



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
P.O. Box 16
Majuro, Marshall Islands 96960
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JOB DESCRIPTION

Position Title	Maternal Mortality Review Committee Nurse Abstractor
Position Type	Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Maternal and Child Health Program
Locations	Delap, Majuro Atoll and/or Ebeye, Kwajalein Atoll
Contract Period	Immediately until September 29, 2026, with possibility of extension based on performance and funding availability
Supervisor	Maternal and Child Health Director
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MoHHS
Salary/Compensation	Commensurate with qualifications and experience.

JOB PURPOSE: The Centers for Disease Control and Prevention (CDC) Enhancing Reviews and Surveillance to Eliminate Maternal Mortality (ERASE MM) program supports Maternal Mortality Review Committees (MMRCs) in states, territories, and freely associated states to identify, review, and characterize deaths that occur during or within one year of pregnancy. Through this program, CDC in partnership with PIHOA are supporting USAPIs to strengthen review processes, improve data quality, and develop actionable recommendations to prevent future pregnancy-related deaths.

The Maternal Mortality Review Committee (MMRC) Abstractor serves as the primary clinical resource responsible for identifying, collecting, reviewing, and abstracting relevant medical and non-medical records for all pregnancy-associated deaths for review by the RMI MMRC. All information will be abstracted into the CDC Maternal Mortality Review Information Application (MMRIA).

KEY RESPONSIBILITIES: Under the directions of the RMI Maternal and Child Health Coordinator or other designated RMI MoHHS leadership, the Maternal Mortality Review Committee Nurse Abstractor will carry out the following duties:

1. Identify and obtain electronic and paper-based medical and non-medical records for pregnancy-associated death cases
2. Receive and act on notification of every pregnancy-associated death from Majuro and Ebeye hospitals, health centers, NI dispensaries and health assistants, and cross-check cases against vital registration records, birth and death records, ward and delivery registers, and mortuary records to confirm case completeness — including confirming periods in which no pregnancy-associated deaths occurred
3. Review and abstract case information from medical and related records that may not always be complete
4. Where records are absent or incomplete, conduct or arrange informant and family interviews in a culturally appropriate, respectful, and confidential manner
5. Enter abstracted pregnancy-associated death case data into MMRIA
6. Ensure data quality and adherence to CDC MMRC abstraction guidelines

7. Maintain confidentiality of protected health information, apply de-identification to case materials prepared for review, and declare to the designated supervisor any case involving a family member or close personal connection so that alternative arrangements can be made
8. Prepare case summaries and supporting materials for MMRC meetings
9. Complete CDC MMRIA abstraction training and attend relevant trainings and meetings (virtual or in person) as directed and sponsored by the RMI MOHHS, including local, RMI domestic, and international travel (for example, the annual MUM meetings in Atlanta, GA), the cost of which will be covered by RMI MOHHS. All other trips not associated with contracted work will be at the expense of the candidate.
10. Respond to MMRC feedback and revise case summaries as needed for future MMRC meetings
11. Document abstraction procedures and support the orientation and training of incoming MOHHS staff so that abstraction capacity is sustained beyond the contract period
12. Submit monthly progress reports to PIHOA after review and approval from the RMI MoHHS designated supervisor
13. Perform additional duties as assigned

SKILLS AND QUALIFICATIONS

Qualifications

1. **Education and Experience:** At least an associate or bachelor's degree in nursing, midwifery, or a related health field. Minimum two (2) years of experience in review or abstraction of clinical records, whether paper-based or electronic. Maternal, newborn, or midwifery clinical experience is an advantage. Training will be provided in CDC MMRIA abstraction and informant interview methods; prior familiarity with any of these is an advantage but not required.
2. **Language Proficiency:** Fluency in English is required. Spoken, writing and working knowledge of Marshallese language will be a plus.

Skills

1. Strong attention to detail
2. Ability to maintain confidentiality
3. Ability to form relationships with organizations and individuals to obtain records
4. Strong organizational and time management skills
5. Proficiency in Microsoft Office and web-based platforms
6. Strong written and verbal communication skills
7. Working knowledge of maternal and newborn clinical care and terminology
8. Sensitivity and discretion when working with bereaved families and within small communities

ADDITIONAL INFORMATION

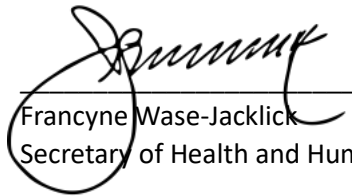
- Office and program equipment and supplies needed to conduct contract work will be provided by the RMI MOHHS, including but not limited to a desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies and office space (RMI MOHHS).
- Any local, RMI domestic travel and international travel required in the conduct of work within the RMI will be covered by RMI MOHHS. All other trips not associated with contracted work will be at the expense of the candidate.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.

APPLICATION:

Submit the following electronically with attention to the PIHOA Contracts Management Officer

(contracts@pihoa.org): Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above; Curriculum Vitae or Resume; and Minimum of three (3) professional references - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

Approved by:

A handwritten signature in black ink, appearing to read 'Francyne Wase-Jacklick', is written over a horizontal line.

Date: 8-13-2026

Francyne Wase-Jacklick
Secretary of Health and Human Services