Job Description: MGH Transgender Health Program (THP) Medical Director

Overview

The MGH Transgender Health Program (THP) Medical Director, as part of the local practice leadership team, is responsible for the management of the THP clinical practice and the overall operations of the program. He/she/they ensure(s) the practice provides high quality, patient-centered, gender affirming care and a professionally satisfying work environment for physicians and other staff. Working collaboratively with the practice manager, he/she/they ensure(s) the practice runs efficiently and makes the most of available resources. He/she/they participate(s) in Primary Care leadership team forums, contributing to development of shared vision/goals and operating standards for the MGH Primary Care practices broadly, and implements same in the practice for which he/she/they is/are responsible.

The Medical Director will also help lead the education, research, and community engagement efforts of the THP, working collaboratively with faculty and staff in the program and across MGH. The Medical Director must be committed to teaching, and academic rank at Harvard Medical School as Instructor, Assistant Professor, or Associate Professor, full-time and part-time, will be commensurate with qualifications and experience, including relevant experience in medical education, health system leadership, research, and community service.

Candidates must be board certified or board eligible in Internal Medicine or Family Medicine, and qualify for a license to practice medicine in the Commonwealth of Massachusetts.

The position requires 0.25 FTE administrative effort and 0.25 FTE clinical effort. The THP Medical Director reports directly to the Director of Primary Care within the Division of General Internal Medicine (DGIM) and the Chief of the Division of General Internal Medicine.

Please send letter of interest and CV to:
Mary McNaughton-Collins, MD, MPH
Director of Faculty Recruitment and of Faculty Career and Professional Development
Division of General Internal Medicine
Massachusetts General Hospital
C/O Rayna Weiser
rcweiser@mgh.harvard.edu

We are an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.
Responsibilities and Expectations

Leadership:
- Participate in Primary Care Team Leader (PCTL) agenda setting and Primary Care strategic planning
- Attend and participate in Medical Director/PCTL meetings
- Lead regular informational and participatory practice team meetings
- Serve as the conduit for two-way communication about crucial initiatives and system changes
- Maintain clear lines of communication/report to Director of Primary Care and Chief, Division of General Internal Medicine
- Foster a clinical environment that encourages joy in practice
- Coordinate with Plastic Surgery, Obstetrics/Gynecology, and Urology to maintain clear lines of communication and support the gender affirming surgical program
- Interface with MGH Psychiatry and Social Services to enhance mental health services for transgender and non-binary patients

Quality of Care:
- Oversee and assess medical care provided by the practice in order to maintain and promote the very highest quality of care
- Promote team-based, top of license care in collaboration with site leadership team
- Promote efforts to improve the patient experience of care
- Report to Director of Primary Care any matters that adversely affect the quality of care provided by the practice

Continuous Improvement
- Create workplace structure, support, and culture conducive to continuous improvement, with particular emphasis on engaging providers in activities to meet practice goals
- Implement core local, DGIM, and Mass General Physicians Organization (MGPO) strategic initiatives
- Maintain clear lines of communication/reports to Director of Population Health and Quality Improvement for the Division of General Internal Medicine

Personnel Management/Staffing:
- Physician Staff:
  - Interview/give input on potential physician hires to ensure appropriate fit for practice site
  - Support and mentor site clinicians to deliver timely, high-quality patient care, understand and adhere to DGIM/MGPO polices, and become familiar with Primary Care strategic priorities
  - Provide an annual review for each physician (more often if safety or conduct issues arise)
  - Foster seamless integration of trainees into the clinical environment
  - Conduct FPPE/OPPE reviews as appropriate
Non-Physician Staff
  - Collaborate with other members of the practice management team
  - Participate in NP/PA and support staff recruitment

Financial Management:
  - Regular review of practice-level data and financials with local leadership team
  - Provide input to practice budget to assure request reflects essential clinical needs of the practice
  - Assure compliance with coding and billing standards

Education:
  - Collaborate with THP and MGH faculty to oversee education opportunities in the clinic and across the hospital (including GME, UME, and non-physician education)
  - Ensure clinical resources are available for the broader MGH/HMS community to improve gender affirming care

Research:
  - Oversee administrative aspects of research in the THP and related to transgender health
  - Collaborate with MGH faculty to build a research portfolio within the THP

Community Engagement:
  - Foster relationships with community organizations serving the transgender and non-binary community
  - Participate in community education efforts, focused on the transgender and cisgender population
  - Collaborate with Harvard-wide, Boston, and New England medical providers to expand access to gender affirming care

Qualifications

The Medical Director must be a licensed physician who attended an accredited medical school. He/she/they must be board certified in his/her/their specialty and have at least 5 years’ experience practicing medicine. The individual will have demonstrated leadership skills. Excellent communication skills and problem-solving ability are essential. The Medical Director must maintain a practice with a minimum of 2 sessions per week.