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| Job Title | <i>Director – Medical Support</i> |
| Reports To | <i>Chairman of the Board</i> |

Job Purpose:

The Director for Medical Support has overall responsibility for making decisions about medical flight eligibility and for coordinating personnel and equipment resources to support the medical and safety needs of Veterans participating in flight day

Duties and Responsibilities:

The Director for Medical Support is responsible for the following tasks:

- Establish and maintain an Interdisciplinary Advisory Group of experienced clinicians with prior Honor flight experience for consultation and recommendations for the TLC, Mobility and Oxygen Coordinators.
- Provides oversight to the Medical Flight Managers, Medical Reviewers, Oxygen, Data, and PT Guardian Coordinators to ensure that all medical preflight activities are complete and the Medical Flight Team is prepared for flight day. This includes
 - Frequent communication with Medical Flight Managers and Coordinators to ensure timelines are met and flight resources have been secured
 - Coordination of all medical activities for Spring and Fall Veteran Orientation/Guardian Training
 - Collaboration with the Medical Flight Managers to select, brief and provided all necessary documentation to the Medical Support Team for flight day
- Oversees “Their Last Chance” (TLC) program
- Communicates pre-flight information with flight MD as needed
- Availability to communicate with the Medical Support Team throughout flight day
- Oversees the Medical Welcome Home Ceremony for Veterans medically unable to fly
- Recruits and supports a Medical Volunteer Roster Coordinator to identify new and experienced Medical Volunteers and record medical-related volunteer hours
- Communicates regularly with Medical Flight Managers, Oxygen Coordinator, Medical Reviewers, and other medical volunteers as needed
- Communicates throughout the flight season with Director Administration regarding Veteran roster changes
- Communicates necessary Veteran/Guardian flight-day needs to Director Flight Operations
- Creates, updates, and maintains Standard Operating Procedures (SOPs) for relevant coverage areas.
- Conducts both telephone and home visits as needed to obtain the best possible assessment of Veteran medical challenges and plan for adequate resources during their Flight.
- Attends monthly Board of Directors meeting, Flight Team meeting, and Volunteer meetings
- Provides monthly committee report in advance of Board and Flight Team meetings and other documentation as requested



Qualifications:

The Director for Medical Support must display the following qualifications, skills and traits:

- Current licensure as a medical professional (e.g., MD, RN, PT, etc) - Preferred
- Knowledge of medical terminology and medications
- Understanding of medical confidentiality
- Strong communication skills (verbal and written)
- Proficiency in Microsoft Office 365
- Attention to detail
- Time management
- Organization
- Self-motivation
- Responsibility

Working Conditions:

The Director for Medical Support will need to provide his/her own computer, laptop or tablet and a printer along with internet and email access. Depending on the needs of the Medical Support Team, the Director for Medical Support may be required to fly on flights and participate as a member of the Medical Team

The Director for Medical support is a volunteer, unpaid position requiring a 3-year commitment; 2 years as an active Director and 1 year as emeritus in a support role.

BHF does not have a physical office, so daily support is provided remotely from a personal residence or office location.

BHF does not reimburse staff for airport parking or mileage. The time commitment for this position varies month to month and is greatest during the spring and fall flight seasons, during which time the commitment may be 20 or more hours per week

Physical Requirements:

This position may be required to assist any Veteran on flight day. This may require him/her to meet the BHF guardian requirements. **Direct Reports:**

The following positions report to the Director of Medical Support:

- Medical Flight Manager (2)
- Medical Reviewer and Data Entry (4)
- Data and Spreadsheet Coordinator (1)
- Oxygen Coordinator (1)
- PT Guardian Training Coordinator (1)