

GRADE: 12
DIVISION: Office of Maternal and Child Health – Tulsa Fetal Infant Mortality Review (TFIMR)

POSITION SUMMARY:

Primarily responsible for the case review process to include data abstraction, maintenance of comprehensive database on infant mortality, preparation of cases for the Case Review Team, and facilitation of the Case Review Team that includes community partnership building and data acquisition of information related to infant and fetal deaths in Tulsa County and the Tulsa MSA. This position will gather information to share with local experts/partners 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. This position is contingent upon continued OSDH-FIMR funding.

PRINCIPAL DUTIES / RESPONSIBILITIES:

The following functions represent the majorities of the duties performed by the position but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (100% of Time):

1. Builds, maintains, and collaborates with a Tulsa FIMR Case Review Team and the Community Action Team to develop FIMR case-review protocols and recommendations for improved birth outcomes.
2. Assists in and participates in the Community Action Team relaying and interpreting recommendations from the Case Review Team in collaboration with the MCHI staff.
3. Utilizes the FIMR case selection protocol to select fetal and infant mortality cases for review.
4. Accesses State’s Vital Statistics Data, identifying case related healthcare agencies and contacting pertinent providers to facilitate the abstraction process.
5. Abstracts, interprets and de-identifies data of maternal, fetal and infant medical records (hospital, clinic and office-based), coroner’s records, and social service records (DHS, law enforcement, etc.) for presentation to the Case Review Team.
6. Collects, analyzes, and interprets various client, clinical, laboratory, and statistical data for technical reporting, and grant writing activities.
7. Maintains information in the national FIMR database containing relevant information from interviews and data abstraction.
8. Provides consultation to health care professionals, community organizations, and others on specific maternal and child health issues.
9. Creates in collaboration with the MCH Epidemiologist monthly (or periodic) summary reports to be shared with community partners and medical professionals.
10. Prepares monthly materials for submission to the Case Review Team prior to meetings.
11. Prepares timely evaluation and progress reports for monitoring functions as well as achieving program goals for the project and for contract deliverables as required by the OSDH and Title V initiatives.
12. Participates in staff meetings, quality assurance activities and appropriate in-service training.
13. Completes required training in support of duties and responsibilities of this position.
14. Acts as a proxy to attend the quarterly state Maternal Mortality Review Committee as needed.

15. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS / SPECIFICATIONS:

Education:

- Bachelor's degree in social science or health-related field required.
- Prefer completion of curriculum requirements for master degree in public health, social science, or health-related field.

Experience:

- Prefer two to four years' experience in a health-related field that requires community agency collaboration and medical records abstraction.
- Familiarity with infant mortality, reproductive health, infant development, maternal and child health programs, and basic principles of epidemiology.
- Post undergraduate employment in a health-related field. Familiarity with the FIMR methodology is preferred.

Skills:

- Excellent interpersonal and communication skills are required to effectively maintain and promote the community FIMR partnership and to interface with external professional staff and grieving families.
- Skill to review and interpret medical records and abstract data accurately and completely.
- Ability to establish and maintain effective working relationships with individuals, team members, agencies and organizations.
- Self-driven with the ability to work independently.
- Proficient in Windows, Microsoft Word, Microsoft Excel or Access (or similar database software).

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular contact with outside agencies and families to establish cooperative relationships and to obtain programmatic information.
- Regular internal contact with TCCHD-FIMR staff regarding program development.

SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:

- Direct Supervision – None.
- Indirect Supervision – None.
- Budget/Money/Material – Responsible for assigned hardware and software.
- Reports to – Associate Director, The Office of Maternal and Child Health

PHYSICAL REQUIREMENTS: No unusual physical effort is required.

WORKING CONDITIONS: Interaction with grieving families.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel within Tulsa County as well as to other locations within and outside of Oklahoma.
- Must have a valid driver's license.

FLSA Status: Exempt.