

OFFICE OF NEW DRUGS

Medical Officer Evaluation Board

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PURPOSE

- This MAPP describes the policies and procedures governing the Medical Officer (MO) Evaluation Board.
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BACKGROUND

- The MO Evaluation Board was established to provide recommendations to CDER managers on the decision to extend, convert, or terminate the initial appointment of newly hired nonsupervisory MOs. Typically, MOs are hired under a 2-year term appointment that provides for an initial period to determine their ability to perform the duties of a medical reviewer. The MO Evaluation Board meets at the request of an MO's Division or Office Director.
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REFERENCE

- CDER MAPP 4655.1, *Employee Probationary Period Appraisal* (November 1995)
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DEFINITIONS

- **MO Evaluation Board:** The MO Evaluation Board (the Board) is an advisory board charged with assessing the performance of recently hired, nonsupervisory MOs in CDER. At the request of the Division or Office Director, the Board makes recommendations regarding the extension or conversion of MO appointments.

- **Executive Secretary:** The Executive Secretary is appointed by the Chair.
 - **Quorum:** Five members of the Board, excluding the Executive Secretary, must be present to have a quorum.
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POLICY

- The MO Evaluation Board assesses the performance of recently hired, nonsupervisory MOs in CDER and makes recommendations on the extension or conversion of their appointments. This written assessment is available upon request when the Division or Office asks for the Board's input before reaching a decision, as in cases of disagreement between the Division and Office.
- The Board has eight regular voting members: the Chair (currently the Deputy Center Director), the Director of the Office of New Drugs (OND), the Director of the Office of Pharmacoepidemiology and Statistical Science, the Director of the Office of Counterterrorism and Pediatric Drug Development, three Office Directors from the OND Offices of Drug Evaluation (ODEs), and one Division Director from a reviewing division in OND. All voting members must be MOs. ODE and Division Directors will rotate as members on a meeting-by-meeting basis. Only permanent Division Directors are eligible to serve as members; acting or temporary Division Directors are not. In addition, if an MO to be reviewed comes from an Office that is not represented among the regular members, the Office Director will be invited to attend and serve as a member of the Board for the purpose of reviewing that MO. In this case, the Office Director does not need to be an MO to participate.
- The Board may, at the request of the Division Director, review cases and provide advice and/or recommendations when an MO under a permanent appointment is having difficulty meeting expectations.
- The Board performs other appropriate duties as assigned by the Center Director.
- A Division Director may not participate as a voting member of the Board in a meeting that will have any bearing on an MO working in his or her Division.
- The Board provides guidance to management (first and second supervisors) and is not intended to function as an appeal board for employees on performance evaluations or other matters. Accordingly, an MO under review does not attend meetings at which his/her evaluation package is being considered. Meetings of the Board are considered closed.
- Exceptions to the Board's procedures must have the approval of the Chair, and will be documented in a memorandum from the Chair to the Division Director requesting the exception.

RESPONSIBILITIES

- If the Board's input is requested, the MO's Division Director is responsible for initiating the evaluation process (see suggested time frames below). When an MO is to be evaluated, the MO's Division Director or Deputy Division Director must attend the Board meeting to present the MO's evaluation package and answer questions. The MO's Team Leader may also attend at the Division Director's discretion.
 - The Executive Secretary is responsible for scheduling the meeting, recording the minutes of the meeting, preparing the memorandum on the Board's recommendations, submitting the memorandum to the Chair for signature, and transmitting the memorandum to the MO's Division Director.
 - The Chair is responsible for ensuring that a quorum is present before beginning the meeting. The Chair also leads the meeting and signs the memorandum on the Board's recommendation.
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PROCEDURES

- If the Board's input is requested, the MO's Division Director forwards an evaluation to the Executive Secretary as soon as possible. Generally, a meeting of the Board will be scheduled within 2 months of the request. The evaluation package should contain:
 1. A memorandum to the Board from the Division Director through the Office Director, recommending a course of action with regard to the MO's appointment (convert, extend, allow to expire);
 2. The MO's most recent formal rating under an established Performance Evaluation Plan;
 3. The MO's curriculum vitae (CV);
 4. A representative sample of the MO's work; and
 5. Summary of specific input being requested.
- The Executive Secretary will call a meeting of the Board and prior to the meeting will distribute a copy of the evaluation package to each member of the Board. When possible, meetings will be scheduled so that more than one MO can be reviewed at a single meeting.
- Before the meeting, the Board members will review the evaluation package. At the meeting, the Board will listen to the presentation about the MO's work, discuss the evaluation package, and provide advice about the MO's appointment.
- The Executive Secretary will write a memorandum summarizing the Board's recommendation and transmit it to the Chair for approval and signature. After signing the memorandum, the Chair will return it to the Executive Secretary for transmission to the MO's Division Director.

- The MO's Division Director will inform the employee of the final decision to convert, extend, or terminate the appointment and initiate a request for the appropriate personnel action through interaction with the Office Management Officer. The Board's memorandum will be attached to the request for personnel action.
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REDELEGATION

- The Director, Center for Drug Evaluation and Research, appoints the Chair of the Board. The Chair may appoint a member of the Board as Acting Chair for a particular meeting when a scheduling conflict occurs that cannot be resolved.
 - The OND Director may delegate responsibility for attending Board meetings to the OND Deputy Director.
 - Division Directors may ask their Deputies to represent them at Board meetings. Only permanent Deputy Directors (not acting or temporary) may attend.
 - Office Directors may not delegate their responsibility to attend Board meetings. As long as a quorum is present, however, not all members need to attend.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.