



Psychology Internship Consortium

Outside Employment Policy

Sanford Health takes the responsibility of the pre-doctoral internship year very seriously and expects that trainees will recognize it similarly. Interns have a professional responsibility to appear for training and clinical responsibilities appropriately rested and fit to provide the services, and profit from the instruction, required by, and inherent to, the program.

Due to extensive training and schedule demands during the internship year, *we strongly discourage outside employment*. If an intern wishes to obtain/maintain employment outside of their responsibilities to the SH-PIC this must be approved by the Training Director(s) in advance. Please communicate about any outside employment immediately.

If an intern has outside employment during the training year, the following policies must be followed:

- SH-PIC is the priority place of employment during the internship year- see APPIC agreement for further information.
- Interns cannot work on outside employment at Sanford or during regularly scheduled internship hours.
- Outside employment cannot be counted toward internship hours.
- Outside employment cannot adversely impact work at SH-PIC or the successful completion of internship requirements.
- Interns must be in good standing during the internship year to be considered for outside employment. Moonlighting is a privilege, not a right.
- Interns need to thoughtfully consider how their outside employment may adversely impact their work at SH-PIC.
- Please refer to the Due Process Procedures (e.g., Definition of Problematic Behavior) and the supervision agreement for additional expectations.
- Internship schedules and commitments change, and outside employment cannot be a barrier to completing all SH-PIC training and engagements.

- Interns who are granted moonlighting privileges will be monitored and will be counseled for excessive moonlighting activity. If problems arise due to outside employment, permission to moonlight may be withdrawn by the Training Director(s) at any time.
- The program will not provide professional liability insurance or any licensure or permits, for work performed by the intern outside the program.
- Failure to comply with this policy may result in disciplinary action, up to and including possible dismissal from the internship program.
- Complete the attached Outside Employment form.

Reviewed and approved by SH-PIC Faculty on 7/20/2022.

SH-PIC Outside Employment Form

1. Name of Employer(s)
2. Number of Hours/Week and Days/Times Expected to Work
3. Description of Job Responsibilities
4. Are you conducting clinical work outside of internship? If so, please explain supervision coverage and work responsibilities.
5. How will outside employment affect job performance and SH-PIC duties (e.g., hours impacted, emergencies in other job duties, etc.)?
6. Are there any potential conflicts of interest with your outside employment and Sanford Health Psychology Internship Consortium? Please explain.
7. What could be potential ethical dilemmas completing this work while employed as a Sanford Health Psychology Intern? Please describe.

Doctoral Psychology Intern DATE

Training Director(s)

Site Supervisor