

thesecondopinion

Providing Clarity, Compassion & Hope since 1969

Medical Director Position available

The *second*opinion is seeking a part-time or consultant **Medical Director** to lead our free, comprehensive, multidisciplinary second opinion program for adults in California diagnosed with cancer.

About *thesecond*opinion

For more than 55 years, the *second*opinion has ensured that no adult in California faces a cancer diagnosis without access to expert, unbiased guidance. Founded in 1969 by visionary Bay Area physicians, the organization provides free, multidisciplinary second opinions that transform uncertainty into clarity, confidence, and informed treatment decisions.

Position Summary

The Medical Director is responsible for the organization, oversight, and implementation of Multidisciplinary Review Panels (MRPs) and related services, including written and telephone consultations, that provide adult cancer patients with comprehensive, unbiased second opinions regarding diagnosis and treatment options. This position ensures the medical integrity, quality, and effectiveness of services in alignment with the organization's mission, goals, and impact, as directed by the Executive Committee of the Board of Directors. The Medical Director works in close partnership with the Executive Director to advance the organization's mission and is responsible for all matters relating to medical expertise and quality of patient care.

Reporting Structure

- Reports to the Executive Committee of the Board of Directors on medical matters.
- Reports to the Managing Director/Executive Director on administrative matters.
- Works in close coordination with the Managing Director/Executive Director to ensure seamless program implementation and organizational alignment.

Primary Responsibilities

- Oversee and supervise the Multidisciplinary Review Panel (MRP) process and related consultation services.
- Supervise the Medical Services Team to ensure accurate, thorough, and timely completion of all panel-related duties.
- Recruit, mentor, and train Panel Chairs.
- Collaborate with the Program Director and team to select and schedule Panel Chairs, panel participants, and MRP dates.
- Review patient requests and medical records to determine appropriate candidacy for panel presentation or alternative consultation services.
- Determine panel scheduling based on urgency, medical need, and completeness of patient documentation.
- Recruit and cultivate board-certified volunteer medical professionals to serve on MRPs.

- Ensure proper documentation and record-keeping in compliance with patient privacy and confidentiality standards.

Secondary Responsibilities

- Serve as Chair of the Medical Program Committee.
- Evaluate and document program effectiveness and service delivery outcomes.
- Participate in outreach efforts to potential donors, medical professionals, and community-based organizations as appropriate.
- Serve as a medical ambassador for the organization within the healthcare community.

Qualifications & Skills

- Board Certified Medical Oncologist, Radiation Oncologist, or similarly qualified specialist.
- Excellent oral and written communication skills.
- Strong ability to review and evaluate complex medical records and diagnostic data.
- Demonstrated experience in patient chart management and case review.
- Compassionate and sensitive patient interviewing skills.
- Deep knowledge of oncology standards of care and treatment protocols.
- Ability to lead and engage multidisciplinary medical professionals in an inclusive and collaborative manner.
- Experience recruiting and mentoring physician volunteers.
- Strong meeting facilitation and leadership skills.

Interested candidates may submit a CV and letter of interest to the current Medical Director, Howard Kleckner, M.D. at hbleckner@thesecondopinion.org.