<u>Job Description</u>

Clinical Case Manager, Physician Health Program
Medical Society of the District of Columbia (MSDC)/Healthy Physician Foundation (HPF)

MSDC is seeking a contract Clinical Care Manager to manage its Physician Health Program. If you are a clinical social worker with experience working with physicians and/or addiction management, and you can work collaboratively to advance the mission of the program, we want to talk to you!

Background on MSDC, HPF, and PHP
With more than 3,000 members, the Medical Society of the District of Columbia (MSDC) is the largest medical organization representing physicians in the District of Columbia. The Medical Society was founded in 1817, and it is dedicated to ensuring the well-being of physicians and their patients in metropolitan Washington. The Healthy Physician Foundation is an affiliated 501(c)3 charitable organization dedicated to addressing and preventing moral injury in the physician population, with a specific focus in the DC area. This organization exists to provide programs, resources, and community to a profession overwhelmed and overburdened by stress.

The mission of the MSDC Physician Health Program is to promote quality medical care by providing confidential assistance to physicians, resident physicians and medical students suffering from substance use disorders, psychiatric disorders, and other behavioral problems. The Program refers for evaluation, monitors the treatment and clinical practice of its participants and provides advocacy and support as well as outreach activities, including prevention and education.

Role of the Clinical Case Manager
The role of the Clinical Case Manager (CCM) is to provide the primary interface between the Program, its participants and their collateral treatment providers, as well as to provide case management services and documentation. That role is supported and advised by the Physician Health Committee (PHC), a voluntary board of local physicians dedicated to our mission statement.

The CCM provides the initial contact to participants seeking enrollment, whether voluntary or mandated, conducts an intake interview and presents/consults with the PHC as necessary. Based on treatment recommendations, either from independent Program referral, referring treatment facility or other prior treatment provider or program, the Treatment Program Agreement (TPA) for monitoring is drafted by the CCM, including participant requirements for psychotherapy, 12-Step program attendance and regular drug screening protocols. The CCM oversees these requirements and modifies the TPA as necessary over time based on changing needs, participant requests and PHC consensus.

The CCM provides the primary monitoring function for Program participants, meeting with them on a regular basis per the TPA. The CCM ensures that participants are meeting the required TPA elements, e.g. weekly psychotherapy, including facilitating the quarterly documentation that provides the basis for Program advocacy efforts. The CCM interfaces directly with collateral providers as necessary to confirm treatment status, explore any potential issues, and ensure participant compliance and well-being. The CCM updates and maintains the *RecoveryTrek* case management database, including all treatment documentation, monitoring functions and frequency/type of participant drug screenings. They monitor and reacts to any test alerts, taking corrective action with participants as necessary and with appropriate input from the PHC and its Chair.

The CCM manages the monthly meetings of the Physician Health Committee, sets the agenda with input from the PHC members and co-leads the meeting with the Chair. The CCM presents new intakes and cases warranting attention as appropriate and takes action as recommended by committee consensus. The agenda may also include other pertinent issues regarding outreach, education and other advisory functions.

The CCM interfaces with the District of Columbia Board of Medicine, as well as with other state boards, as necessary in cases of participant advocacy, impairment, and/or investigation. The CCM prepares quarterly status reports and advocacy letters for program participants, and any other advocacy requirements on an ad hoc basis.

Contractor requirements
- Advanced degree in social work, addiction counseling, psychology, or related area.
- Office infrastructure to operate as an independent contractor
- Work experience with physicians or medical professionals
- Preference given to individuals with previous experience with physician health programs

Compensation details
This is a contracted position with MSDC that will serve the Physician Health Committee under the Foundation. The person selected will be offered a one-year contract outlining qualifications, requirements, and compensation. The person selected will be an independent contractor and not an employee, and thus not eligible for any benefits offered to MSDC employees. This person, however, can enroll their company/LLC in the MSDC Pooled Employer Plan to save on retirement plan costs. The person selected will also self-insure for professional liability insurance; however, the Physician Health Committee is covered by D&O and general liability insurance.

Reimbursement for services rendered will be paid monthly at the rate of $2,600 per month. Reimbursement will be made for parking at the MSDC office and other incidental expenses while providing services for the Program, as well as travel expenses for the annual FSPHP conferences in line with MSDC/Foundation policies. MSDC pays for the FSPHP membership for the CCM and PHC Chair.

Application process
Interested applicants should send a resume/CV and cover letter outlining their interest and qualifications for the position to hay@msdc.org. Interviews will be conducted on a rolling basis.

MSDC is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, race, color, religion, national origin, marital status, gender identity or expression, sexual orientation, or other characteristics unrelated to professional performance.