



NWRHCC Clinical Advisor

JOB DESCRIPTION



Northwest Region
Healthcare Coalition

Position Description

The Northwest Colorado Healthcare Coalition (NWRHCC) is seeking an independent contractor to provide clinical advisory services. The contractor is responsible for providing a wide range of clinical program coordination for the following counties: Eagle, Garfield, Grand, Jackson, Mesa, Moffatt, Pitkin, Rio Blanco, Routt, and Summit. The contractor **MUST** live within the NWRHCC boundaries, and proof of residency must be provided with the application.

The Clinical Advisor will serve as the primary clinical liaison between the NWRHCC, local and state counterparts, federal agencies, and all appropriate stakeholders providing activities related to the Hospital Preparedness Program (HPP) grant, especially with the Colorado Department of Public Health and Environment's Office of Emergency Preparedness and Response (CDPHE-OEPR) Healthcare Coalition program. The Clinical Advisor will provide clinical expertise as it relates to the NWRHCC and support the Readiness and Response Coordinators in the coordination and submission of grant deliverables. This position reports directly to the NWRHCC Chair for guidance and decision-making.

The Northwest Colorado Council of Governments (NWCCOG) will act as Fiscal Agent for the Healthcare Coalition Grant ("Grant") received from the CDPHE-OEPR. The selected contractor will be required to enter into a written contract with the NWCCOG to provide the services required. Contractor must have a valid Colorado Driver's License. This contract is valid through 6/30/23 but we are hiring with the intention of renewing the contract through 6/30/24. **Pay rate of this position is \$65-75/hr (commensurate with experience) and is a .1FTE (4 hrs/week). Position is open until filled.**

Organization Description

The NWRHCC was established to build a strong collaborative of healthcare responders, receivers, and providers who will be enabled to effectively respond as a team to a disaster or significant crisis having an impact on the health and medical needs of the NW Region.

The Chair and Steering Committee provide oversight to the coalition and work with the Readiness and Response Coordinator, Assistant Readiness & Response Coordinator and Clinical Advisor to set goals and objectives. The Steering Committee has ultimate authority for disbursement of funds for HCC projects.

Proposed Scope of Work

Coordinate the activities of NWRHCC. Facilitate the planning, training, exercising, operational readiness, financial sustainability, evaluation, and ongoing development of the NWRHCC, as well as to lead, participate in, or support the response activities of the coalition according to NWRHCC plans. Oversee and coordinate regional planning efforts with NWRHCC Leadership Team. Works closely with hospital and healthcare providers such as long-term care, homecare, dialysis centers and other partner agencies. Work with local and state public health entities, local and state emergency management, and other key emergency response agencies.

1. Provide input to the NWRHCC Readiness and Response Coordinators and NWRHCC Chair for strategic planning and its implementation.
2. Serve as oversight and participant for all medical educational endeavors sponsored by the Coalition.
3. Attend and participate in meetings, trainings, or other information gathering forums to acquire and maintain the necessary knowledge base to effectively guide the clinical aspects of the cooperative agreement.
4. Support the NWRHCC Readiness and Response Coordinators to ensure all deliverables are completed and submitted according to the CDPHE Statement of Work.

5. Serve as the chief medical spokesperson for the healthcare coalition and in collaboration with the Chair, as needed.
6. Provide clinical direction and counsel on the development and implementation of all coalition planning documents in consultation with the Steering Committee and other community partners.
7. Provide medical and regulatory consultation to the Steering Committee and Coalition members during major and/or medically complex incidents and large special events within the region.
8. Provide guidance on day-to-day emergency management implementation.
9. Collaborate with the NWRHCC Steering Committee and other regional partners (including other Regional Healthcare Coalitions) on matters relating to emergency preparedness.
10. Assume additional duties, as appropriate, to facilitate the function of the NWRHCC.

Required Qualifications

The following qualifications are required, per the Assistant Secretary for Preparedness and Response Hospital Preparedness Program (HPP) Funding Opportunity Announcement (FOA) Capability 1- Foundation Health Care and Medical Readiness, Objective 1- Establish and Operationalize a Health Care Coalition (HCC), Activity 3- Establish Health Care Coalition Governance: for Health Care and Medical Readiness, Objective 1- Establish and Operationalize a Health Care Coalition (HCC), Activity 3- Establish Health Care Coalition Governance:

1. Individual(s) should be a physician, advanced practice provider, or registered nurse
2. Individual(s) should be from a lead or co-lead hospital or health care organization
3. Individual(s) should be clinically active (i.e., works shifts/sees patients).

Preferred Qualifications

The following qualifications are preferred:

1. The contractor should possess a detailed knowledge of emergency preparedness and healthcare coalitions.
2. Ability to effectively express ideas orally and in writing.
3. Ability to make effective oral presentations before groups of people.
4. Ability to exercise initiative and independent judgment.
5. Ability to adapt to unforeseen circumstances especially during an emergency, disaster, or disease outbreak.
6. Skill using computer and other electronic communication devices. Skills associated with word processing, Excel spreadsheets, PowerPoint, email, Google Docs and Google Drive, social media, and other data applications, programs and tools.
7. Ability to exercise tact, courtesy, and discretion.
8. Ability to establish and maintain effective working relationships.
9. Ability to travel to relevant meetings, trainings, exercises, workshops, and conferences, locally and within the Region and State.

Submission Requirements

In order to simplify the evaluation process and obtain maximum comparability, NWRHCC requires all responses to the RFP be organized in the manner and format described below:

1. **Cover Letter/Executive Summary:** Describe your understanding of the work to be performed and your ability to perform the work.
2. **Qualifications:** Identify the specific requirements and preferred qualifications that are possessed. Provide examples specifying relevant experience to the type of services requested.
3. **Approach to Scope of Work:** Describe how you will approach the proposed services, areas that will receive primary emphasis and the type of assistance that will be required from the HCC members. Finally, discuss the communication process used to discuss issues with the Fiscal Agent and the Core Planning Team.

4. **Residency.** Include a current copy of your driver's license.
 1. a. The RRC must reside in the Northwest Region counties: Mesa, Garfield, Pitkin, Eagle, Summit, Grand, Jackson, Routt, Moffat, and Rio Blanco counties.
5. **References:** Include a list (at least three) of recent, relevant work references and provide names, email addresses, and telephone numbers of any references whom we may contact.
6. **Additional Information:** Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Responses should be submitted electronically as a PDF document to office@nwccog.org. This is also where requests for additional information and/or questions should be sent.

- We thank all applicants for their interest, however only those selected for an interview will be contacted.
- Principals only. Recruiters, please do not contact this job poster.
- Please no phone calls about this job.
- Please do not contact job poster about other services, products, or commercial interests.
- Relocation package is not available for this position.

It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.