

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND  
FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF THE COMMISSIONER**

**OFFICE OF THE CHIEF SCIENTIST**

**OFFICE OF SCIENTIFIC PROFESSIONAL DEVELOPMENT**

Effective Date: 07/08/2011

**1. OFFICE OF SCIENTIFIC PROFESSIONAL DEVELOPMENT (DAEJ)**

The Office of Scientific Professional Development supports scientific and technical excellence and the professional development of FDA scientists in all areas and as such strives to provide comprehensive scientific and technical opportunities to FDA staff. Key activities include:

- A. Directs, establishes and manages training and professional development programs in order to assure the highest level of competence among FDA scientific and technical staff through programs that are designed to recruit and retain FDA's next generation scientific staff. Programs under the purview of this office include: the Commissioner's Fellowship Program, FDA/NCI IOTF Fellowship program, professional development activities such as access to university and NIH opportunities for CME, and other continuing education, enhanced opportunities for clinical and professional engagements, such as scientific exchanges, merit awards for senior scientists, and scientific achievement awards.
- B. Supports and enhances Agency-wide professional development policies and programs by formulating the base policies and operational philosophy, by collaborating with Center staff colleges to implement Agency "best practices" and by promoting exchange of resources and opportunities among Centers.
- C. Identifies opportunities for and develops collaborations with scientific institutions/academia in order to tap into existing external resources and to prepare FDA scientists to meet the challenges of the complexity of science and medicine in the 21st Century.
- D. Serves as the focal point for overall management of Agency activities related to the peer review of scientists and medical officers.

E. Provides leadership to Agency components in the identification, recruitment, and retention of top level scientists to fill vacancies for key positions.

## 2. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Office were approved by the Secretary of Health and Human Services, effective July 8, 2011.

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services