



**The Broward Healthy Start Coalition seeks a Registered Nurse as an Independent Contractor to perform medical record abstractions for the Fetal and Infant Mortality Review Program.**

**Background:**

Fetal and Infant Mortality Review (FIMR) is a community-based, action-oriented process to review fetal and infant deaths and make recommendations to spark systemic changes to prevent future similar deaths. The Broward FIMR team operates at the local level to examine medical, non-medical, and systems-related factors and circumstances contributing to fetal and infant deaths.

The FIMR approach is unique because cases are de-identified; they may include a family interview to determine the family’s perspective on factors that may have contributed to the infant’s life and death; and many of the teams have a Community Action Team (CAG) that, after completion of the review, works to take the case review team’s recommendations to action.

The purpose of FIMR’s Case Review team is to conduct comprehensive multidisciplinary review of fetal and infant deaths to understand how a wide array of local social, economic, public health, educational, environmental, and safety issues related to the tragedy of infant loss; and use the findings to take action that can prevent other infant deaths and improve the systems of care and resources for women, infants, and families.

**Scope of Work:**

- A. The FIMR Nurse Abstractor will conduct the following services for the Fetal Infant Mortality Review (FIMR) Program of Broward County in accordance with the National FIMR (NFIMR) protocol established by the American College of Obstetricians and Gynecologists NFIMR Program:
  - a. Abstract up to (16) fetal and infant death certificates and corresponding birth certificates from the Florida Department of Health in Broward County on an annual basis. Complete four (4) abstractions each quarter based on assignments from the FIMR Program Manager. The abstracted certificates will be obtained by the Coalition. The four quarters in a year are defined as follows: 1) July to September, 2) October to December, 3) January to March, and 4) April to June.
  - b. Abstract all medical records including prenatal, pediatric, specialist, and hospital records pertaining to the mother or infant for the cases referenced in item a. above. Enter findings into the National Center for Fatality Review and Prevention (NCFRP) database.
  - c. Prepare objective case summaries on all abstracted cases in preparation for the FIMR Case Review Team (CRT) meeting. Redact all identifying information and confidential portions of summaries prior to submission to the FIMR Program Manager for review by the CRT.



- d. Attend monthly FIMR CRT meetings either in person or by phone or alternate platform as requested by the Broward Healthy Start Coalition (Coalition). Consultant will be present during FIMR CRT meetings for case questions and discussion when cases abstracted by the Consultant are being reviewed.
  - e. Comply with all confidentiality standards of the FIMR Program and Florida Department of Health. Maintain the confidentiality status of all FIMR records according to Florida Statutes: Section 382.008(6), Section 383.013(5) and Section 382.025. The Consultant must sign a FIMR Program of Broward County Confidentiality Agreement and adhere to the highest standards of confidentiality.
  - f. Sign the Data Use Agreement between the Coalition and Florida Department of Health Bureau of Vital Statistics.
  - g. Once a case has been entered into the NCFRP database and reviewed by the CRT with all findings finalized, destroy and/or delete all paper and electronic FIMR records provided by the FIMR Program Manager, including abstracted fetal and infant death certificates, NCFRP information system printed, copied, or scanned documents, and any other pertinent documents with identifying information in accordance with the FIMR Confidentiality Procedure shown in Attachment C.
- B. Deliverables: Agreement deliverables along with an invoice requesting payment include:
- a. Abstracted fetal and infant death certificates and medical records,
  - b. Completed abstracted data on NCFRP data forms for each case under review,
  - c. Completed case summary review forms for abstracted data,
  - d. Entry of each case into NCFRP database.

**Compensation:**

This position is an independent contractor position and not an employee of the Broward Healthy Start Coalition. The rate for this scope of work is \$40 per hour for approximately 10 hours of work each month.

**Educational Requirements & Experience:**

The FIMR Nurse Abstractor role requires a bachelor's degree in nursing with an active registered nurse license in Florida.

Strong verbal and written communication skills required with 3+ years working in maternal and infant health such as labor and delivery, mother-baby unit, antepartum, and NICU.

**Please email resume and cover letter to [careers@browardhsc.org](mailto:careers@browardhsc.org). Resumes will be accepted until position is filled.**

**Broward Healthy Start Coalition, Inc. requires independent contractors to pass a local and national Level 2 criminal background check prior to engaging in a consulting agreement. We are an Equal Opportunity Employer. Visit our website at [www.browardhsc.org](http://www.browardhsc.org).**