

SMG 1119A.6

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of the Commissioner

Office of the Chief Scientist

Office of Scientific Professional Development

Effective Date: December 14, 2018

1. Office of Scientific Professional Development (DCPE).

- A. Supports scientific and technical excellence and the professional development of Food and Drug Administration (FDA) scientists in all areas and as such strives to provide comprehensive scientific and technical opportunities to FDA staff, Students, Fellows and Trainees.
- B. Directs, establishes and manages scientific 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, train and retain FDA's next generation scientific staff. Programs under the purview of this office include: the Commissioner's Fellowship, FDA/NCI IOTF Fellowship, ORISE Fellowship and FDA Traineeship.
- C. Establishes and manages training activities for students, Fellows and trainees to include serving as a liaison to the FDA Fellows Association.
- D. Manages clinical and scientific educational activities providing Agency-wide continuing education for FDA clinical staff to include access to university and National Institutes of Health (NIH) opportunities for CME and other continuing education, and enhanced opportunities for clinical and professional engagements.
- E. Manages FDA scientific retention programs to reward scientists such as scientific achievement awards.
- F. Supports and enhances FDA-wide professional development policies and programs by formulating the base policies and operational philosophy, by

collaborating with Centers to implement FDA “best practices” and by promoting exchange of resources and opportunities among Centers.

G. Supports the coordination of FDA activities related to the peer review of scientists and medical officers.

2. Authority and Effective Date.

The functional statements for the Office of Scientific Professional Development were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Chief Scientist, Office of Scientific Professional Development organization structure depicting all the organizational structures reporting to the Director.

Office of Scientific Professional Development (DCPE)