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– **FIRST DESCENTS MEDICAL REVIEWER** –

First Descents (FD) is seeking additional Medical Reviewers with a specialization in Oncology, Multiple Sclerosis (MS), immunocompromised conditions, and/or COVID high-risk factors to support FD's application and medical review process. FD serves the Oncology, MS, Healthcare Worker, and Caregiver young adult communities and provides a shared experience with their peer group in an outdoor adventure environment. The FD screening process matches participants with programs best suited to ensure their success, safety, and well-being. The medical review is a key component of this process.

Participants are required to submit an application, which includes their medical history. If needed, Participants are also required to submit a Physician's authorization form from their medical provider in order to attend a program. This helps ensure the individual and collective safety and well-being of Participants, Staff, and Volunteers. This information also prepares Outfitters, FD Staff, and Volunteers, including our Medical Volunteer, for the program.

**Who?**

FD is looking for licensed medical professionals, including physician assistants, nurses, physicians and/or medical specialists, with a background in Oncology, MS, and/or expertise with immunocompromised conditions to serve as volunteer Medical Reviewers. As FD continues to provide more programs, there will be a continued and growing need for qualified volunteer Medical Reviewers, so the hope is reviewers will continue to support FD into the future!

**WHAT?**

The Medical Reviewer is responsible for actively reviewing the Participant's paperwork, including their personal application and their Physician's authorization form submitted by their medical provider, in line with FD's medical screening guidelines. In this process, the Medical Reviewer would receive a notification of the assigned medical review via email and access the medical forms through their Salesforce login. The Medical Reviewer is responsible for flagging any areas of concern, or issues that require additional medical follow up. If additional follow up is required, the Medical Reviewer may be required to reach out directly to the applicant or to their medical provider to gather more information and make an ultimate determination. The Medical Reviewer should take notes and submit them on each applicant, demonstrating that flagged questions were reviewed and providing any pertinent additional background information, recommendations, or notes.

**THE MEDICAL REVIEWER'S KEY RESPONSIBILITIES INCLUDE:**

Making a sound determination on the Participant's participation in a program and sharing that decision, with accompanying notes, to FD's Program Team. At times, they may be asked to explain their notes and/or communicate with Lead Staff and/or the Medical Volunteer assigned to the program that individual will be attending.

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Communicating with FD Staff, including the VP of Programs, the Partnerships and Recruitment Director, and members of the Participant Engagement Team, on a regular basis to gather information and make a determination in line with FD's program approach, model, activities and environment.

Complete annual virtual training with the FD Programs Team and FD's Medical Director.

Collaborate with other Medical Reviewers, including FD's Medical Director and the Mental Health Resource Specialist, who focuses on behavioral and psychological components of an individual's application, to conduct a comprehensive assessment and make a joint determination on a Participants' participation in a program.

**WHEN?**

Year-round. However, the bulk of our medical reviews take place primarily from March to October. The Medical Reviewer, depending on their availability, can expect between 20-30 applications per year or approximately 1-2 hours of volunteer time per week, depending on the application, level of complexity and any follow up needed. FD can adjust the number of applications a Medical Reviewer is responsible for based on their schedule and availability. This is an unpaid volunteer position.

Medical Reviewers would be required to check their email on a regular basis during the program season. If assigned an application, they would be asked to review it within 3-5 days.

**HOW TO APPLY**

Please send an email of interest and your resume to FD's Program Manager, Angelina Mangiardi, [angelina.mangiardi@firstdescents.org](mailto:angelina.mangiardi@firstdescents.org).