



Outside Employment Policy

Due to training and schedule demands during the internship year, we discourage outside employment. If an intern wishes to obtain/maintain employment outside of SD-PIC, this must be approved by the Agency and Training Committee 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:

- SD-PIC is the priority place of employment- see APPIC agreement for further information.
- Interns cannot work on outside employment at the agency or during work hours.
- Outside employment cannot be counted toward internship hours.
- Outside employment cannot impact work at SD-PIC or violate agency policy.
- Interns need to consider how their outside employment may impact their work at SD-PIC. For example, there may be an ethical dilemma or conflict of interest and interns need to be open to processing these concerns with supervisors and the Training Director.
- 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 SD-PIC trainings and engagements.
- Complete the attached Outside Employment form.

SD-PIC Outside Employment Form

1. Name of Employer(s)

Date: _____

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 SD-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 South Dakota Psychology Internship Consortium? Please explain.

7. What could be potential ethical dilemmas completing this work while employed at South Dakota Psychology Internship Consortium? Please describe.

Doctoral Psychology Intern

Training Director

Primary Supervisor

Agency