

RMPS STAFF BRIEFING DOCUMENT
910 APPLICATION

Title: Inter-regional Representative for Northeast RMP Coordinators

Applicant: University City Science Center (grantee for Greater Delaware RMP) Director of Project: Dr. Martin Wollman, Executive Director, Greater Delaware Valley RMP

Funding Requested:

	Direct	Indirect	Total
01:	56,710	14,619	71,329
02:	56,233	15,350	71,583
03:	58,648	16,118	74,766

Summary:

This is a joint application of the Northeast Coordinators' Group (encompassing 15 RMPs) to employ an inter-regional representative who would serve the entire group. The application is submitted by the Greater Delaware Valley RMP which has been chosen as the host Region. Letters of support from all Northeast Coordinators have been received.

Funds are requested for the salaries of an inter-regional representative and a secretary, as well as incidental expenses such as travel and communications. The objectives spelled out in the application are:

1. To enhance the exchange of information and experience among RMP's with regard to similar activities, problems, and/or opportunities.
2. To establish a formal staff position to foster inter-regional activities and thereby effect efficient and productive use of RMP resources.
3. To reduce the burden on the Group Chairman's staff resources in the conduct of inter-regional activities.
4. To increase the effectiveness of inter-regional meetings of the Coordinators and their staffs.
5. To increase the public information capability of the RMP Northeastern Coordinators.

A copy of the job description is attached.

INTER-REGIONAL REPRESENTATIVE
NORTHEAST REGIONAL MEDICAL PROGRAM COORDINATORS GROUP

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

- (1) Facilitates exchange of information between and among Regional Medical Programs in Northeastern United States.
- (2) Establishes liaison between 15 Northeastern Coordinators to assist efforts in planning, development, and implementation of programs relating to Northeastern Region.

SUPERVISORY CONTROLS:

- (1) Responsible to the Inter-regional Coordination and Liaison Committee which sets forth guidelines and duties for his (or her) carrying out programmatic activities aimed towards achieving the objectives of the Northeast Coordinators Group. The Committee will regularly evaluate his (or her) activities and make quarterly reports to the Northeast Coordinators Group. The Representative communicates regularly with the Chairman of the Committee.
- (2) Responsible to the Coordinator and grantee institution of the host RMP for administrative and fiscal aspects of his (or her) activities and for adhering to the personnel policies and practices of the host RMP. Maintains office facilities independent from any RMP but will receive administrative support as deemed necessary from host RMP.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Must become knowledgeable about all aspects and components of each RMP's organization and structure to include program staff and funded projects.
- (2) Must possess ability to think and communicate clearly and effectively, both in speaking and in writing.
- (3) Must be able to exercise diplomacy and sensitivity in dealing with RMP key staff personnel.
- (4) Must possess initiative and imagination necessary to stimulate interest in the development of new types of programs beneficial to the Northeastern Region.
- (5) Must be able to establish and maintain effective working relationships with RMP key staff.

SUMMARY OF SPECIFIC DUTIES:

- (1) Performs administrative functions associated with convening Inter-regional Coordinators conferences.
- (2) Insures that agendas and summaries of meetings are prepared and distributed to all concerned.
- (3) Attends at least one Regional Advisory Group (RAG) Meeting per Region, yearly, as well as all site visits.

- (5) Periodically conducts liaison visits with RMP's.
- Establishes and maintains communication and distribution network to disseminate and exchange pertinent news, information, and data to and among all Northeastern RMP's.
- (6) Meets periodically with Coordinators of each Northeastern RMP to discuss recurring problems and how solutions may be obtained.
- (7) Gathers information and data necessary to conduct comparative analyses of operations performed by each, but common to all Northeastern RMP's.
- (8) Performs other duties as assigned by Chairman of the Northeastern Region.
- (9) Attends National Advisory Council meetings if permissible.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Completion of a Master's degree program at an accredited college or university, or equivalent knowledge or experience.

Training beyond the Master's degree in the health field, social work or other similarly appropriate field is desirable but not required.

Substantial experience in the field of health programs or closely related fields such as, planning and liaison activities. Such experience should include:

- (1) Work with committees and a variety of persons such as professional staff in the health field and government officials
- (2) Development of clear and effective communications
- (3) Responsibility for performing administrative functions in connection with conferences and meetings

Experience that includes familiarity with Regional Medical Programs is very desirable but not essential.