**Valley AIDS Council d/b/a Westbrook Clinic**

**Position Description**

Job Title: Medical Physician

FLSA Status: Exempt

Approved By: CEO

Approval Date: 07/01/2024

Department: Medical

Reports To: Chief Medical Officer

**EMPLOYEE RISK FACTOR:** I

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

**SUMMARY:**

The purpose of this position is to develop, administer, maintain and expand a program of HIV status neutral medical care. They will assist in the planning of clinical and preventative programs of the agency. They will ensure compliance and implementation for all agency Medical Policies and Procedures. Areas covered include Laboratory, Pharmacy, Clinical Trials, and Medical Records/Electronic Medical Records. Will work in collaboration with the Director of Client Services and Billing Manager.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the supervision of the Chief Medical Officer

**ESSENTIAL DUTIES & RESPONSIBILTIES:**

1. **Medical Assessment and Diagnosis**: Conduct comprehensive medical assessments to diagnose HIV infection and determine eligibility for pre-exposure prophylaxis (PrEP) in at-risk individuals.
2. **Treatment Planning:** Develop individualized treatment plans for patients diagnosed with HIV, incorporating antiretroviral therapy (ART), opportunistic infection prophylaxis, and lifestyle modifications to optimize health outcomes.
3. **PrEP Counseling and Prescription:** Provide counseling to individuals at risk of HIV infection about the benefits and risks of PrEP and prescribe PrEP medications to eligible candidates according to established guidelines.
4. **Monitoring and Follow-Up:** Monitor patients on PrEP for adherence, side effects, and HIV status through regular follow-up appointments, laboratory tests (including HIV and renal function tests), and risk assessments.
5. **HIV Management:** Manage the care of patients living with HIV, including monitoring viral load, CD4 count, and other biomarkers, adjusting ART regimens as necessary to achieve and maintain viral suppression and immunological stability.
6. **Sexual Health Counseling:** Offer comprehensive sexual health counseling to patients, including discussions on risk reduction strategies, condom use, and the importance of regular STI testing.
7. **Management of HIV-related Complications:** Identify and manage HIV-related complications such as opportunistic infections, metabolic disorders, and cardiovascular disease through appropriate medical interventions and referrals to specialists as needed.
8. **Adherence Support:** Provide and coordinate support and strategies to promote medication adherence among patients on PrEP and ART, addressing barriers to adherence and implementing adherence monitoring tools when appropriate.
9. **Patient Education:** Educate patients and their partners about HIV transmission, prevention methods, treatment options, and the importance of regular medical follow-up to promote overall health and well-being.
10. **Collaboration and Referral:** Collaborate with other healthcare providers, including infectious disease specialists, pharmacists, mental health professionals, medical case managers, and social workers, to ensure comprehensive care for patients living with or at risk of HIV infection.
11. **Community Outreach:** Engage in community outreach activities to raise awareness about HIV prevention, PrEP availability, and access to care, particularly among high-risk populations and underserved communities.
12. **Research and Advocacy:** Stay informed about the latest developments in HIV prevention and treatment research, and actively participate in advocacy efforts to promote equitable access to PrEP and HIV care services.
13. **Documentation and Reporting:** Maintain accurate and up-to-date medical records, documenting patient encounters, treatment plans, and clinical outcomes in compliance with regulatory standards and institutional protocols. 14. Continuing Education: Pursue ongoing professional development opportunities to stay updated on advancements in HIV prevention and treatment strategies, including attending conferences, workshops, and continuing medical education programs.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

Graduate of an accredited Medical School. Board certified in their field of practice (i.e. Family Medicine, Internal Medicine, OB-GYN, etc).

Must hold and maintain current and active Medical License.

Must hold and maintain current state License.

Must have a current DEA number.

Must have Basic Life Support certification.

An ideal candidate would have a minimum of 4 years of experience as an MD or DO.

Bilingual (Spanish-English) is preferred.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

A responsible and mature individual with a passion for medicine. These include: perform complete, detailed and accurate histories, review patient records to develop comprehensive medical status reports, and order laboratory, radiological and diagnostic studies appropriate for complaint, age, race, sex, and physical condition of the patient; do complete physical examinations and record pertinent data in acceptable medical forms; make medical diagnoses and institute therapy or referrals of patients to the appropriate health care facilities, agencies, other resources of the community, or other physicians; Institute emergency measures and emergency treatment or appropriate stabilization measures in situations such as cardiac arrest, shock, hemorrhage, convulsions, poisoning, and emergency obstetric delivery; Interpret and evaluate patient data to determine patient management and treatment; provide instructions and guidance regarding medical care matters to patient; complete forms pertinent to patients’ medical records, issue diagnostic orders, which must be signed within specified time period as defined by hospital guidelines.

Working knowledge of Microsoft Office, specifically Outlook, Word & Excel. Must be able to work under conditions of constant interruption and be able to stay on task. Spanish language skills highly desirable. Experience in supervisory/medical director role highly desirable.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Ability to communicate fluently in Spanish.

Flexibility to travel, if needed.

**EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, and fax machine.

**PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering medical care. While performing the duties of this job, the employee is frequently required to stand, and walk for extended periods of time as well as sit and talk or listen. Vision corrected in normal range and hearing corrected in normal range.

**WORKING CONDITIONS:**

Work is predominantly performed in a clinical setting where the noise level is usually quiet. Exposure to infectious diseases; potential exposure to physical violence.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic’s acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

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Employee Signature Date

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Chief Medical Officer Signature Date

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HR Staff Signature Date

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CEO Signature Date