

Badger Honor Flight

Director – Medical Description

The Director - Medical is one of 9 working board members on the BHF Board of Directors. This is a volunteer position.

Oversees Medical as it relates to:

- **Guardian Training (one session per flight season, 2 per year)**
 - Approximately one month before the first flight, we hold Guardian Training on a Saturday morning. This is mandatory for Guardians and strongly encouraged for Veterans. The Medical director solicits for, and organizes, medical volunteers to assist at guardian training. The medical volunteer team members are needed to staff the medical review tables, staff the oxygen assessment table, and provide hands-on training with the wheelchairs as well as how to guard the Veterans on stairs/escalators and assist with transfers.
- **Flight Calls (two flights per season, 4 flights per year) including application review**
- **Flight Team & flight day operations**
- **TLC applications**
 - A TLC (Their Last Chance) Veteran is someone that has been diagnosed with a terminal and life-threatening condition. The prognosis for this Veteran is less than 12 months. The Medical director reviews the application, coordinates the paperwork to verify the diagnosis/prognosis, and discusses with the flight day MD as to whether this Veteran would be appropriate to fly. Because of the nature of TLC applications (usually a quick turn-around) the Medical director makes the phone call(s) to the Veteran/family/nursing home/hospice/etc. as needed, emails/faxes the paperwork, and has conversations with the flight MD.
- **Medical team volunteers**

Responsible for attending monthly board meetings, flight team meetings, and all volunteer meetings (first Wednesday of every month, currently beginning at 5:30 pm) and providing monthly committee reports in advance of this meeting.

Director - Medical has equal vote to other board members in organizational decision making process

Works closely with Director-Administration to train callers, screen call files, compile medical information on each vet for each flight, and maintain up-to-date roster in Sharefile for use at Guardian Training and for preparation for flight day.

Works closely with Flight Coordinator and Medical Flight Coordinator for plane/bus seating and flight day operations

Time commitment varies and ramps up as flight season approaches. As Guardian Training approaches time is needed to review call files and update Sharefile, as well as communicate

with medical team volunteers for roles at Training session. As flight day approaches, time will be needed for continuous review of veteran medical information, ordering supplies as needed, ensuring equipment is adequately stocked, assigning (Medical) Flight Team members and duties, and preparing/attending seating meeting 10 days in advance of the flight.

Director - Medical, if flying, will have flight day assignments as will the rest of the BHF volunteers flying that day.

All veteran applications are handled with the utmost respect for privacy, including TLC applications. Communication with regards to TLC applicants occurs between flight physician and Director - Medical.

Skills needed: time management, prompt initiation of and response to communication including email and text, computer skills and familiarity with Excel, respect for others' time and job duties, and a primary goal of ensuring a safe and memorable trip to DC for our nation's Veterans. A medical background is encouraged.