Full- to Half-Time Conversion Request

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR OR DESIGNEE

Please fax to the attention of: Division of Program Operations (DPO) *Fax: (301) 451-5384*

- **To be eligible, the site must approve the participant's conversion request.**
- **This form cannot be submitted until 90 days after a clinician's contract start date.**
- **"Requested Conversion Date" must be at least 60 days from the date the form is submitted to DPO for approval.**
- **There is no guarantee that DPO will process a conversion prior to the Requested Conversion Date. A conversion does not take effect until the Conversion Effective Date specified in the contract addendum, which will be provided to clinicians who are approved for a conversion.**
- **The participant is required to continue serving in full-time status until the conversion takes effect, or his or her service obligation will be extended to account for the full-time service not completed.**
- **Once a conversion has been approved, a participant MUST complete the remaining service obligation in half-time service. If a participant is expecting only a temporary half-time service status, a suspension request may be more appropriate.**
- **A participant's obligation end date and available leave will be adjusted accordingly.**

Date: _____ **Clinician Name:** _____ **Last 4 Digits SSN: XXX-XX-** _____

Organization: _____

Executive Director (or Designee)**:** _____ **Title** (if Designee)**:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Current Total Hours/Week: _____ **Projected Total Hours/Week:** _____ **Requested Conversion Date:** _____

SITE 1: _____
_____
_____
Hours/Week at Site: _____
UDS #: _____

SITE 2: _____
_____
_____
Hours/Week at Site: _____
UDS #: _____

SITE 3: _____
_____
_____
Hours/Week at Site: _____
UDS #: _____

SITE 4: _____
_____
_____
Hours/Week at Site: _____
UDS #: _____

☐ I certify that, prior to the date the contract addendum is countersigned by an NHSC official, the participant is engaged in **Full-time** clinical practice, and as of the start of the last six-month verification period, the participant has been absent from the site for _____ days.

☐ I certify that, as of the date the contract addendum is countersigned by an NHSC official, the participant will be engaged in **Half-time** clinical practice. I further certify that the applicant and the site(s) named above have agreed in writing that the applicant will perform half-time clinical practice.

☐ I certify that the participant is or will be an employee of the above-identified site(s) and is or will be subject to the personnel system and employment policies of those site(s).

☐ I certify that the above-identified site(s) provide the participant with malpractice insurance and tail coverage (either commercially or through the Federal Tort Claims Act).

☐ I certify that the participant will receive an income at least equal to what he or she would have received as a Federal civil servant. For data needed to accurately respond to this item, please consult the Federal civil servant pay scales and job classifications for health professionals, at: http://opm.gov/oca/10tables/indexgs.asp & http://www.opm.gov/fedclass/html/gsseries.asp.

If the Executive Director or Designated Personnel Administrator cannot check **ALL** certifications, the position does not qualify for assignment of a **Half-time** participant and the conversion request will be denied. In order to be approved for a conversion, the participant must be employed at an NHSC-approved site that meets the above certifications.

_____ _____
Executive Director or Designee – Signature **Date**

_____ _____
Clinician – Signature **Date**

DPO USE ONLY

☐ **Recommend** ☐ **Not Recommend** Analyst Signature: _____ Date: _____

☐ **Recommend** ☐ **Not Recommend** DPO Official Signature: _____ Date: _____

Full- to Half-Time Conversion Request

CLINICAL PRACTICE DEFINITIONS

Full-Time Clinical Practice. Clinician works a minimum of 40 hours per week, for a minimum of 45 weeks per service year.

- All Health Professionals, except as noted below:
  At least 32 hours/week are spent providing direct patient care or teaching in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 8 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week.

  Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a Teaching Health Center. Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

- OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice obstetrics on a regular basis, providers of geriatric services, and pediatric dentists:
  At least 21 hours/week are spent providing direct patient care or teaching in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week.

  Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a Teaching Health Center. Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

- Behavioral and mental health providers:
  At least 21 hours/week are spent providing direct patient care (direct patient counseling) in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings as directed by the approved site(s), or performing practice-related administrative activities. Practice-related administrative activities shall not exceed a total of 8 hours/week.

  Teaching activities at the approved site(s) shall not exceed 8 hours/week, unless the teaching takes place in a Teaching Health Center. Teaching activities in a Teaching Health Center shall not exceed 20 hours/week.

Half-Time Clinical Practice. Clinician works a minimum of 20 hours per week, but not exceeding 39 hours per week, for a minimum of 45 weeks per service year.

- All Health Professionals, except as noted below:
  At least 16 hours/week are spent providing direct patient care in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 4 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.

- OB/GYNs, Certified Nurse Midwives, Family Medicine Physicians who practice obstetrics on a regular basis, providers of geriatric services, and pediatric dentists:
  At least 11 hours/week are spent providing direct patient care in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.

- Behavioral and mental health providers:
  At least 11 hours/week are spent providing direct patient care (direct patient counseling) in the outpatient ambulatory care setting(s) at the approved service site(s) during normally scheduled office hours. The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings as directed by the approved site(s), or performing practice-related administrative activities. Teaching and practice-related administrative activities shall not exceed a total of 4 hours/per week.