Position Description / Individual Clinical Training Program Coordinator

Vision and Mission Statement / Midwest Access Project (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.

Position Summary / The Individual Clinical Training Program Coordinator coordinates high quality individually tailored training experiences for each trainee and fosters professional respectful relationships with MAP training partners. The Individual Clinical Training Program Coordinator efficiently coordinates the administrative requirements of each rotation to reduce burdens wherever possible on both trainees and training partners. The Individual Clinical Training Program Coordinator collects and maintains current, accurate program data and evaluation information. The Individual Clinical Training Program Coordinator works in a collaborative small team environment with all MAP staff and reports directly to the Director of Individual Clinical Training. This job is a one-year Full Time role, renewable based on expected future grant funding.

Core Responsibilities of the Position / Program & Operations

- Collaborate with the Director of Individual Clinical Training to schedule, coordinate, and develop an individually tailored clinical rotation designed to meet each trainee’s professional training goals.
- Support trainees in the preparation for rotation, including coordinating licensing processes, securing housing, applying for financial support, etc.
- Send trainees due date reminders, check-ins, updates, etc.
- Communicate effectively with MAP’s network of clinical training site partners to schedule rotations and preceptors appropriate for each trainee’s professional training goals. Share evaluation tools with rotation preceptors. Collect and maintain completed evaluations.
- Ensure all required training paperwork is completed, disseminated, and filed.
- Conduct trainee orientations and exit interviews and maintain organized records of trainee feedback in shared folders.
- Maintain accurate and current data in the ICT master spreadsheet including the number of trainees, scheduled and completed training days, postponed training rotations, etc.
- Collect, process, and submit training coordination fees and reimbursements for learners’ training expenses according to MAP policies and procedures.
• Communicate outstanding or expired training contracts and program letters of agreement to the Director of Clinical Training.

• Maintain Master Spreadsheet of clinical training partners, making updates as needed.

• Support the Director of Individual Clinical Training in coordinating ICT program application cycles.

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**Compensation and benefits**

- Salary range: $50-55k commensurate with experience
- Flexible schedule
- Unlimited PTO
- Blue Cross Blue Shield Health, Dental, & Vision - BCBS Gold PPO - MAP pays 80%/employees 20%
- Life Insurance Benefits - $25,000; additional insurance up to $300,000 total can be purchased by employee, rates available by age.
- Short term disability insurance - $200/week benefit
- Professional Development Budget - to help enhance staff skills and opportunities for growth
- Internet Stipend - $40/month for home internet
- Shared Office space – Membership to a local co-working space

To apply, click here.