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# OVERDOSE FATALITY REVIEW

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## Position Summary: Overdose Fatality Review (OFR) Facilitator

### Purpose

Facilitate the xxx County Overdose Fatality Review Team, a multi-disciplinary team that reviews the risk factors and circumstances leading to fatal overdoses in the county and identifies opportunities to prevent future overdoses.

### Primary Functions

- Develop and maintain relationships with participating agencies on the OFR team to facilitate data sharing and support for recommendation development and implementation.
- Collaborate with the OFR project director and team members, as applicable, in selection of overdose fatalities for review by the team.
- Notify OFR team members of overdose fatalities selected for review.
- Prepare meeting materials (e.g. confidentiality forms, timelines, or other materials outlined by the project director).
- Provide neutral facilitation of OFR team meetings to prevent bias and reinforce that partner agencies are on equal footing.
- Ensure team members work toward a shared understanding of these OFR principles<sup>1</sup>:
  - The goal of the review process is to reduce overdose deaths.
  - Overdose deaths are preventable.
  - Substance use disorder is a chronic, treatable condition.
- Utilize or oversee the use of the OFR Data System in coordination with the other OFR staff to enter case data and track recommendations.
- Provide reports and data to support the OFR team's work, in conjunction with other OFR staff.
- Facilitate the recommendation process, including development of the recommendations and identification of implementation strategies.
- Monitor recommendations made by the OFR team in conjunction with other OFR staff.
- Support the implementation of OFR recommendations.
- Report OFR findings and recommendations to the OFR governing body (*if applicable*).
- Identify, with input from the team, new members needed to expand the expertise within the OFR team.
- Develop materials and program resources to support OFR program work.
- Orient new team members to the OFR purpose, process, and team member expectations.

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<sup>1</sup> <https://www.cossapresources.org/Tools/OFR/Facilitate>

- Collaborate with other agencies and initiatives within the county addressing substance use disorder and overdose prevention.

## Knowledge – Skills – Abilities

- Knowledge with the different sectors involved in the OFR team.
- Ability to work collaboratively with or effectively lead a multi-disciplinary team.
- Ability to build trusting relationships with OFR partners even where established relationships do not already exist.
- Ability to effectively deliver training to a multi-sector team.
- Strong organizational and time management skills.
- Strong written and verbal communication skills,
- Skill in meeting facilitation, including in virtual settings.
- Ability to maintain neutrality in facilitating multi-disciplinary meetings and group discussions.
- Baseline skills in data collection, data quality review, and analysis.
- Ability to encourage and develop group participation and engagement.
- Ability to guide the team through group problem-solving.
- Skill in navigating conflict within a group setting.
- Baseline knowledge of or willingness to learn about substance use disorder and the importance of non-stigmatizing language.

## Organizational Structure

Reports to (Title): *Determined by the site*

Collaborates with (Titles): *Determined by the site*

## Specifications

Minimum Required Education: *Determined by the site*

Minimum Required Experience: *Determined by the site*

Preferred Education: *Determined by the site*

Preferred Experience: *Determined by the site*