

**Job Description**  
**Educating Practices in the Community (EPIC) Coordinator**  
**Full Time Position**  
**Child Health and Development Institute of Connecticut**  
Farmington, CT

## **I. Introduction**

The Child Health and Development Institute of Connecticut (CHDI) is seeking an individual to work with the Vice President for Health Initiatives to coordinate the EPIC program. CHDI is dedicated to promoting and maximizing the healthy physical, behavioral, emotional, cognitive and social development of children throughout Connecticut. Towards this goal, CHDI works to maximize the effectiveness of institutions and systems that directly affect the health of Connecticut's children. The delivery of primary care health services by community-based providers is one area targeted by CHDI.

The goal of EPIC is to change child health practice to improve the content and delivery of child health services by assisting providers in addressing new clinical advancements and using available state resources to improve patient care. Research on changing physician behavior suggests that traditional methods of education, such as conferences and hospital-based seminars, and distribution of literature have little impact on changing practice. A promising strategy for changing practice is academic detailing. It involves onsite visits to physician practices to provide training to facilitate practice change.

EPIC provides office-based practice education using trained peer professionals (physicians, psychologists, dental hygienists). Training includes on-site, in-office presentations to physicians and office staff about specific topics that are organized into training modules. The EPIC training includes a brief presentation on-site to the providers and office staff over lunch or at another convenient time. Practices receive resource materials to help them implement the desired change. EPIC is provided at no cost to practices.

Seven EPIC modules have been developed and disseminated to pediatric and family medicine practices in Connecticut. These modules address: Child Abuse Prevention, Infant Oral Health, Developmental Monitoring, Brief Behavioral Counseling, Connecting Children to Behavioral Health Services, Care Coordination, and Family-Professional Partnerships. For each of these modules content area experts have been trained to visit practices and provide information about the topic as well as resources for better serving children. More than 200 practices have been visited over the past four years, and feedback from practices has been excellent.

A project steering committee, which includes representation from local chapters of the American Academies of Pediatrics and Family Physicians and providers in EPIC clinical content areas, oversees development of new modules, including identification of topic areas, and implementation of existing modules.

## **II. Job Responsibilities**

1. Coordinate the implementation and evaluation of training in the 7 modules currently available in the EPIC program, including:
  - Identify and contact practices to schedule presentations
  - Schedule trainers

- Ensure sufficient copies of module materials
  - Arrange for food
  - Maintain, analyze, and prepare reports from feedback data gathered onsite at practices
  - Maintain database of pediatric and family medicine practices that have been visited and that still need to be contacted
2. Arrange and facilitate quarterly Steering Committee meetings, including:
    - Scheduling
    - Draft agenda
    - Oversee space and food arrangements
    - Prepare meeting materials
    - Prepare and disseminate minutes following meetings
  3. With content area experts, facilitate the development of new modules, including:
    - Work with clinical experts to tailor messages and develop PowerPoint presentations
    - Develop and make arrangements for production of accompanying resource materials
    - Assist in the training of presenters for each new module
    - Develop marketing materials for new modules as they are completed
  4. Implement evaluation plan, including:
    - Supervision of data collection at practice sites
    - Maintenance of data
    - Analysis of data
    - Preparation of quarterly reports for Steering Committee and CHDI Program Committee
  5. Sustain and expand EPIC through:
    - Identification of grant opportunities and preparation of grant proposals
    - Preparation of required reports for grant funded EPIC modules
    - Participation in state initiative planning to identify new EPIC topics

### **III. Education**

The ideal candidate will have a bachelor's degree and preferably a master's degree in public health or related field.

### **V. Experience**

2+ years experience or internship/research assistant in health care field, preferably child health.

### **IV. Personal Qualities**

Personal characteristics desired include superior oral and written communication skills, ability to work cooperatively and effectively with others, exceptional organizational skills, and the ability to work independently.

### **VI. Compensation**

This is a full time position for 40 hours per week with excellent benefits including, health, dental, disability, life insurance, and retirement plan. The compensation range for this position is

\$45,000 to \$50,000 based on the qualifications of the candidate. This position involves travel throughout Connecticut with reimbursement for mileage incurred.

**Submit resume and cover letter by via email to:**

[psuter@uchc.edu](mailto:psuter@uchc.edu)

**Or mail to:**

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**The Child Health and Development Institute of Connecticut is committed to providing equal access to our employment environment and ensures that all employment-related decisions are in accord with the principles of equal opportunity.**