



**Northeast Colorado
RETAC**

RMD Program Manager and Subject Matter Expert Consultant

Part-Time | Independent Contractor

Engagement Term: Upon Hire – July 1, 2027

Time Commitment: Up to approximately 15-20 hours per week

Compensation: \$50 per hour, not to exceed \$33,000 during the engagement

Reports To: NCRETAC Board of Directors

Works Closely With: Regional Medical Director, Northeast Physician Advisory Board (NEPAB), agency medical directors, clinical coordinators, committee leadership, healthcare facilities, and regional and statewide partners

About NCRETAC

The Northeast Colorado Regional Emergency Medical and Trauma Advisory Council (NCRETAC) is a 501(c)(3) nonprofit organization operating within Colorado's statewide emergency medical and trauma system. NCRETAC supports coordination among hospital and prehospital providers across nine counties: Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma.

Serving a diverse mix of urban, rural, and frontier communities, NCRETAC promotes regional collaboration, education, medical oversight, system development, preparedness, and access to resources that support high-quality emergency medical and trauma care.

Position Summary

NCRETAC is seeking an experienced professional to serve as its RMD Program Manager and Subject Matter Expert Consultant.

The primary responsibility of this position is to coordinate and support NCRETAC's Regional Medical Direction (RMD) Program and enhance coordinated medical oversight throughout the region.

Working closely with the Regional Medical Director, NEPAB, agency medical directors, clinical coordinators, Board of Directors, committee leadership, healthcare facilities, and regional partners, the consultant will provide the coordination and subject matter expertise necessary to advance regional medical direction priorities.

Primary areas of focus include physician and medical director engagement, NEPAB coordination, regional EMS protocols, continuing medical education, clinical and systems initiatives, continuous quality improvement, technical assistance, and coordination between EMS agencies and the regional healthcare community.

The consultant will serve as a central point of coordination for RMD activities by identifying priorities, organizing work, engaging appropriate clinical and organizational resources, monitoring progress, and ensuring

effective follow-through. Responsibilities may be completed directly by the consultant or coordinated and delegated to appropriate medical leadership, committees, subject matter experts, or other regional resources.

Key Responsibilities

Regional Medical Direction and Physician Engagement

- Serve as the designated coordinator for NCRETAC's Regional Medical Direction Program.
- Facilitate communication and cooperation among the Regional Medical Director, agency medical directors, clinical coordinators, EMS agencies, healthcare facilities, NEPAB, and the regional healthcare community.
- Support physician and medical director engagement throughout the region, including outreach and coordination with medical directors representing ground and air EMS services.
- Assist the Regional Medical Director and regional medical leadership in identifying clinical priorities, system needs, and opportunities for improvement.
- Facilitate collaboration and information sharing among physicians, medical directors, clinical coordinators, EMS agencies, healthcare facilities, and other clinical stakeholders.

NEPAB and Regional Clinical Coordination

- Coordinate NEPAB meeting logistics, scheduling, agendas, materials, documentation, and follow-up.
- Coordinate and support required meetings of agency medical directors and clinical coordinators throughout the region.
- Serve as a communication link among the Regional Medical Director, NEPAB, NCRETAC Board of Directors, committee leadership, and regional partners on physician oversight and clinical system matters.
- Maintain appropriate records of NEPAB activities, decisions, protocol reviews, clinical initiatives, and follow-up.
- Support the Regional Medical Director's involvement with NCRETAC committees, programs, and regional initiatives where clinical or medical oversight is applicable.
- Help ensure medical oversight and clinical priorities are appropriately integrated across NCRETAC education, workforce, preparedness, injury prevention, health and wellness, and public information activities.

Regional Protocols and Clinical System Development

- Coordinate and support the development, review, maintenance, and updating of regional EMS protocols in collaboration with the Regional Medical Director, agency medical directors, NEPAB, and appropriate clinical stakeholders.
- Support regional protocol review and implementation activities and maintain appropriate documentation of changes and related activities.
- Coordinate regionally focused clinical and systems initiatives in collaboration with medical leadership, committees, EMS agencies, healthcare facilities, and regional partners.
- Identify opportunities to improve regional consistency, clinical readiness, patient care, and coordination across the EMS and trauma system.
- Provide or coordinate technical assistance and clinical resources for EMS agencies and regional partners as appropriate.
- Promote sharing of clinical information, resources, and best practices throughout the region.

Clinical Education and Professional Development

- Coordinate continuing medical education (CME) planning, scheduling, and related activities in collaboration with the Regional Medical Director, physicians, instructors, committees, and regional partners.
- Assist in identifying regional clinical education and training needs and coordinate appropriate resources to address those needs.
- Assist with planning and coordination of NCRETAC-sponsored clinical trainings, educational programs, and regional initiatives.
- Support initiatives related to clinical readiness, education and training, patient care, and regional system development.
- Help connect regional clinical priorities with education, workforce development, emergency preparedness, and other applicable regional initiatives.

Quality Improvement and Clinical Performance

- Support regional continuous quality improvement (CQI) and quality management activities in collaboration with the Regional Medical Director, NEPAB, agency medical directors, clinical coordinators, and appropriate stakeholders.
- Assist with coordination and documentation of clinical quality initiatives and identified system-improvement priorities.
- Support appropriate collection, organization, and communication of regional information used to identify clinical trends, educational needs, and opportunities to improve patient care.
- Assist medical leadership and committees in translating identified clinical priorities into actionable projects and follow-up activities.
- Maintain appropriate records of regional CQI and quality management activities.

Statewide Coordination, Reporting and Program Administration

- Serve as, or support, NCRETAC's designated liaison to the statewide Regional Medical Direction Committee and coordinate quarterly meeting attendance, communication, and follow-up.
- Maintain communication and coordination with the Colorado Department of Public Health and Environment (CDPHE), Emergency Medical and Trauma Services (EMTS) Division, SEMTAC, and other applicable regional and statewide partners.
- Represent NCRETAC at applicable regional and statewide meetings, forums, conferences, task forces, and stakeholder activities related to Regional Medical Direction.
- Track RMD program requirements, activities, timelines, and deliverables and coordinate with appropriate individuals and committees to support timely completion.
- Coordinate preparation and submission of required quarterly Regional Medical Direction Program progress reports and supporting documentation.
- Maintain documentation necessary to demonstrate completion of Regional Medical Direction Program activities and deliverables.
- Provide subject matter expertise and professional guidance related to Regional Medical Direction, EMS and trauma systems, clinical coordination, and associated regional initiatives.
- Perform other duties reasonably related to the purpose and scope of the position as directed by the Board of Directors.

Qualifications

Required

- Minimum of three (3) years of relevant professional experience in EMS, trauma systems, nursing, healthcare, public health, clinical program coordination, regional healthcare systems, or a closely related field.
- Relevant professional education, training, licensure, or certification applicable to the position.
- Demonstrated understanding of EMS and trauma systems, clinical operations, medical direction, or multidisciplinary healthcare coordination.
- Strong organizational, written and verbal communication, coordination, and professional relationship-building skills.
- Demonstrated ability to manage multiple priorities, projects, deadlines, and deliverables.
- Ability to work effectively with physicians, medical directors, clinical coordinators, EMS clinicians, healthcare professionals, boards, committees, governmental entities, healthcare facilities, and regional stakeholders.
- Ability to work independently, exercise professional judgment, engage appropriate resources, coordinate or delegate responsibilities when appropriate, and ensure effective follow-through.

Preferred

- Bachelor's degree or higher in a relevant field.
- Current or previous professional licensure or certification as a paramedic, registered nurse, or other healthcare professional.
- Previous experience with a Colorado RETAC, Regional Medical Direction Program, EMS medical direction program, medical advisory board, or comparable regional healthcare system.
- Previous experience as a RETAC Executive Director, Coordinator, Assistant Director/Coordinator, consultant, or in a comparable EMS, trauma, healthcare, public health, or regional leadership role.
- Familiarity with Colorado RETAC operations and regional or statewide EMS and trauma system structures.
- Experience working with or demonstrated familiarity with CDPHE and the EMTS Division.
- Experience with physician engagement, CME coordination, clinical education, quality improvement, regional protocol development, or multi-agency healthcare programs.
- Familiarity with rural and frontier EMS systems.
- Regional knowledge, relationships, and professional credibility within the NCRETAC service area are valued; residency within the region is not required.

Engagement Details

This is a part-time independent contractor position reporting to the NCRETAC Board of Directors and working closely with the Regional Medical Director and other designated clinical and organizational leadership.

The engagement will run from September 1, 2026 through July 1, 2027, with an anticipated commitment of up to approximately 15 hours per week. Compensation is \$50 per hour, not to exceed \$33,000 during the engagement.

The consultant will have flexibility in organizing and coordinating work within established priorities, timelines, and clinical objectives. The position is designed to leverage the expertise and capabilities of the Regional

Medical Director, NEPAB, agency medical directors, clinical coordinators, committees, and regional partners. The consultant is responsible for coordination and effective follow-through but is not expected to personally perform every associated function or task.

The selected consultant may maintain other employment or professional activities provided they do not create a conflict of interest or interfere with the responsibilities of this engagement.

Participation in scheduled meetings, clinical initiatives, educational activities, stakeholder meetings, and other RMD-related activities will be required as appropriate. Regional travel may be required.