

## FREQUENTLY ASKED QUESTIONS

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### OUTSIDE WORK

The following FAQs are intended to help UW Medicine workforce members including faculty, non-faculty healthcare professionals, trainees and staff navigate the applicable laws, policies and rules governing outside work/consulting.

UW Medicine recognizes that you may have an interest in engaging in work outside of your official duties. At the same time outside employment should not adversely impact your independence and objectivity in making decisions, or detract from the performance of your official duties.

UW Medicine is composed of eight component entities.<sup>1</sup> Each UW Medicine entity is governed by laws that pertain uniquely to the entity's legal status. Generally speaking, the laws and policies that apply to the outside work of each UW Medicine employee will depend on the laws and policies applicable to that employee's employer.

Although you must comply with policies and laws unique to the legal status of your employer, the following principles apply to all UW Medicine employees, regardless of the employing entity.

#### Principles:

- A. You must not use your official position for private or personal benefit.
- B. You must never disclose confidential UW Medicine information acquired in the course of your official duties to another person or entity for which you perform outside work.
- C. Institutional resources such as facilities, computers and equipment may not be used to conduct or promote outside work.\*

The following questions are frequently asked. If you have additional questions about outside work, consult your department chair, director, or hospital/clinic/lab supervisor or manager.

#### **1. Why does UW Medicine care whether I engage in outside work?**

Outside work can create a conflict of interest with your UW Medicine position. The concern is that you might use or be perceived as using your position and/or the UW Medicine assets for either direct or indirect personal gain. There is even greater concern if you are in a position to influence a UW Medicine purchasing or leasing decision and your outside work involves a vendor or potential vendor. Additionally, too much time spent on outside work may conflict with your commitment to your UW Medicine position.

There are a number of policies and laws that govern this area and, they are listed in the reference section at the end of this document.

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<sup>1</sup> Harborview Medical Center, Northwest Hospital and Medical Center, Valley Medical Center, University of Washington Medical Center, University of Washington Neighborhood Clinics, UW Physicians (UWP), UW School of Medicine (UW SoM), and the Airlift Northwest.

## 2. What are the requirements for outside work?

- If you are a compensated faculty member, you must obtain written pre-approval to perform any outside work. Your department chair or director/administrator can provide information as to the process for pre-approval.
- If you are not a compensated faculty member, you should consult your entity policies regarding specific requirements. When in doubt, disclose any proposed outside work to your manager or supervisor.

## 3. Is any outside work prohibited?

Outside work is prohibited if it creates an actual or perceived conflict of interest, or if the outside work is illegal.

The following groups of individuals are prohibited from performing outside work for a vendor of services or products that UW Medicine may use:

- Employees in management positions at UW Medicine
- Employees who participate in the contracting process for the vendor
- Employees who review the services or products that UW Medicine may purchase from the vendor

Consult your entity's policy on *Outside Work* or *Conflicts of Interests* for further details.

\* There is a specific exception however, for the University of Washington to permit its research employees a limited use of University facilities and other resources (but not research equipment) for approved outside work related to the employee's research. See *University of Washington Administrative Policy Statement #47.3* for further details.

## 4. As a UW School of Medicine faculty member, I have specific questions about what I may and may not do as outside work. Where can I find more information?

UW School of Medicine faculty members are subject to the UW School of Medicine policy on *Potential Financial Conflicts of Interest for Commercial and Non-Profit Entities*. It is a more stringent policy with its own specific set of FAQ's developed by a committee appointed by the Dean and, vetted with the chairs and with the faculty.<sup>2</sup> Links to the School of Medicine policies appear below and the answers to Frequently Asked Questions can be found here: <https://depts.washington.edu/uwsom/compliance/outside-work>

Faculty members who have further questions may contact the Director of Regulatory Guidance in the Business Unit of the Dean's Office at 206.543.6047.

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<sup>2</sup> UW School of Medicine faculty who are paid by the University of Washington or paid directly by a close affiliate (for example, UWP, Children's University Medical Group, Fred Hutchinson Cancer Research Center, Puget Sound Blood Bank, or the Veterans Health Administration) and deployed at a non-UW site must follow the UW SoM Conflicts of Interest policies or the Conflicts of Interest policies of the site to which they are deployed, whichever are more restrictive.

## REFERENCES

UW Administrative Policy Statement 47.3:

<http://www.washington.edu/admin/rules/policies/APS/47.03.html>

UW Medicine Workforce Codes of Conduct: <http://depts.washington.edu/comply/links.shtml>

UWP Employee Handbook: <https://uwp.uwmedicine.org/BU/HR/Documents/employeeHandbook.pdf>

Washington State Code of Ethics for Municipal Officers:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.23.040>

Washington State Ethics In Public Service: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52>

Public Disclosure Commission: <http://www.pdc.wa.gov>

UW School of Medicine Policy on Potential Financial Conflicts of Interest for  
Commercial and Non-Profit Entities:

<http://www.uwmedicine.org/about/Pages/conflicts-interest-commercial-non-profit-entities.aspx>

University of Washington Policy on Outside Consulting Activities and Part-Time Employment by  
Professional or Classified Staff Employees:

<http://www.washington.edu/admin/rules/policies/APS/47.03.html>