JOB DESCRIPTION

HIV FOCUS TESTING COORDINATOR

I. POSITION TITLE: HIV FOCUS Testing Coordinator

II. EFFECTIVE DATE: As soon as possible

REVIEWED DATE: Looking to hire someone immediately

III. SUPERVISED BY: Ann Petru, MD

IV. SUPERVISES: N/A

V. QUALIFICATIONS

a. Baccalaureate degree in health sciences or equivalent work experience

b. Knowledge of medical terminology and diagnostic testing methods

c. Familiar with current HIV/AIDS testing and research methods

d. Ability to work well and communicate effectively with persons of varying educational and cultural backgrounds

e. Familiarity with applicable laws regarding confidentiality and release of health information

f. License or license eligible by training

g. Possess excellent organizational skills and abilities to work well independent of constant supervision

h. Strong verbal and written communication skills

i. Ability to prepare clear and concise written reports

j. Excellent computer and data management skills

k. Ability to interface with electronic health records system
VI. GENERAL DUTIES:

a. Provides leadership role in the HIV FOCUS Testing Program

b. Provides a broad range of clerical duties to ensure proper handling, organization, and reporting medical data while maintaining the confidentiality of protected health information

c. Position requires data entry, answering phones, sitting, bending, stooping, twisting, standing, reaching, and lifting

d. The job description outlines the general nature and level of work to be performed. Job duties and assignments may be modified as needs and demands of the job dictate or as the supervisor deems appropriate.

e. The job description provides general information considered necessary to depict the major responsibilities of the job and shall not be construed as a detailed description of all the required work that may be inherent in the job.

VII. RESPONSIBILITIES

a. Reports directly to designated supervisor

b. Maintains professional attitude and behavior at all times

c. Openly displays ID badge at all times

d. Maintains confidentiality of medical records and medical information

e. Coordinates testing and educational activities relating to the HIV FOCUS Testing Program

f. Coordinates and assists the training of providers and nursing staff for HIV FOCUS Testing at multiple Children's Hospital Research Center Oakland (CHRCO) sites

g. Collects various data variables regarding testing subjects consistent with grant guidelines

h. Ensures confirmatory serum testing is completed

i. Reports confirmed positive cases to Pediatric HIV/AIDS Program for reporting to Alameda County Office of AIDS

j. Maintains confidential identity log of test results
k. Prepares and presents quarterly reports based on data collected to Gilead

l. Maintains monthly statistics and submits to supervisor and/or designee for grant purposes

m. Coordinates in-service education, maintains training and provides training documentation on-site

n. Attends staff meetings as required

o. Attends in-service training relating to the HIV FOCUS Testing Program as required

p. Maintains a good working relationship with all staff

q. Utilizes established policies and procedures in making decisions, but uses sound independent judgment in meeting the responsibilities and performing the duties of the position

r. Provides supervisor with documentation and information for individual payroll information and/or adjustments

s. Reports any Worker’s Injury to supervisor and/or administrative personnel immediately and follow policy and procedures as required

t. Dresses in appropriate attire that is complaint with dress code

u. Ensures the proper flow of relevant information (policies, procedures, in services, problems, etc…) to management staff and supervised personnel

v. Contributes to and participates in accreditation preparation, accreditation surveys, and public health surveys as needed

w. Works collaboratively with the Quality Assurance and Pediatric Residency Education Office

x. Monitors budget to ensure fiscal responsibility for medical and support services

y. Provides other services and performs other duties as assigned
VIII. GENERAL INFORMATION

a. The HIV Testing Coordinator will maintain a current copy of professional resume on file with CHRCO.

b. The HIV Testing Coordinator will behave at all times in a manner that does not bring discredit to CHRCO.

_______________________________   ________________
Employee Signature      Date

_______________________________   ________________
Supervisor Signature      Date

Interested candidates should e-mail the project manager directly: Ann Petru, MD, Co-Director of the Division of Infectious Diseases
(apatru@mail.cho.org<mailto:apatru@mail.cho.org>)