



**Position:** Physician – HIV Medicine and General Medicine  
**Program:** Health and Mental Health Services  
**Reports to:** Medical Director  
**Salary:** DOE  
**Status:** 100%, Full-Time, Regular, Exempt  
**Probation:** 180 Days  
**Benefits:** Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, 403(b) Retirement Plan, and CME Allowance

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**JOB SUMMARY:** The Physician will provide medical care for the patients of the Los Angeles LGBT Center (The Center). The continuity patient panel for the Physician – HIV Medicine and General Medicine will be comprised of HIV-infected and HIV-uninfected individuals; the panel may also include Transgender patients and other patient populations within the LGBT community (for example, geriatrics) for whom The Center provides medical care, depending on the candidate’s experience and training. This physician will also be expected to provide episodic care for non-panel patients as needed.

**ESSENTIAL FUNCTIONS:**

- 1) The diagnosis and treatment of the HIV infected adult in ambulatory care settings. This entails diagnosis of acute HIV infection; of acute opportunistic infections; of all conditions co-morbid with HIV that are typically in the scope of the generalist physician; monitoring clinical and immunological status of HIV patients; the initiation and modification of antiretroviral treatment;
- 2) The diagnosis and treatment of the HIV uninfected adult for all medical conditions typically in the scope of the generalist physician (Family Medicine and General Internal Medicine);
- 3) Referral of patients to medical or surgical specialists as needed and the preparation of clinical summaries for those consultants; telephone consultations with specialists; review of their reports; incorporation of their findings and recommendations into the overall management of the patient. In all cases, the Physician will act as the Primary Care Provider and coordinate the specialty needs of their patients;
- 4) Daily review of lab results; daily review of requested medication refills;
- 5) Participation in coverage for the other medical providers in cases of vacations, conferences, and illness, and overflow. This includes review of other providers’ lab results and medication refill requests;
- 6) Participation in the Clinic’s on call system.
- 7) Physician will make detailed clinical notes entered in patients’ electronic medical records that comply with the standards currently in place and are modified from time to time based upon new technology, contract requirements from the Clinic’s payors or their fiduciary agents, state and federal regulations and results of internal Quality Improvement Monitors;
- 8) Physician is responsible for maintenance of their own Continuing Medical Education (CME) in order to keep current with relevant Board Certification and for AAHIVM certification;
- 9) Physician will participate in administrative assignments. All providers will attend, at a minimum, the following meetings:
  - a. Peer Review – twice monthly
  - b. Administration, Nursing, Pharmacy, and Research, each on a rotating basis weekly
  - c. Information Technology for EMR training or customization, weekly.
  - d. Case Conference – twice monthly
  - e. Multi-Disciplinary Case Conference – monthly
  - f. Center All Staff Meeting – quarterly
  - g. HMHS All Staff Meeting – every fifth Friday of the month

**OTHER RESPONSIBILITIES:**

- 1) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 2) Some computer skills and knowledge, including medical database operations;
- 3) Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment;

**TRAINING, EDUCATION, AND LICENSURE:**

- 1) Physician must have either M.D. or D.O degree;
- 2) Board Certified in either Family Medicine, General Internal Medicine or Infectious Diseases;
- 3) A valid license to practice medicine in the State of California;
- 4) Registered by the Drug Enforcement Administration;
- 5) Within six months of employment must become certified by the American Academy of HIV Medicine.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.