Divisions interested in participating in the Volunteer Program for Students are responsible for understanding and following these procedures:

1. The originating Division will prepare a Student Volunteer Service Agreement (Attachment A). This document provides student information and explains the role of the student volunteer and Attachment B, Educational Institution Agreement, must be completed and signed by the educational institution.
2. The originating Division will prepare a written Proposed Program for the student volunteer (see Attachment A) that is acceptable to the Office Director, the student's school, and the student. It will then be incorporated into the Student Volunteer Service Agreement.
3. The Student Volunteer Service Agreement, with the Proposed Program, will be submitted to the Division Director for endorsement.
4. Upon endorsement, a copy of the Student Volunteer Service Agreement and the Proposed Program will be forwarded to the student for signature. Attachment B, Educational Institution Agreement, will also be forwarded at this time for signature of the approving educational institution official. The Management Officer will need to fill in the return address before forwarding to the student for signatures. These forms should be returned to the appropriate CDER Division at least two weeks before the student's arrival at CDER. The Management Officer will forward the signed paperwork to the CDER Personnel Operations Branch.
5. Signatures of the preceptor, the Division Director, and the Chief, Personnel Operations Branch (may be re-delegated to the Supervisory Personnel Management Specialists) will then be obtained on the FDA Agreement (Attachment C). Copies of the signed agreements will be provided to the student, the student's school or university representative, the CDER Division and Management Officer and the CDER Personnel Operations Branch.
6. Volunteers do not receive Federal appointments, so their service is not reported to the Central Personnel Data File (CPDF). **An SF-52 is no longer required and therefore an SF-50 cannot be used to document volunteer**

appointments; however, CDER personnel must clearly inform volunteers of the nature of the appointment with respect to service credit for leave or other employee benefits. In addition, the CDER personnel generalist will record in writing the following information:

- Name of the Agency/Center;
 - Position title;
 - Office title and duty location; and
 - Days/hours the volunteer is scheduled to work.
7. In every case where a Volunteer performs services for CDER, the personnel generalist will establish a Volunteer Service Record (VSR) for the volunteer. This record will be labeled with the student volunteer's name, social security number and date of birth. The VSR must be filed by calendar year and maintained in the CDER Personnel Office for an indefinite period. (*CDER may not use an Official Personnel Folder (OPF) for this purpose.*)
8. When the volunteer's service is concluded, the following information must also be recorded in writing:
- Inclusive dates of service;
 - Total hours or days worked; and
 - Guidance on how the Agency/Center may be contacted regarding future requests to obtain documentation of volunteer service.
9. Upon completion of the student volunteer's service, the preceptor will prepare a written evaluation of the student volunteer's performance (see Attachment D). This evaluation should include a description of the student volunteer's assignments, any meetings the student volunteer was required to attend, and activities in which the student volunteer participated. In addition, the student volunteer should provide a written evaluation of the clerkship at CDER. The student's school may require the latter evaluation.
10. Copies of the preceptor's and the student volunteer's evaluations should be submitted to CDER Personnel for placement in the student's VSR. Copies of the evaluations should also be maintained in the Division.
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APPROVAL AUTHORITY

The Division Director exercises final approval authority regarding participation in the Volunteer Program for Students.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A

STUDENT VOLUNTEER SERVICE AGREEMENT

Please complete the Student Information in the table below, sign the form and return the form to _____ at _____. Please provide a copy of the completed Student Volunteer Service Agreement with the attached Educational Institution Agreement to your school student coordinator for completion and mailing.

Student Information:

Name:	Educational Institution:
Address:	Academic Program-Degree Pursued:
Telephone number:	Current Academic Level:
Date of Birth:	Service dates: (starting/ending):
Social Security Number:	Proposed Tour of Duty (Hrs. per week)
Position Title:	Supervisor's Name:
	Phone number:
Service Concluded (date)	Total Hours or days worked:

Proposed Program for student volunteer: (To be developed by the participating Division. Below is an example.)

- a. The student volunteer will provide a benefit to the Division by providing staff members with the results of literature searches in the form of scientific data, by providing staff members with summaries of findings upon completion of each special project, and by participating in other professional activities.
- b. The Division will provide a benefit to the student participant by offering the following: FDA/CDER orientation; Division orientation; Library orientation; Introduction to evaluation functions with emphasis on safety/effectiveness/labeling; and Miscellaneous (drafting letters/memos; proofreading and editing non-confidential material).
- c. The above will be provided by Division staff members. Visits to other divisions or other places of professional interest will be arranged by the student's preceptor as time permits.

Attachment A (cont.)

I understand that:

- I will receive no pay for services rendered;
- I will be a **student volunteer** and **will not be a Federal employee** for any purposes other than injury compensation and law related to the Tort Claims Act (5 U.S.C. 3111) and (5 U.S.C. Ch. 81)
- My student volunteer service is not creditable for leave or any other employee benefits.
- I am to observe all rules of safety in the performance of my duties.
- I am to safeguard Government business and documents, which are not for public information.
- I agree to obtain advance clearance from the FDA/CDER Public Affairs Office before I seek public disclosure of such information through publication, speeches or other means.
- This agreement may be terminated at any time by myself, my educational institution, or the Center; and
- A record of my attendance and an evaluation of my performance will be provided to my educational institution and me when my work assignment is completed. I may obtain a record of my volunteer service by contacting:

The Food and Drug Administration
 CDER Personnel Operations Branch
 7520 Standish Place, Room 211
 Rockville, Maryland 20855

I have read the above conditions and guidance governing my association with the FDA and CDER and have had the opportunity to ask questions on these matters. I agree to comply with the above conditions and guidance.

Student Volunteer Signature

Date

Assignment Location

Bldg/Phone

Attachment B

**FOOD AND DRUG ADMINISTRATION
 EDUCATIONAL INSTITUTION AGREEMENT**

Attachment C

FDA Agreement

The Center for Drug Evaluation and Research (CDER) agrees to accept the volunteer services described in Attachment A.

A CDER preceptor will supervise the student volunteer. A record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of the assignment.

(Signature, Preceptor)

Date

(Signature, Division Director)

Date

(Signature, Chief, Personnel Operations Branch)

Date

Attachment D

STUDENT VOLUNTEER SERVICE EVALUATION

To: CDER Personnel Operations Branch

From: (Type or print name and title of preceptor)

Student Volunteer's Name (First, MI, Last)

Service Period Covered

From: To:

Service Location (Center/Office/Division)

1. Brief description of work assignment(s), including meetings attended, and other activities.

2. Skills and knowledge gained during this service period.

Attachment D (cont.)

3. General knowledge of CDER acquired during this service period.

4. Preceptor's comments.

5. Preceptor's signature: _____ Date: _____