Statement of Duties
Director, Center for Veterinary Medicine (CVM)
Office of Foods and Veterinary Medicine (OFVM)
Food and Drug Administration (FDA)

I. INTRODUCTION

The Food and Drug Administration (FDA) is a Federal scientific regulatory agency with the legislated responsibility to protect the public health of the Nation's consumers as it may be impaired by food and food additives, human and animal drugs and biological products, cosmetics, medical devices, and ionizing and non-ionizing and radiation-emitting products and Substances. FDA's programs are national in scope and effect, and its activities directly affect multi-billion dollar industries.

The Office of Foods and Veterinary Medicine (OFVM) is led by the Deputy Commissioner for Foods and Veterinary Medicine who has direct line authority over FDA's Center for Food Safety and Applied Nutrition (CFSAN) and Center for Veterinary Medicine (CVM). In addition to exercising this line authority, the OFVM and the Deputy Commissioner for Foods and Veterinary Medicine are charged by the Commissioner with integrating the efforts of all FDA food-related programs carried out by CFSAN, CVM, the Office of Regulatory Affairs (ORA) and other elements of FDA and for making optimal use of all available resources and methods to improve the safety, nutritional quality, and labeling of the food supply.

CVM is responsible for the Federal government's regulatory activities and associated research related to veterinary medicine. CVM regulates medical products used in animals, including drugs consumed by food producing animals. Because residues from these drugs can remain in meat, milk, eggs and poultry, these products can also affect human health and safety. CVM regulates animal drugs, feeds, feed additives and veterinary medical devices and evaluates, for animal safety and effectiveness, proposed and marketed animal drugs and feed additives and marketed veterinary medical devices. The activities of the Center have substantial impact internationally on animal feed, antimicrobial resistance, and food derived from biotechnology, development of methods and research to address emerging national and/or international veterinary/human health issues.

The CVM Director provides overall leadership and management for the Center; coordinates and works to integrate CVM's programs with those of the other FDA Centers, serves as a liaison between FDA and other government agencies, academic institutions and private organizations; and is responsible for the direction, performance and quality of CVM's programs and activities.

II. DUTIES AND RESPONSIBILITIES

The Director provides executive leadership in managing and directing scientific, professional and technical support personnel who carry out the CVM mandate.

1. Formulates CVM priorities within the context of FDA's overarching consumer protection mandate. Applies knowledge of manufacturing, packaging, labeling, distributing, marketing and use of veterinary medical products in the United States to make decisions on the highest priorities for CVM's resources in terms of the safety and

health of consumers of food producing animal products and on safety and health of domestic animals.

2. Develops and implements FDA's policies and programs related to veterinary animal drugs, feed additives and devices. Identifies significant issues in Center/Agency programs related to veterinary medicine and advises the Deputy Commissioner for Foods and Veterinary Medicine or determines/initiates necessary action.

3. Provides scientific direction and leadership for the Center to insure that decisions are based on adequate scientific evidence and sound scientific and technical reasoning. Takes appropriate action to correct deficiencies in decision-making to insure that the health and safety of the public is optimally served. Guides Center decision-making on particularly difficult and/or controversial scientific issues.

4. Coordinates and integrates efforts of Center veterinary medical experts, scientists, regulatory experts and other professionals across organizational lines within the Center in order to provide for optimum utilization of all Center resources. Ensures that organizational structure of the Center provides for maximum effectiveness and efficiency of operations; effects changes as may be required.

5. Coordinates and fosters CVM collaborative/cooperative activities with other FDA Centers and the Office of Regulatory Affairs. Ensures that the Center seeks out and actively participates in collaborative FDA efforts as appropriate.

6. Creates and fosters a climate conducive to the recruitment and retention of outstanding scientific, administrative and support personnel; reviews and acts on appointments of candidates for key Center positions.

7. Represents FDA in discussions, meetings and conferences with top-level Departmental and Agency officials, industry representatives, scientific and professional organizations and personnel from other executive departments and independent Federal agencies, State and local governmental counterparts and international partner and significant issues and actions related to FDA programs; presents expert conclusions and recommendations reflecting the Agency's position on CVM-related issues; and to commit FDA resources toward program accomplishments and/or for developing courses of action and alternatives in the resolution of problems.

8. Coordinates the Agency's role in international harmonization of regulations, standards and science policies (e.g., World Health Organization (WHO) and the Food and Agriculture Organization (FAO) Codex Alimentarius Activities, WHO/FAO Joint Expert Committee on Food Additives (JECFA), European Community, OIE and others from European Union in International cooperation on harmonization of technical requirements for registration of Veterinary Medicinal Products (VICH), development and review of OIE terrestrial and aquatic animal health codes, and Codex and OIE standard setting activities to agreement on the application of sanitary and phytosanitary (SPS) measures of the World Trade Organization). Provides executive leadership in the formulation, development, and execution of short and long range goals to increase international harmonization with standard setting activities and requirements.

9. Serves as a leader in veterinary sciences at the national and international levels; influences the scientific community to conduct research in the most promising and productive areas; fosters collaborative and cooperative relationships among Federal agencies, educational and research institutions and the regulated industries.

III. SUPERVISION AND GUIDANCE RECEIVED

The incumbent serves under the executive direction of FDA's Deputy Commissioner for Foods and Veterinary Medicine and operates within the framework of applicable Federal laws, and the policies of the Department of Health and Human Services, the Public Health Service and the FDA. Work is evaluated in terms of effectiveness and efficiency of the operations of CVM.

IV. EEO RESPONSIBILITY

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

The incumbent, in conjunction with his/her supervisor, develops an affirmative action plan for the areas supervised including appropriate objectives and goals; and monitors and periodically assesses progress. Keeps informed of supports, and communicates to employees EEO policies, plans and programs. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her performance.