



## **FAMILY PLANNING COUNCIL OF IOWA (FPCI)**

### **JOB DESCRIPTION**

The Family Planning Council of Iowa (FPCI) is a non-profit organization dedicated to providing quality reproductive health care and family planning services to all people in Iowa who desire it. We provide this care through the delegation of Title X (ten) funds from the federal government, subcontracting with clinics and other facilities to provide family planning services to low-income individuals in local communities. This is a federally grant funded position. For more information about the work that we do please visit: [www.fpcouncil.org](http://www.fpcouncil.org)

Position: Clinical Policy Coordinator

Reports to: Executive Director

Hours/Location: This is a part-time position, 20 hours per week. The successful candidate must reside in the state of Iowa. The candidate may elect to work out of FPCI's Des Moines office or may elect to work remotely. Even if candidate chooses to work remotely, note there will be travel requirements to subrecipient clinics across the state as well as required travel to the FPCI office, at minimum, once a month for in-person staff meetings. If the successful candidate elects remote work, the candidate is responsible for providing sufficient internet connectivity and phone service to complete the required job duties with no additional compensation for internet or phone provided.

Function: Responsible for coordination and oversight of the clinical component of the Family Planning Council of Iowa's Family Planning Title X program.

#### Duties/Responsibilities:

##### Coordinate Clinical Component of FPCI Programs

- Manage clinical component of FPCI's Title X project and ensure subrecipient adherence to federal Title X clinical requirements.
- Staff FPCI Medical Committee, assist in leading quarterly Medical Committee Meetings, work with FPCI Medical Director to formulate agenda, track attendance, take minutes, and handle all logistical meeting arrangements.

- Lead FPCI Quality Assurance/Quality Improvement Projects ensuring thoughtful and meaningful topics are selected in alignment with the QFP (Quality Family Planning) document produced by the CDC.
- Review and revise FPCI Protocols as needed, at minimum on an annual basis.
- Identify and respond to changes in Title X clinical requirements, evidence based clinical practice, and make recommendations to the FPCI Medical Director and Medical Committee of changes to Title X Clinical programming.
- Provide clinical technical assistance to FPCI staff and subrecipients.
- Identify clinical training needs of subrecipients working in coordination with the FPCI Training Coordinator to conduct a formalized clinical training needs assessment for each subrecipient on an annual basis at minimum.
- Maintain regular and active communication with subrecipient clinical staff and providers regarding clinical issues.

#### Conduct Evaluation of Clinical Component of FPCI Programs & Subrecipients

- Perform on site clinical reviews of all FPCI subrecipients using clinical review tool.
- Perform off site reviews of subrecipients as needed or directed.
- Ensure process for reviews includes written communication to subrecipients, identification of opportunities for improvement, and follow up to ensure clinical compliance.
- Conduct at minimum, annual review of clinical protocols for all subrecipients.
- Perform chart audits as required or directed.
- Develop review tools as needed.

#### Prepare Reports and Analyses of Program Information

- Review, analyze, and provide feedback to subrecipients on field reports.
- Prepare written and oral reports related to Title X Clinical Programming as needed and/or directed.

Other duties as assigned.

#### REQUIRED KNOWLEDGE AND SKILLS:

- Sound computer skills. Must be comfortable using Microsoft Office Products to include Word, basic Excel, Outlook, Teams, and be comfortable hosting conference calls, web-based virtual team meetings, and hosting in-person meetings as necessary.
- Knowledge of clinically acceptable standards of chart audit protocol and criteria.
- Ability to formulate evidence-based clinical protocols.
- Experience writing and developing clinical policies.
- Ability to work with agencies and cultivate relationships with community stakeholders, partners, and subrecipient clinical staff and providers.

- Good communication skills, both written and oral.
- Ability to work independently, or with members of a team.
- Good organizational skills.
- Ability to travel across the state of Iowa to multiple clinic locations in reliable personal vehicle. Mileage will be reimbursed at established FPCI rate to be discussed pre-hire. Occasional travel across the United States for education and training may be necessary.

**PREFERRED KNOWLEDGE AND SKILLS:**

- Background/experience in reproductive health care
- Knowledge of family planning delivery systems
- Experience in preparing technical reports

**MINIMUM EDUCATION AND EXPERIENCE:**

- Registered Nurse, (RN) is required
- Bachelor's (BS/BA) degree preferred
- Physician Assistant (PA) or Advanced Registered Nurse Practitioner (ARNP) highly preferred

**LICENSURE:**

- State of Iowa Registered Nurse (RN) License
- State of Iowa Physician Assistant License (if applicable)
- State of Iowa Advanced Registered Nurse Practitioner (ARNP) License (if applicable)
- Valid Iowa Driver's License and reliable personal transportation
- Current vehicle registration and proof of liability insurance