



<b>PCN Title:</b>	PHYSICAN	<b>PCN#</b>	
<b>Functional Title:</b>	Physician, Infectious Disease/Epidemiology		
<b>Job Location</b>	Main Office	<b>Work Schedule</b>	40 hours / week
<b>Division Name:</b>	OSST	<b>Hiring Manager:</b>	Dr. Dana Beckham
<b>Employment Status:</b>	Regular Full Time	<b>FLSA status:</b>	Exempt

**Position Summary:** Under the supervision of the HCPH Office Director of Science, Surveillance & Technology (OSST), the Infectious Disease Physician will provide medical/content expertise, clinical guidance and direct patient care within OSST as it pertains to surveillance and epidemiology efforts. As a licensed physician, the position will provide healthcare services. This position will also serve as an alternate Local Health Authority for Harris County

**Job Duties:**

**85% Medical Expertise / Infectious Disease / Epidemiology:**

- Provides medical guidance and subject matter expertise, particularly on infectious disease or epidemiology based event such an epidemic, outbreak, cluster or pandemic.
- Give medical diagnosis and post-exposure measures such as antibiotics, etc.
- Maintain working relationships with other medical providers and/or agencies engaged in assessment and disease control efforts.
- Investigate reportable conditions, analyze disease trends, and respond to outbreaks
- Monitors the occurrence of reportable and emerging diseases, analyzes infectious and chronic disease trends, and combines surveillance data along with social determinants of health data to create a thorough and comprehensive picture of the health of the community

**Other Duties & Responsibilities:**

**5% 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.

**5% Departmental Activities/Technical Resource:**

- **Technical Resource:** Serves as resource for expert consultation for public health inquiries to HCPH and community related to infectious disease issues. May be asked to respond to media inquiries and requests for interviews in accordance with HCPH policies.

**5% Other**

- Other duties as assigned, including special tasks involved in responding to an emergency event.

**Core Competencies: Organizational Leadership**

- Understands the organizational mission
- Understands ethics and public good; is concerned with public trust
- Demonstrates respect for the opinions and beliefs of others

**Collaboration**

- Demonstrates a sense of responsibility for the success of the group
- Collaborates with others to improve quality and address needs
- Establishes collaborative relationships and projects

**Innovation**

- Ability to adapt to change
- Able to manage change
- Adept at framing issues

**Interpersonal Abilities/Personal Characteristics**

- Uses sound judgement
- Self-motivated
- Organizes and maintains work environment to allow for maximum productivity

**Communication**

- Communicates clearly and effectively, both orally and in writing
- Written and verbal English competency
- Able to read and follow directions

**Analysis/Research Skills**

- Understands cost-benefit analysis
- Understands decision analysis
- Able to conduct budget/fiscal analysis/financial management

**Planning**

- Understands spatial analysis (physical, social, economic, demographic)
- Understands systems analysis and design
- Knowledgeable about project design and planning

**Minimum  
Qualifications:**

**Education Requirements:**

- 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).]*

**Licenses/Certifications Required:**

- Must have Texas Medical license or acquire Texas Medical licensure within six months of hire.
- Must possess valid driver's license and reliable transportation.

**Experience Requirements:**

- Must have at least one year of administration, management and/or supervisory experience in public health, medical, or health administration field.

**Computer Proficiency:**

- Must be proficient in Microsoft Office Products, including Outlook.
- Must be proficient in using Electronic Health Records for patient-level care and coordination.
- Proficiency with mobile/smartphone technology and health information technology is required.

**Special Skills:**

- Thorough knowledge of the principles and practice of communicable disease control and prevention.
- 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.
- Must possess ability to work effectively and collaboratively with a variety of stakeholders both internal and external.
- Must have ability to demonstrable leadership skills and expertise in previous work experience.
- Must possess excellent verbal and written communication skills for the public, media, elected officials, and others.

**Preferences:**

**Education Preferred:**

- Board certification in 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.).

**Licenses/Certifications Preferred:**

- Infectious Disease certification or eligibility or prior TB Control experience or prior EPI experience.

**Experience Preferred:**

- At least 3-5 years of administration, management and/or supervisory experience in public health, medical, or health administration field.

**Computer Proficiency:**

- EPIC Electronic Medical Record proficiency is highly desirable.

**Special Skills:**

- N/A

**Work Environment:**

**Physical Requirements:**

- The incumbent may be required to work long and irregular hours in circumstances of public health or infectious disease emergency or potential for such.

**Approvals:**

---

Name	Title	Date
------	-------	------

---

Name	Title	Date
------	-------	------