



Clinical Policy Coordinator Job Description

Overview: The Family Planning Council of Iowa (FPCI) is a non-profit organization dedicated to providing quality reproductive healthcare and family planning services to all people in Iowa who desire it. We provide this care by delegating Title X (ten) funds from the federal government, subcontracting with clinics and other facilities to provide sexual and reproductive healthcare services to low-income individuals in local communities. This federal grant-funded position coordinates and oversees the clinical component of FPCI's Title X program. For more information about the work that we do, please visit: www.fpcouncil.org

Reports to: Executive Director

Hours: Part-time position, 28 hours per week, negotiable, within weekdays 8am-5pm

Location: The candidate must reside in the state of Iowa. The candidate must work out of FPCI's Des Moines office at least three days per week (on non-traveling weeks).

Travel: ~25%, including occasional visits to clinics across the state for site reviews, regional/national conferences, and training as appropriate.

Salary: Commensurate with experience, education, and skillset.

Benefits:

- Employer pays a portion of health insurance premium
- Monthly benefit stipend
- Medical flex-spending account
- Employee assistance program
- Vision, dental, cancer, and disability insurance available at the employee's expense
- Retirement agency contribution of 5% of position salary after one year of employment
- Vacation, holidays, and sick leave pro-rated based on FTE status

Education and Experience:

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

Duties/Responsibilities:

Coordinate Clinical Component of FPCI Programs

- Manage clinical component of FPCI's Title X project and ensure sub-recipient adherence to federal Title X clinical requirements.
- Participate on the FPCI Medical Committee, assist in planning 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 [Providing Quality Family Planning Services: Recommendations of the CDC and the U.S. Office of Population Affairs \(QFP\)](#) guidelines.
- Review and revise FPCI Clinical Procedures and Protocols annually and as needed.
- Identify and respond to Title X clinical requirements and evidence-based clinical practice changes and recommend Title X Clinical programming modifications to the FPCI Medical Director and Medical Committee.
- Provide clinical and technical assistance to FPCI staff and sub-recipients.
- Identify clinical training needs of sub-recipients working in coordination with the FPCI Training Coordinator to conduct a formalized clinical training needs assessment for each sub-recipient annually.
- Maintain regular and active communication regarding clinical issues with sub-recipient clinical staff and providers.

Conduct Monitoring of Clinical Component of FPCI Programs & Subrecipients

- Perform on-site clinical reviews of all FPCI sub-recipients at least once per project period using a clinical review tool.
- Perform off-site reviews of sub-recipients as needed or directed.
- Ensure the review process includes written communication to sub-recipients, identification of opportunities for improvement, and follow-up to ensure clinical compliance.
- Conduct, at minimum, a biennial review of clinical protocols for all sub-recipients.
- 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 sub-recipients on field reports.
- Prepare written and oral reports on Title X Clinical Programming as needed and directed.
- Use FPCI's centralized data system to review monthly clinic data submissions, identify opportunities for improvement, and communicate with sub-recipients on plans to resolve.

Organizational Support

- Engage in research and collaboration with team members and outside agencies to prepare presentations and education sessions as appropriate.
- Participate in developing grant proposals that support the mission and vision of FPCI.
- Support sub-recipient agency recruitment, onboarding, and retention as needed.
- Educate and respond to clients, the public, and staff on clinical matters in collaboration with the Executive Director.
- Act as an advocate for family planning and reproductive health services in Iowa.

Other duties as assigned.



Required Knowledge and Skills:

- Sound computer skills. Must be comfortable using Microsoft Office Products, including Word, Excel, Outlook, and Teams, and hosting conference calls, web-based virtual team meetings, and 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 sub-recipient clinical staff and providers.
- Good communication skills, both written and oral.
- Understanding of and ability to manipulate data, electronic medical records systems, and basic analytics.
- Research and investigation skills: the ability to dig into an issue or policy and identify potential resolutions.
- Ability to work independently and with members of a team.
- Strong organizational skills.
- Ability to travel across Iowa to multiple clinic locations in a reliable personal vehicle. Mileage will be reimbursed at the 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

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

Application Process:

Please send your current resume and letter of interest to asmith@fpcouncil.com

Family Planning Council of Iowa Non-Discrimination Policy

Family Planning Council of Iowa is committed to providing a workplace free from discrimination with regard to race, color, creed, religious belief, age, sex, national origin, sexual orientation, disability, or veteran status in any matters pertaining to employment with the Company. Such matters include, but are not limited to, promotions, demotions, transfers, layoffs, terminations, facilities, compensation, training, or other matters pertaining to employment.