



POSITION DESCRIPTION

National TB Medications Focal Point

Background

The National Tuberculosis Coalition of America (NTCA) is seeking to hire a part-time National TB Medications Focal Point. This position is crucial in supporting the ongoing needs of the TB community by ensuring a continuous, affordable, and accessible supply of TB medications. The creation of this role responds to the expectations outlined by our federal partner, the CDC's Division of TB Elimination (DTBE), as well as by NTCA members, who are increasingly relying on NTCA to serve as a central clearinghouse for TB medication supply issues.

Job Description and Key Responsibilities

NTCA is facilitating communication between the Food and Drug Administration's (FDA) Drug Shortage Team, the DTBE Policy Team, and TB programs and staff nationwide. A critical component of this job is to maintain an accurate understanding of the TB drug supply landscape. The role demands weekly communication to gather and share reports from TB programs and clinicians concerning drug shortages, supply disruptions, and procurement challenges. This ongoing exchange of information is time-consuming, requires significant attention to detail, excellent communication skills, and time management skills.

Under the guidance of the Executive Director, the person in this part-time position will be responsible for coordinating all aspects of NTCA's efforts to track, monitor, and communicate about TB medication challenges. Additionally, they will prepare formal presentations and reports intended for the NTCA membership, the larger TB community, and external partners, including the FDA, DTBE, manufacturers, distributors, and key advocacy organizations.

Qualifications

The ideal candidate should be able to work independently and possess excellent verbal and written communication skills. Experience in data analysis is essential, as is a demonstrated commitment to working effectively with TB programs. In addition, the candidate must understand the critical importance of maintaining a strong TB medication pipeline in the United States. Applicants must have prior experience working with state, large-city, and territorial TB programs, and must understand the administrative, contractual, and fiscal challenges these programs face when procuring TB medications. Experience in communicating with TB program staff, Federal partners, manufacturers, and distributors is essential.

While previous knowledge and experience in the pharmaceutical industry would be beneficial, it is not a strict requirement. In addition, recognition of the clinical significance of individual TB

medication and the prescribing practices in domestic TB programs is preferred but not required.

Key Responsibilities

- Review reports submitted through the NTCA TB medication and diagnostic reporting mechanism and share relevant information with the reporters. Prepare and deliver periodic summaries to NTCA leadership, external partners (including the FDA and DTBE), and the broader NTCA membership, providing updates on current challenges faced by TB programs and clinicians.
- Coordinate and maintain frequent communication with external partners at the federal, state, and local levels, as well as with drug manufacturing executives.
- Identify and foster new partnerships with organizations working in the field of TB to educate these organizations about the challenges faced in the United States.
- Contribute to developing social media posts that educate the public about TB medications and current supply challenges.
- Assist in preparing various types of communications related to TB medications, including reports, formal presentations, and brief memos aimed at updating TB programs and prescribing physicians.
- Serve as the primary point of contact for NTCA's engagement with manufacturers, distributors, and other organizations involved in providing TB medications within the United States.
- Support the NTCA Executive Director and Board leadership in activities related to TB medications.
- Provide administrative support to the various NTCA work groups or committees with responsibility for addressing TB medication issues. Examples include the work group addressing Situro (BDQ) procurement and the new initiative to bring pediatric TB medication formularies to the United States.
- Collaborate with external partners, such as the TB Centers of Excellence and member organizations of the TB Roundtable, to develop educational webinars targeted at TB drug manufacturing firms, distributors, and patient assistance programs supported by manufacturers.
- Establish and maintain regular, frequent communication channels with federal partners (the FDA, DTBE, 340B program), state and local TB programs, and TB patients and their families.
- Assist in the development, distribution, and relevance of all printed communications, including reports and materials posted to the public-facing NTCA website.
- Act as the main NTCA point of contact for all TB medication procurement issues.

Compensation

Compensation for this position, including salary and working hours, is negotiable. However, as this is a grant-funded position, a specific level of funding is allocated for this work, which drives decision-making on hiring and the length of the position's contract.