

July 2021 / Position Announcement / Individual Clinical Training Manager

About Midwest Access Project (MAP) / MAP envisions a society in which every person has access to patient-centered, quality reproductive health care within their community. Our mission is to improve access to comprehensive reproductive health care by training providers in abortion, miscarriage care, contraception, and pregnancy options counseling. Rooted in the Midwest, MAP's innovative training model fills gaps nationwide in medical education and clinical training. Learn more at <https://midwestaccessproject.org/>.

Position Summary / The Individual Clinical Training Manager coordinates high quality individually tailored training experiences for 40 trainees throughout the year and fosters professional respectful relationships with MAP training partners in 8 states. The ICT Manager efficiently coordinates the administrative requirements of each rotation to reduce burdens wherever possible on both trainees and training partners. The ICT Manager collects and maintains current, accurate program records, data and evaluation information, consistently monitors the quality of the program and shares program strengths and challenges with MAP staff. In partnership with MAP staff, the ICT Manager represents MAP at public programs, outreach and networking events, and conferences. The ICT Manager works in a collaborative small team environment with all MAP staff and reports directly to the Deputy Director. This is a 28 – 32 hour/week part time position with a flexible schedule. The hourly wage ranges between \$30 - \$35/hour. Ideally the position will be a combination of in person and remote work.

Qualities of the Successful Candidate / MAP's new Individual Clinical Training Manager will have a Bachelor's Degree and professional experience within reproductive health clinical settings or the administration of post graduate education in the fields of medicine, nursing, public health or reproductive health. The successful candidate will demonstrate strong project management and creative problem solving skills in a constantly evolving field; organizational skills with keen attention to detail; ability to multi-task to meet multiple deadlines; and the ability to organize and maintain a multi-layered tracking system. The candidate must be self-motivated and able to prioritize activities with minimal supervision. MAP's Individual Clinical Training Manager will possess a strong customer service and patient-centered care orientation, a positive attitude and professionalism, and a commitment to confidentiality for our trainees and partners. The position does require occasional evening and weekend work.

Brief Summary of Position Responsibilities

- Work with MAP trainees to schedule, coordinate, and develop an individually tailored clinical rotation designed to meet their professional training goals.
- Communicate effectively with MAP's network of clinical training site partners to schedule rotations and preceptors appropriate for each trainees professional training goals.
- Ensure all required training paperwork is completed, disseminated, and filed. Paperwork includes state licensing, insurance certificates, health records, and institution contracts.

- Conduct trainee orientations and exit interviews and maintain accurate, current, organized records of trainee feedback.
- Share evaluation tools with rotation preceptors. Collect and maintain organized completed evaluations in shared folders.
- Maintain accurate and current training program data.
- In collaboration with directors, analyze program evaluation and data to improve program quality.
- Collect, process and submit training coordination fees, reimbursement requests for learners training expenses, and training site invoices according to MAP policies and procedures.
- Communicate with prospective applicants, current trainees, and MAP Alum. Provide timely and accurate information, resources, and assistance as needed.
- Support Deputy Director in gathering and collecting data of the ICT program to create reports for grant proposals, funder reports, and board reports.

Equal Opportunity Statement / MAP is an equal opportunity employer affording all employees and job applicants fair and equal treatment. MAP complies with all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on sex, race, age, color, gender identity, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities. MAP vigorously pursues diversity in its hiring practices, and believes that equal opportunity for all staff members is important for the continuing success of the organization.

How to Apply / Please email a cover letter and resume to info@midwestaccessproject.org with the subject “Application for Clinical Training Manager position.” Your cover letter should tell us more about how you reflect the qualities of a successful candidate. Applications will be reviewed until the position is filled.