

Request for Proposal: Clinical Nurse Consultant

PROJECT OVERVIEW AND BACKGROUND:

Cardea Services is seeking an independent contractor to support a body of work with the [Texas Infertility Prevention Project \(TIPP\)](#). TIPP aims to expand access to high-quality clinical services for the diagnosis and treatment of chlamydia (CT) and gonorrhea (GC) among populations disproportionately impacted by sexually transmitted infections (STIs) across Texas. The TIPP provides project partners with screening supplies, laboratory services, medications for treatment, training, technical assistance, and other resources to enhance patient services.

The TIPP is a collaboration between the Texas Department of State Health Services (DSHS) HIV/STD Prevention Unit, the DSHS Pharmacy Section, and the DSHS Laboratory Services Section. DSHS works with a TIPP administrative agency (TIPP AA) to collaborate with partner sites across the state to carry out the goals of the project. Cardea serves as the TIPP AA, working directly with partner sites to strengthen statewide clinical capacity and support ongoing strategic planning, program implementation, and evaluation efforts.

The TIPP Clinical Nurse Consultant works closely with Cardea and DSHS program staff to provide clinical expertise through direct training and technical assistance (TTA), annual site audits, and ongoing programmatic support. The scope of work includes serving as a subject matter expert on STI clinical services, with particular emphasis on CT/GC prevention and care within the public health field.

We anticipate the requested scope of work will regularly average 10 hours or less per week. During peak periods related to audits, trainings, or time-sensitive deliverables (specific weeks January-April and October-November), hours may increase, not to exceed 30 hours per week. Overall workload will fluctuate based on project needs and will be communicated in advance. Most work must be completed during business hours in Central Time (8:00AM-5:00PM) and may be performed virtually, but some in-person work is required. There is also occasional travel (<10%) within Texas, including some overnight stays.

Preference will be given to contractors residing in Texas, though highly qualified contractors from other locations will be considered.

SCOPE OF WORK AND DELIVERABLES:

Clinical Training and Technical Assistance

- Facilitate or support monthly virtual office hours for TIPP partner sites.
- Identify needs, coordinate, and facilitate on-site clinical training for TIPP partner sites, including comprehensive STI exam and pelvic exam trainings.
- Attend and provide on-site support for the annual TIPP Fall Convening, including event execution tasks and facilitation of learning sessions and activities.
- Lead the Continuing Education Planning Committee for the TIPP Fall Convening, including preparing agendas, leading calls, and providing follow-up.
- Support the execution of DSHS-directed clinical initiatives for the project (e.g., DoxyPEP implementation, implementing extragenital testing, etc.)
- Coordinate and facilitate additional virtual or in-person individualized TTA with TIPP partner sites as needed.

Clinical Site Audits

- Support the facilitation of clinical audits for a limited number of TIPP partner sites annually, including performing health record reviews and on-site clinical observations.
- Collaborate with Cardea staff to complete administrative audit tasks, including review of STI-related policies and procedures, medical protocols, and standing delegation orders.
- Write, edit, and review audit reports for submission to DSHS.
- Support TIPP partner sites with corrective action plan implementation tasks as needed.

Programmatic

- Collaborate with Cardea staff on strategic clinical program planning, implementation, and evaluation activities.
- Attend monthly internal (Cardea only) and external (including DSHS) project meetings and support meeting facilitation as requested and appropriate.
- Support the preparation and review of the annual TIPP needs assessment and quarterly program reports, including providing clinical and programmatic recommendations.
- Collaborate with Cardea staff to review new applications for TIPP partnership, make recommendations to DSHS, and support clinical onboarding of new sites as needed.
- Research and write brief STI-related updates and news from the public health field to be shared with TIPP partner sites via a monthly newsletter.
- Complete an annual review of TIPP partner site websites to ensure alignment with the TIPP mission for submission and discussion with DSHS.

CONTRACT TERM:

This position is supported by federal passthrough and state funding and is dependent upon continued funding from the CDC and DSHS.

QUALIFICATIONS:

- Registered nurse with a Bachelor of Science in Nursing (BSN) or higher and an active, unencumbered nursing license.
- Experience in sexual and reproductive health and/or family planning clinical practice, with work experience in the public health field strongly preferred.
- Familiarity with clinical practices, standards, and regulations in the state of Texas.
- Working knowledge of STI clinical guidelines and standards (e.g., CDC and DSHS).
- Experience providing TTA to clinicians and evaluating clinical practices (preceptorship experience strongly preferred).
- Experience managing multiple project priorities and meeting contract deliverables and deadlines.
- Proficiency with technology, including virtual meeting platforms (Zoom, Teams), Microsoft Office applications (Outlook, Word, Excel), and related tools and systems.

PROPOSAL REQUIREMENTS:

- **Cover Letter** – Interest in the position and highlights of experience.
- **Executive Summary** – A brief summary of the approach to the work.
- **Qualifications and Experience** – Detailed resume, background and experience with similar projects.
- **Hourly Pay Rate Requirement**
- **References** – Provide contact information for three professional references.

SUBMISSION INFORMATION:

All proposals must be submitted as a PDF via email to careers@cardeaservices.org by **3/6/26**.