

**Tennessee Department of Health
Division of Family Health and Wellness**

Position Name: Director, Pediatric Case Management
Job Classification: Public Health Nurse Consultant Manager (PHNC Mgr, Executive Service)

Education: Bachelor's degree in nursing (Masters or higher preferred)
Current Nursing license

Ideal candidate should have:

- Extensive experience with newborn screening and genetics programs.
- Experience in case management principles and practices.
- Experience with quality assurance and quality improvement methodologies.
- Skill in managing large databases and electronic health records and tracking systems.
- Skill in providing presentations and trainings.
- Extensive experience in management and team building in an interdisciplinary setting.
- At least five years of increasingly responsible professional nursing work including at least one year of supervisory experience over professional nurses.
- Knowledge of children's programs, such as Medicaid, CSHCN, Case Management for Children and Pregnant Women, Newborn Screening Programs, Newborn Hearing Programs, Lead Surveillance and Follow Up Programs, Early Childhood Intervention, and CHIP.
- Experience with grant applications and contract development.

Duties Related to Pediatric Case Management:

- Oversee the daily operations of the state's Pediatric Case Management Program. The program includes case management for Newborn Screening (required by state statute TCA 68-5-401-404), the Tennessee Childhood Lead Poisoning Prevention Program (TNCLPPP), the Tennessee Neurologic Birth Defects Surveillance, Intervention and Referral to Services Program and follow up for the CDC US Zika Pregnancy Registry in Tennessee.
- Facilitate compliance decisions with national and state medical practice standards, rules, and regulations for newborn screening.
- Oversee training for newborn screening nursing staff to ensure that they are adequately performing required daily follow-up tasks.
- Liaison with the State Laboratory on issues related to performance and reporting of newborn screening laboratory tests.
- Interact with primary care providers, genetics and hemoglobinopathy specialty service providers, local/regional health department staff, and the general public on inquiries related to newborn screening results or follow-up management advice.
- Liaison with Natus/Neometrics (proprietary software company for newborn screening) contacts regarding any needs of the electronic reporting and case management system.
- Develop, in conjunction with the State Laboratory and the Committee Chair, the agenda for the statutorily-required meetings of the Genetics Advisory Committee (GAC) and its work groups.
- Attend all the GAC meetings and present programmatic reports, information and updates at each meeting.
- Track tasks from GAC meetings, organizing the necessary committees and activities to complete the tasks, and follow up on recommendations from each meeting.
- Organize expert work groups to implement new disorders into the newborn screening panel.

- Develop and monitor departmental rules and statewide policies and procedures for program delivery based on federal and state requirements, medical practice, and departmental need. These include both program follow-up procedures and processes and procedures for follow-up by primary care providers and specialty centers.
- Work with the Assistant Commissioner and Office of General Counsel to update state rules and regulations as needed.
- Prepare legislative proposals and analyses for Department legislative staff for proposed legislation related to newborn screening.
- Utilize the newborn screening database to produce reports to monitor and track information on follow-up.
- Participate as an active member of national bodies related to genetics and newborn screening.
- Attend regional and national meetings related to newborn screening.
- Assist the State Laboratory in implementing grants received for quality improvement and/or implementation activities related to newborn screening.
- Work with epidemiology team to provide statistical data and narrative information for the annual Maternal Child Health (MCH) Block Grant submission and coordinate requests for program data from both within and outside the Department.
- Coordinate the work of the five genetics and three hemoglobinopathies centers across the state, including tracking reports, follow-up compliance, and onsite monitoring of their contractual work.

Personnel Details:

- Provides direct clinical and administrative supervision in the Central Office for three direct staff (3 senior Public Health Nurse Consultant 2 positions) including quality assurance director, case management supervisor, and birth defects coordinator.
- Reports to the Deputy Director for Child Health

Interested applicants should send CV and letter of interest to Dr. Morgan McDonald (Morgan.Mcdonald@tn.gov).

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.