

Maternal, Child and Adolescent Health (MCAH) Program Program Consultant Roles and Responsibilities

The Program Consultant is responsible for providing guidance and technical assistance to MCAH Programs in Local Health Jurisdictions (LHJs). The MCAH Program utilizes Nurse Consultants.

Program consultation and technical assistance responsibilities:

- Provide mentoring to LHJs in planning, implementing and evaluating criteria for specific programs
- Function as the lead for statewide programs and/or projects
- Provide clinical guidance and oversight of the Comprehensive Perinatal Services Program
- Provide professional guidance/orientation to local MCAH Directors and key personnel staff
- Review and approve locally developed publications and educational materials
- Ensure program consistency and standardization
- Develop training materials for orientation and educational purposes
- Review annual/quarterly reports to determine program progress and identify best or promising practices
- Conduct technical assistance site visits
- Monitor and convey Local MCAH technical needs to FHOP

MCAH program oversight responsibilities:

- Monitor local programs to ensure compatibility with Title V objectives and Healthy People 2020
- Develop policies and procedures, Scopes of Work and standardized program forms
- Monitor compliance with policies, procedures, and identify challenges and barriers of program implementation
- Ensure key personnel at LHJs meet professional qualifications
- Assist LHJs in the resolution of county specific issues
- Provide guidance in developing local program outcome measures

Review and approve Agreement Funding Applications (AFA):

- Communicate with Contract Manager to obtain input on budget, provide feedback and evaluate contracts for compliance with policies, procedures and regulations.
- Communicate with the Contract Manager and the LHJ to finalize the AFA
- Provide oversight of contractors to ensure timelines are met and that the quality of deliverables meets program standards

Work with National, State, and Local partners to:

- Serve as liaison to provider groups and stakeholders
- Provide analysis of proposed legislation
- Compile and communicate Local MCAH accomplishments and program impact
- Act as MCAH representative and participate in state meetings