

## PROFESSIONAL POSITION DESCRIPTION

**Position Title:** Coordinator - Maternal, Fetal, and Infant Mortality Review  
**Division:** Muskie School of Public Service  
**Department:** Cutler Institute  
**Location:** Remote/Augusta (Hybrid)  
**Schedule:** Full-Time  
**Reports to:** Senior Research Associate

### STATEMENT OF THE JOB

This position serves as the Coordinator for the Maine CDC's Maternal, Fetal, and Infant Mortality Review (MFIMR) Panel. The MFIMR Panel is a multidisciplinary group of experts who review cases of maternal, fetal, and infant death in Maine to identify contributing factors and guide prevention efforts. Using a public health approach, the program works to strengthen community resources and improve state and local systems that affect birthing people, infants, and families in order to reduce mortality and improve health outcomes.

Key responsibilities of the position include: obtaining, managing, and organizing health care and related records for MFIMR case reviews; abstracting information and preparing comprehensive case summaries; and coordinating and facilitating quarterly MFIMR Panel meetings; developing, documenting, and communicating Panel recommendations to stakeholders; supporting program planning, data quality, and continuous improvement activities; and collaborating with internal and external partners involved in maternal and infant health initiatives.

### Essential Functions

Following the review criteria outlined in 22 MRS §261, the Coordinator is responsible for conducting mortality reviews of:

- All women who die during pregnancy or within one year of giving birth.
- The majority of fetal deaths occurring after 28 weeks of gestation.
- The majority of infant deaths under one year of age, with case selection based on the need to review specific causes of death or to obtain a representative sample of all infant deaths.

Additional essential functions include:

- Accessing medical records as defined in statute to support case reviews
- Abstracting relevant information from healthcare records and preparing confidential, deidentified case summaries
- Overseeing voluntary interviews with individuals who may have relevant information about a case under review (pursuant to 22 MRS §261)
- Planning, organizing, and facilitating quarterly MFIMR Panel meetings and the annual Panel retreat
- Leading the recruitment, orientation, and training of new Panel members

- Collaborating closely with Maternal and Child Health Epidemiologists to identify cases for review; monitor trends in maternal, fetal, and infant mortality; maintain mortality case review databases and ensure data quality
- Leading the development and preparation of the annual report to the Maine Legislature outlining MFIMR Panel findings and activities

#### **SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Work on state and federally funded projects.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **BUDGET RESPONSIBILITIES**

- None

#### **INTERNAL AND EXTERNAL CONTACTS**

- **Internal:** Works regularly with University staff
- **External:** Works regularly with Maine CDC staff and MFIMR panel members.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience with medical records and electronic health data.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills, including the ability to establish and maintain effective working relationships with staff and a diverse group of internal and external partners.
- Ability to work independently and as a member of a team.
- Knowledge of the Microsoft Office Suite including Excel, Word and Outlook.
- Basic understanding of health data privacy and security principles.
- Knowledge of women's health, obstetrics, and/or neonatal care.

#### **QUALIFICATIONS**

##### **Required:**

- Registered Nurse or other healthcare professional licensure
- BA/BS plus 3-5 years of professional experience
- Experience facilitating meetings
- Excellent written and oral communication skills
- Excellent organization and time management skills

##### **Preferred:**

- Clinical education or professional nursing experience in women's health, obstetrics, and/or neonatal care (strongly preferred)
- Education and/or professional experience in public health settings

**\*NOTE:** All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background

*screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**HR Use Only**

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| <b>Approved</b>        |          |
| <b>Revised</b>         |          |
| <b>Job Family</b>      | 02       |
| <b>Salary Band</b>     | 6        |
| <b>Unit</b>            | UMPSA    |
| <b>CUPA Code</b>       | 470020   |
| <b>Employee</b>        | n/a      |
| <b>Position Number</b> | 00026660 |
| <b>Compliance</b>      |          |