

Charleston/Dorchester Mental Health Center

Private Practice Policy

Private practice, which may include the broad use of professional skills such as consultative relationships with other public and private agencies, research, and other activities, in addition to clinical practice, may not conflict with an employee's status with the Department of Mental Health. In order to assure that there is no conflict of interest or the appearance of such conflict, all staff engaged in private practice shall comply with the following requirements:

1. Employees shall notify their supervisor when they are planning to engage in private practice activities.
2. Supervisor will provide a copy of, and review with the employee, SCDMH Directive No. 808-98 entitled "Private Off-duty Employment ('Moonlighting') and the S.C. Ethics Reform Act."
3. SCDMH Form "SCDMH Employee's Application to Engage in Private Practice" should be submitted to the Executive Director for prior approval.
4. Private practice activities will be limited to off-duty hours and may not conflict with Center activities schedule after normal working hours. Additionally, no outside employment activities may occur during the employee's lunch hour.
5. Center employees may not make referrals out of the Mental Health Center to themselves, to other Center employees, to family members of Center employees, or to any private practice group or organization that utilizes Center personnel or family members as part of its practice.
6. Employees may not use their affiliation with, or the name of, the Charleston /Dorchester Mental Health Center or SC Department of Mental Health to promote their private practice or other outside employment.
7. Support personnel, supplies, facilities and other property of SCDMH shall not be used.
8. Any private practice emergencies that occur during normal working hours or conflict with Center responsibilities after hours must be immediately reported to the supervisor, who will notify the Executive Director.

All supervisors shall review this policy statement and SCDMH Directive N. 808-98 with all employees.

This policy statement rescinds and supersedes all earlier Charleston/Dorchester Mental Health Center policies regarding Private Practice.

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Date

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