

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

Job Title: Chief Medical Officer  
FLSA Status: Exempt  
Approved By: Chief Executive Officer  
Approval Date: 1004/03/2024  
Department: Administration | Medical  
Reports To: Chief Executive 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:**

Implement organizational mission, philosophy, and goals in all activities. Plan, organize, direct and evaluate the clinic services provided by Clinic staff. Ensure the implementation of current clinical best practices in the management of clinic patients. Oversee all clinical management activities including provider recruitment, development and retention, establishment and achievement of provider performance benchmarks, peer review, clinical quality improvement, utilization management and risk management to ensure quality, cost-effective care for specific populations. Develop, implement, evaluate and revise the organization's medical care policies and procedures. Supervise and manage coordination of care clinic-wide. Protect the dignity, privacy and confidentiality of patients and their families, as well as co-workers and others.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the supervision of the Chief Executive Officer. Supervision of Clinical Medical Director, Director of Clinical Operations, LPC, and Dental Hygienist.

**ESSENTIAL DUTIES & RESPONSIBILITIES: Chief Medical Officer**

1. Provide strategic leadership and direction to the medical team, ensuring the provision of evidence-based, culturally competent status-neutral sexual health care to achieve organizational mission.
2. Collaborate with department heads and healthcare professionals to develop and implement clinical protocols, policies, and procedures aimed at improving patient outcomes and quality of care.
3. Oversee the recruitment, training, and professional development of medical staff, fostering a culture of continuous learning, excellence, and teamwork.
4. Lead efforts to monitor and evaluate clinic performance metrics, including patient satisfaction, clinical outcomes, adherence to regulatory requirements, and progress on strategic plan.
5. Develop and maintain strong relationships with community organizations, government agencies, and other healthcare providers to promote collaboration, resource sharing, and continuity of care.
6. Stay abreast of the latest advancements in HIV/STI/HCV research, treatment modalities, and public health initiatives, integrating best practices into clinical operations.
7. Act as a liaison between the clinic, research institutions, and pharmaceutical companies to facilitate participation in clinical trials and access to innovative therapies.
8. Represent the clinic in local, regional, and national forums, advocating for policies and programs that address the needs of individuals affected by HIV and reduce stigma.
9. Ensure compliance with all relevant laws, regulations, and accreditation standards, maintaining a safe and ethical practice environment.
10. Foster a culture of inclusivity, respect, and empathy among staff, patients, and caregivers, promoting equity and dignity for all individuals.
11. Represent Clinical operations at the Board meetings.

## **ESSENTIAL DUTIES & RESPONSIBILITIES: Clinic Physician**

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 (ie. Family Medicine, Internal Medicine, Ob/GYN etc.) preferred.

Must maintain a current and active Medical 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.

One year supervisory experience is preferred.

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

A responsible and mature individual with a passion for medicine. 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.

Demonstrated leadership and supervisory skills. Ability to communicate effectively both verbally and in writing. Knowledge of HIPAA regulations. Knowledge and ability to interpret, apply and enforce organizational policies, procedures and systems. Ability to participate effectively as a team member. Experience working with mid-level practitioners. Willingness to work a flexible schedule when circumstances necessitate. Knowledge of primary care and HIV medicine. Commitment to team approach to patient services. Commitment to patient education. Commitment to the purpose and goals of Westbrook Clinic and agreement with Westbrook Clinic's philosophy. Spanish language skills highly desirable. Experience in supervisory/medical director role highly desirable.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 an office 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.

