JOB TITLE: | Physician, Chronic Disease Prevention
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JOG GROUP: | 3
Position (PCN) Number: | 275 1088 003
Org Key: | 1002759A

**JOB PURPOSE:**
Under supervision of the HCPHES Nutrition & Chronic Disease Prevention (NCDP) Division Director, the Chronic Disease Prevention (CDP) Physician will provide leadership, oversight & operational management for the CDP Unit (CDPU). S/he will have department-wide responsibilities such as coordinating chronic disease prevention efforts by providing evidence-based expertise, serving as alternate Local Health Authority for Harris County, providing clinical direction & direct patient care as required. S/he will serve a leadership role within NCDP & beyond to provide content expertise on relevant issues.

**TASKS & RESPONSIBILITIES:**

1. **Chronic Disease Program Activities:**
   - **Program Development:** Provides leadership in focusing attention on the burden of chronic diseases within the community paying particular attention to the application of clinical and community preventative services and other best practices that facilitate community-clinical linkages to prevent chronic disease onset and progression. Provides expertise in developing a new CDPU by creating and applying optimal strategies (whether those tried elsewhere or by developing novel ones) in this crucial area of public health. Initial scope of attention for CDPU will include both independent and dependent relationships and impacts of chronic conditions such as cardiovascular disease, hypertension, diabetes, tobacco use, obesity, mental illness (including addiction as a framing principle), as well as others such as those related to respiratory, injury, cancer, oral health, etc.
   - **Surveillance:** Supervises CDPU staff in utilization of chronic-disease related surveillance activities including those involving review of relevant scientific literature, data synthesis/analysis, preparation and distribution of surveillance and response strategies and reports. Utilizes these surveillance activities to focus intervention efforts within the community. Assures analysis and reporting are done promptly and accurately.
   - **Coordination:** Facilitates intra-agency and interagency coordination and collaboration to perform chronic disease surveillance and prevention activities. Coordinates these activities with other program areas throughout agency. Maintains effective working relationships with other local, state, and federal agencies; private entities including healthcare providers as well as various local coalitions engaged in chronic disease prevention efforts.

2. **Management Activities:**
   - **Program Design and Operations:** Actively participates and/or leads key programmatic activities such as setting of program goals, implementing strategies, setting of key performance indicators (KPIs), evaluating outcomes, and ensuring coordination of CDPU activities. Responsible for developing and/or assuring quality of new or existing programs within CDPU based on appropriate trends and best practices in public health. Provides innovative management around HCPHES strategic priorities (e.g., upstream solutions, health equity, etc.).
   - **Personnel:** Responsible for recruiting, developing and supervising quality and effective personnel – both CDPU and contract - to develop and implement sound chronic disease prevention strategies and coordinate activities throughout the department. Shall coordinate non-CDPU staff in related chronic disease work across HCPHES.
   - **Fiscal:** Oversees CDPU budget preparation and provides fiscal oversight for both general funds and grant funds to ensure timely, cost-effective and efficient expenditure of funds. Responsible for leading CDPU-related fund development by seeking additional sources of funding to enhance divisional activities.

3. **Health Authority/Clinical Activities:**
   - **Health Authority:** Serves in role of alternate Local Health Authority (LHA) in accordance with state and local requirements alongside existing LHAs and/or in place of LHAs when LHAs are unavailable.
   - **Clinical:** Serves as primary medical consultant for CDPU staff and others at HCPHES and provides medical direction and direct patient care (as needed) to assigned HCPHES programs.

4. **Departmental Activities/Technical Resource:**
   - **Leadership:** Works collaboratively as a key member of the NCDP Division leadership team. Actively participates in department-wide activities such as strategic planning and implementation.
   - **Technical Resource:** Serves as resource for expert consultation for public health queries for HCPHES and community. Responds to media inquiries & requests for interviews in accordance with HCPHES policies.

5. **Other Duties/Activities:**
   - Responsibilities include other duties as assigned, including special tasks involved in responding to an emergency event.

**SUPERVISORY RESPONSIBILITIES:** *(Titles of three highest level subordinates)*

1. CDPU Program Manager
2. Delivery System Reform Incentive Payment (DSRIP) Program Project Lead(s) – Tobacco / Obesity
3. Administrative Secretary

*(The following section of the Position Description is to be completed by the supervisor.)*
### UPON ENTRY TO THIS POSITION, AN EMPLOYEE NEEDS THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES IN ORDER TO PERFORM THE JOB FUNCTIONS IN A SATISFACTORY MANNER:

#### EDUCATIONAL REQUIREMENTS:
- **Required:**
  - Doctor of Medicine or Doctor of Osteopathy from an accredited school of medicine or osteopathy in the United States, or an equivalent degree from a foreign medical institution; and,
  - Completion of three years of medical residency program/patient care training.

[Note: A residency program involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body for the American Medical Association (AMA) or American Osteopathic Association (AOA).]

- **Desirable:**
  - Board certification from a primary care or other specialty (e.g., American Board of Preventive Medicine, etc.).
  - Master’s degree in public health or a closely allied health-related field (e.g., MPH, MHA, MBA, etc.).

#### LICENSE(S) AND/OR CERTIFICATION(S) REQUIRED:
- Must have Texas Medical license or acquire Texas Medical licensure within six months of hire;
- Desirable: Preventive medicine certification or eligibility or prior chronic disease-related experience; and,
- Must possess valid driver’s license and reliable transportation.

#### EXPERIENCE REQUIREMENTS: (Amount and Type)
- **Required:**
  - Must have at least one year of administration, management and/or supervisory experience in public health, medical, or health administration field.
- **Desirable:**
  - At least 3-5 years of administration, management and/or supervisory experience in the above fields.

#### COMPUTER PROFICIENCY:
- Must be proficient in use of computer software for email communication, budget management, and database retrieval.
- Basic knowledge of Windows, Excel, and Outlook is required.
- Proficiency with mobile/smartphone technology and health information technology is required.

#### SPECIAL SKILLS AND/OR ABILITIES:
- Thorough knowledge of the principles and practice of non-communicable disease control and prevention/health.
- Thorough knowledge of the principles and practice of public health including application of strategic/analytical methods to the assessment and control of infectious diseases, chronic diseases and environmental hazards.
- Thorough knowledge in principles of program development, implementation, and business operations/management.
- Must possess ability to work effectively and collaboratively with a variety of stakeholders both internal and external.
- Must have ability to demonstrate leadership skills and expertise in previous work experience.
- Must possess excellent verbal and written communication skills for the public, media, elected officials, and others.

#### PHYSICAL REQUIREMENTS: (if any)
- The incumbent may be required to work long and irregular hours in circumstances of public health or infectious disease emergency or potential for such.

**DESCRIBE THE GUIDELINES AND SUPERVISION AN EMPLOYEE RECEIVES IN ORDER TO DO THIS JOB. HOW MUCH INDIVIDUAL INDEPENDENCE AND DISCRETION DOES THE EMPLOYEE HAVE WHEN DOING THIS JOB?**

The NCDP Division Director will provide supervision and guidance to this key strategic position at HCPHES. The CDP Physician will have appropriate latitude to make decisions related to job responsibilities especially related to development and operations of the CDPU. The CDP Physician is to notify the NCDP Division Director (as well as the HCPHES Executive Director, Deputy Director, and other appropriate staff) of any emergencies or serious irregularities at the time they occur or are noted. S/he will be expected to exercise sound judgment and to work collaboratively with colleagues to accomplish mission objectives, especially in times of emergency or potential for such.

**SUPERVISOR’S COMMENTS:**

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**SUPERVISOR’S SIGNATURE:** [Signature]
**DATE SIGNED:** [Date]

**EMPLOYEE’S SIGNATURE:** [Signature]
**DATE SIGNED:** [Date]

**PRINT EMPLOYEE’S NAME:** [Name]

**OTHER SIGNATURE (if required)**

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Form Revised 6/22/04
Job Description Revision Date 09/18/2014