

# CONTRACT POSITION OPEN

## Cancer Screening Quality Improvement Liaison



### Send cover letter and resume to:

Nevada Cancer Coalition  
Mail to: 5250 Neil Road, Suite 203, Reno, NV 89502  
Email to: [cari@nevadacancercoalition.org](mailto:cari@nevadacancercoalition.org)

### Contract Position Description

This is a short-term contract opportunity (6-month contract) to work with the Nevada Cancer Coalition (NCC) and the State of Nevada Women's Health Connection (WHC) Program in evaluating and auditing patient charts, providing reports, and conducting trainings with various audiences. Position requires statewide travel and may be renewed for a long-term opportunity or permanent position in the future.

### Contractor Qualifications

- Two or more years in a clinical setting, preferably a community health clinic or primary care office.
- Preferred qualifications include bachelor's degree in related field or professional with RN, BSN, NP, APRN, PA, DO, or MD.
- Experience providing trainings or educational sessions preferred.
- Ability to work with all levels of an organization from front office staff to chief executive officer and medical director.
- Valid Nevada driver's license and operational automobile

### Essential Functions

1. Conduct face-to-face provider site visits with Women's Health Connection (WHC) staff to audit provider medical records and electronic health record (EHR) systems, ensuring proper breast and cervical cancer screening protocols are followed according to the United States Preventive Services Task Force (USPSTF) standards.
2. Determine appropriate level of care and adherence to WHC program quality standards.
3. Prepare and provide audit reports for each site visit.
4. Provide training to WHC staff on enhanced clinical services available through the WHC program.
5. Provide information and training to providers on standards of practice and implementation of systems changes to decrease missed screening opportunities and standards of care.

### Compensation

This is an independent contractor position, not a direct employee of NCC. As such, the contractor has the right to perform services for others during the term of the contract with NCC.

1. Total contract amount is \$20,000, with up to an additional \$3,600 in covered travel expenses including personal car mileage.
2. Payment can be made monthly upon submission of invoices outlining activities from contractor, personal mileage, and travel expenses with copies of receipts.

### Nevada Cancer Coalition (NCC)

NCC is our state's non-profit cancer collaborative bringing together organizations and individuals to address various aspects of cancer in our communities and statewide. Our office is located in Reno and houses a small, but mighty staff of three, supported by a passionate board of directors from across the state. Visit our website at [www.nevadacancercoalition.org](http://www.nevadacancercoalition.org) for more information on our organization and the work that we do.