



Position Descriptions: Fetal and Infant Mortality Review (FIMR)

PROGRAM DESCRIPTION

The overall goal of Fetal and Infant Mortality Review is to enhance the health and well-being of women, infants and families by improving the community resources and service delivery systems available to these families. FIMR brings together key members of the community to examine information from individual cases of fetal and infant death to identify the factors that contributed to those deaths, determine if those factors represent system problems that require change, fashion recommendations for change and assist in the implementation of change.

1. Project Director

JOB RESPONSIBILITIES

This position is responsible for the management of the ongoing Fetal and Infant Mortality Review Program and supervision of staff as well as assuring adequate training for staff including abstractors and home interviewers. The director will work with key members of the community to determine how best to ensure that together these community leaders are able to develop recommendations and implement FIMR actions. The director serves as the program's liaison to community leaders, physicians, hospitals, related family service providers and agencies, as well as to civic groups, advocates and consumers. The director may be responsible for chairing team meetings, and developing written reports, grant proposals and other documentation pertaining to the program. Position reports directly to the County Commissioner of Health.

QUALIFICATIONS

A master's in Public Health, Public Administration, Nursing, Social Work or related field is preferred. The candidate must also demonstrate proven experience/skills in the health care field (pediatrics, obstetrics or related field), background in health program development and administration, complete understanding of the structure and functions of county and community health and related systems and resources, knowledge of the theory and practice of the continuous quality improvement model as it relates to community development, experience with data analysis, organizational and interpersonal skills; and have experience working with diverse populations and chairing complex, multi-organization meetings.

SALARY

Commensurate with skills and experience.

2. Project Coordinator

JOB RESPONSIBILITIES

This position is responsible for implementation of the day to day Fetal and Infant Mortality Review Program. This coordinator will supervise other FIMR staff who abstract case information, and conduct home interviews. Other activities include developing case summaries, scheduling and attending all team meetings and developing written minutes resulting from meetings. Also may include conducting some interviews with bereaved families, also tracking some medical records and serving as program liaison to the other community interviewers and to hospital medical records' departments. Position will report to program director.

QUALIFICATIONS

Bachelor's degree and minimum five years experience in the health care field (pediatric, obstetric, public health or related fields). Understanding of community health care systems and resources, data analysis methods; organizational and interpersonal skills required for scheduling interviews. Background or training in bereavement counseling skills and cultural competency is mandatory.

SALARY

Commensurate with skills and experience.

3. Medical Records Abstractor

JOB RESPONSIBILITIES

The abstractor reviews and abstracts information from the medical records for the Fetal and Infant Mortality Review program. The abstractor regularly receives cases and forms from the program coordinator and completes them within a specified time period.

The abstractor is responsible for contacting hospitals to retrieve medical records for specified cases, reviewing records at each hospital, filling out appropriate abstraction forms and providing additional information on each case based on clinical interpretation of records. Most records are found at area hospitals, while additional records may be sought occasionally at other facilities. The abstractor will prepare medical records information and attend case review team meetings, when possible. Position will report to the FIMR program coordinator.

QUALIFICATIONS

Clinical background in obstetrics and pediatrics, neonatology or perinatology. Medical or nursing degree required. Attention to detail. Flexibility, ability to accomplish tasks in short time frames. Computer skills, including familiarity with Microsoft Word. Must have own automobile with valid insurance.

SALARY

Commensurate with skills and experience.

4. Maternal Interviewer

JOB RESPONSIBILITIES

This position involves carrying out FIMR program tasks which include finding, contacting and interviewing the mother or another family member who has experienced the loss of a fetus or infant; gathering additional case information as needed; maintaining links with contract agencies and local providers; assisting in the development of case summaries; participating in case review group meetings; assisting in dissemination of program results to the community. Position will report to the FIMR program coordinator.

QUALIFICATIONS

Experience in home visiting, community outreach, case finding or conducting interviews. Excellent communication skills, sensitivity to needs and experiences of grieving families. Ability to work independently, with a flexible schedule, including some evenings and weekends. Knowledge of pregnancy and perinatal issues. Bachelor's degree preferred, with at least five years' experience in a community agency, health provider or similar setting. Must have car with valid insurance.

SALARY

Commensurate with skills and experience