



**STATE OF DELAWARE**  
**MATERNAL AND CHILD DEATH REVIEW COMMISSION**  
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GARRETT H.C. COLMORGEN MD  
CHAIR

KIMBERLY LIPRIE  
EXECUTIVE DIRECTOR

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### **Employee Job Description**

**Position:** Maternal Mortality Review (MMR) Coordinator

**Reports To:** Executive Director

**Employment Type:** Part-Time Contractual (25-30 hours weekly)

**Compensation:** \$55-\$60 per hour

**Location:** Remote/City of Wilmington, DE

**Introduction:** The mission of the Maternal and Child Death Review Commission (MCDRC) is to safeguard the health and safety of the children and pregnant and postpartum persons of the state of Delaware, as outlined in 31 Del. C. c. 3.

**Summary Statement:** The MCDRC requires a Maternal Mortality Review Coordinator. This is a part-time contractual position. The number of hours will vary based on the caseload, but they should average 25-30 per week.

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### **Essential Functions**

- Review and abstract information from death certificates, birth certificates, fetal death certificates, medical and hospitalization records, autopsies, and social service records.
- Prepare and present all required documents for meetings of the Maternal Mortality Review Committee (MMRC), including developing meeting agendas, case narratives, and additional information on each case based on clinical documentation in the records.
- Prepare all required documents for maintaining the Maternal Mortality grant, including quality assurance activities, data collection, data entry, and information sharing.
- Serve as program liaison to public health, medical records personnel, and other agencies to access patient files and case records.

- Provide healthcare instruction and guidance to MCDRC colleagues and MMRC team members, explaining medical case information.
- Maintain oversight of the MMRC review team, including annual application for Continuing Medical/Nursing Education Credits.
- Prepare and submit MMR reports to the MCDRC Executive Director, Commission, Division of Public Health, and other stakeholders as directed.
- Attend Community Actions Team and committees as designated by the Executive Director. These include the Delaware Healthy Mother and Infant Consortium (DHMIC), the Delaware Perinatal Quality Collaborative (DPQC), and other meetings.
- Stay current on the published literature and information related to maternal health care, MMR nationally, and other issues related to maternal mortality and share information with the MCDRC Executive Director/staff and DPH in the form of reports, literature, and/or presentations.
- Represent the MCDRC and Delaware at local, regional, state, and national meetings related to MMR.
- Participate in scheduled meetings with the CDC team, MCDRC leadership team, and Epidemiology staff.
- Collaborate in developing and disseminating grant reports, data briefs, white papers, infographics, and presentations to share MMRC findings and recommendations with partners and community representatives who can translate these findings into clinical and policy interventions to prevent maternal morbidity and mortality.
- Attend required CDC webinars, CDC coordinator office hours, and national meetings to provide additional support and information as appropriate.
- Participate in grant writing, review, and reporting.
- All other responsibilities and duties as designated by the Executive Director.

### **Job Requirements**

**Education:** Minimum four-year college degree focusing on public health, community health, or health careers, including nursing, social work, and clinical research.

**Experience:** Applicant must have at least five years of demonstrated experience in maternal and/or infant care, or equivalent experience in public health, clinical care health, and clinical quality review, of which the major duties involved working in obstetrics, antenatal, and/or postpartum care.

### **Qualifications**

- Demonstrated understanding of normal/abnormal processes of pregnancy, delivery, and postpartum care and the broad spectrum of factors that can influence maternal outcomes.
- Understanding of medical terminology and the health care system in general.
- Experience in medical record review and abstraction (quality review, peer review, research abstraction, other fatality review, etc.), including an in-depth understanding of the organization of medical records.

- Flexibility and ability to accomplish tasks in short time frames and adjust to varying or developing situations to meet changing program requirements.
- Excellent communication and presentation skills.
- Strong attention to detail.
- Knowledge of HIPAA and confidentiality laws.
- Ability to serve as an objective, unbiased storyteller.
- Skill with word processing and data entry, as well as using virtual meeting platforms such as Zoom, Teams, and Microsoft Office suite.
- Knowledge of methods to maintain data for ongoing analysis and to maintain organized, accurate records to facilitate annual reporting.

**Conditions of Hire:** The applicant must be legally authorized to work in the United States. Employment depends upon the successful completion of a background check.

Please email your resume and/or curriculum vitae to Kimberly Liprie by July 1st at [Kimberly.Liprie@delaware.gov](mailto:Kimberly.Liprie@delaware.gov).