

**CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES**

Policy Name:	CC Personnel in Private Practice
Domain:	Risk Prevention and Management 6.11
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Effective Date:	1993
Dates of Revision:	01/01, 07/03, 9/06, 3/10, 5/13, 5/16, 5/19, 4/23, 1/24
References:	

POLICY:

Private practice, which may include the broad use of professional skills such as consulting, research, training, and clinical practice, will not conflict with the personnel's status at CCI. To assure that there is no conflict of interest or the appearance of such conflict, all personnel engaged in private practice shall comply with the following:

PROCEDURES:

1. Personnel shall notify their supervisor when they are planning to engage in private practice activities.
2. Private practice activities will be limited to off-duty hours and may not conflict with CC-activities during normal working hours. Additionally, CC personnel may not change their availability during normal working hours to allow for private practice affiliated duties.
3. Personnel will not refer agency clients to their private practice.
4. Personnel will not use their affiliation with, or the name of CCI to promote their private practice.
5. Private practice activities will not impact agreed productivity standards or accessibility.
6. CC office space, equipment and technology may not be used for private practice activities including in person, telephone, or virtual sessions. CC employees must provide their own technology or physical meeting space for private practice activities.
7. It is understood that the public conduct of CC personnel is in accordance with the values and teachings of the Catholic Church. As such, any practice with whom CC personnel have an affiliation should not reflect values or mission in contradiction to the Catholic Church.



 David J. Bethuram
 Executive Director

1/11/2024

 Date