

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: _____

DEPARTMENT: Public Health

JOB DESCRIPTION: Assist forensic pathologists in performing autopsies to determine cause and manner of death using photography, evidence collection, radiographic and autopsy procedures. Document procedures performed and maintain pertinent autopsy records. Ensure chain of evidence of specimens and other items collected during postmortem examinations. Ensure autopsy areas are properly maintained and supplies stocked.

ESSENTIAL FUNCTIONS: Assist pathologists in opening, eviscerating and closing bodies and collecting toxicological samples during autopsies. Perform photographic documentation of bodies, wounds and associated evidentiary aspects of the case. Operate and maintain photographic equipment including digital photography, maintaining image database, and converting slides to digital images, making CD's for administration. Send the film out to be processed and label incoming processed film. Clean and prepare bodies for autopsy and subsequent release to funeral homes. Collect, label, document, store and transfer all physical evidence associated with the autopsy section; follow appropriate evidentiary control techniques and procedures; maintain proper chain of custody and proper handling of all firearms, prescription and non-prescription drugs, and all drug paraphernalia associated with Medical Examiner cases; release to appropriate investigating agency. Perform custodial maintenance for autopsy room, storage areas, coolers. Wash and dry laundry used in autopsies. Order and inventory supplies and materials. Take full body and dental X-rays and determine X-ray placement and composition and processing of these films. Transfer X-ray images from HMC system to KCMEO case files electronically. Wash and bag sample tissue and store for future reference by pathologist. Take toxicology and histology samples to external laboratories for processing and label and distribute slides to pathologist. Assist in preparation of specimens and records for neuropathology conferences and other special case reviews. Perform data entry tasks and prepare paperwork for autopsies. Assist or perform procedures as indicated for identification of remains. Assist as needed in responding to multiple fatality incidents, transporting equipment and supplies for temporary morgue and field investigations; Assist in archiving records and tissues for KCMEO. Obtain DNA samples per requests of families and fill out accompanying paperwork associated with the request. Cataloging hospital samples for pathologists. Maintain dental processor and train other co-workers on how to use it. Perform duties as assigned and needed by the Medical Examiner's Office. Be familiar with and follow applicable state and local laws, regulations, policies and procedures, particularly those related to autopsy and death investigation. Be familiar with and follow Medical Examiner mission, principles, policies and procedures. Participate in ongoing and special quality improvement discussions such as daily Medical Examiner case reviews and weekly pathology conferences; provide case-specific input from autopsy support unit; Identify case-specific problems and system obstacles to quality improvement process and share those with the Supervisor and Chief Medical Examiner in a timely fashion for resolution. Participate in continuing education training to enhance death investigation and autopsy support skills. Document anthropology specimens coming into KCMEO. Maintaining the specimen log. Photograph, preparing bones and storing of cases. Writing up procedures for autopsy section.

JOB TITLE: Forensic Pathologist Trainee

WORK SCHEDULE:

WORK ENVIRONMENT: Office and lab.

Exposures:

- ☒ Outside weather
- ☒ Non-weather related temp below 55°
- ☒ Non-weather related temp above 75°
- ☒ Humidity/dampness
- ☐ Moving mechanical parts
- ☐ Exposed high places
- ☐ Vibration
- ☒ Toxic or caustic chemicals
- ☐ Confined spaces
- ☒ Wet
- ☒ Gasses
- ☒ Fumes
- ☒ Odors
- ☐ Dusts
- ☐ Mists
- ☐ Radiation
- ☐ Explosives
- ☒ Noise Level 80 DBL
- ☐ Other _____

Special Requirements:

- ☐ CDL ☒ Respirator use

PHYSICAL DEMAND	HRS PER SHIFT
Standing	4 – 6 hours
Walking <input checked="" type="checkbox"/> uneven terrain	2 – 3 hours
Sitting	2 – 3 hours
Climbing stairs	15 – 30 minutes
Climbing <u>ladder</u>	5 – 10 minutes
Balancing	4 – 6 hours
Bending/Stooping	4 – 6 hours
Kneeling	0 – 15 minutes
Crouching	0 – 15 minutes
Crawling	0 – 15 minutes
Foot controls	15 – 30 minutes
Reaching above shoulders	0 – 15 minutes
Reaching waist-shoulder	4 – 7 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	2 – 4 hours
Reaching floor-knee	0 – 15 minutes
Lifting/Carrying 1-10#	4 – 6 hours
Lifting/Carrying 11-20#	0 – 15 minutes
Lifting/Carrying 21-50#	0 – 10 minutes
Lifting/Carrying 51-100#	0 – 10 minutes
Lifting/Carrying 100+#	0 – 10 minutes
Handling	4 – 6 hours
Hand Controls	2 – 4 hours
Fingering <input checked="" type="checkbox"/> keyboarding	1 – 2 hours
Vision to assure safety of others	0 – 2 hours
Hearing to assure safety of others	0 – 2 hours
Nightvision	0 – 2 hours

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date