

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: _____

JOB TITLE: Medicolegal Death Investigator (Lead)

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Investigates sudden, violent, unexpected and suspicious deaths that come under the jurisdiction of the King County Medical Examiner. Incumbents also participate in the supervision of staff, including selection, training, motivation, coaching, correction, evaluation and discipline.

WORK ENVIRONMENT: Inside/Outside

ESSENTIAL FUNCTIONS: Answer telephone to gather information to decide to assume or decline death jurisdiction; respond via telephone or scene response to deaths where jurisdiction is assumed; respond to inquiries from media, investigative agencies, public, families, etc. Investigate death scene; determine if scene is secured and safe; determine disposition of body and make visual examination of body if appropriate; record scene observations, photo-document death scene and remains and interview witnesses; conduct follow-up investigation for unresolved issues such as identification, notification and information regarding manner and cause of death. Establish and/or initiate positive identification process using photo identification, dental/skeletal radiographs or charting, fingerprints, medical records, witness accounts and internet searches; document steps taken to confirm identity; identify cases that need further specialized tracing of next of kin, assets and estate. Transport and/or arrange transportation of remains in varying degrees of trauma, mutilation and decomposition to the King County Medical Examiner's office; ensure remains are correctly identified and not damaged prior to examination by Pathologist; and process remains including weighing, fingerprinting and tagging. Locate and notify next of kin, physician or legal representative. Locate and collect lab samples and records, including health care, police and other records. Identify potential tissue/organ donors; coordinate procurement with appropriate agencies. Use computer to enter data and write technical and comprehensive investigative reports. Identify, collect, document and safeguard the legal chain of custody of evidentiary materials and decedent's personal property at death scenes; release to next of kin or appropriate investigative agency. Communicate death investigation findings to pathologists. Communicate and disseminate appropriate information of death investigation to media, family, law enforcement and the public; present lectures and provide class interviews to educate the community; represent the Office of the Medical Examiner with presentations at conferences, meetings, or other events. Prepare decedent for viewing if appropriate; counsel grieving family members; facilitate disposition of remains, which may include burial, transit and cremation permits. In addition to the above core responsibilities, incumbents may perform the following duties: Create and update SUID (Sudden Unexpected Infant Death) protocols and forms; research and apply for grants; collect data for research papers; and update current trends in investigative techniques. Create and update training manuals, policy and procedure manuals; provide training to new Investigators; maintain training opportunities bulletin board. Conduct DAWN (Drug Abuse Warning Network) case reviews; enter all qualifying case information into database. Secure, inventory and maintain all property that Investigators bring into the KCMEO; determine legal next of kin and release property to them or their representative; coordinate destruction of all weapons and evidence that next of kin doesn't want; if no next of kin, work with Finance Department to legally dispose of property; assign and maintain a probate attorney list; file and maintain probate attorney reports. Coordinate all aspects of medical records and case reports; determine if Investigator's case reports are correct and complete; determine which agencies have supplied original records and ensure they are returned to the originating agency; ensure security and

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 70 DBL
- Dangerous Materials

Special Requirements:

- CDL
- Respirator use

confidentiality of all records in compliance with HIPAA requirements. Participate in the design, implementation and maintenance of a new database for collection of all KCMEO data; design and write reports, forms and queries; design and modify web-based front end for data entry. Make recommendations to change business processes and work flow; work with staff to implement approved changes and ensure consistency throughout work unit. Coordinate King County Indigent Remains Program (KICRP); determine eligibility; complete and file death certificate and cremation authority; maintain inventory of cremated remains. Oversee all areas of investigation, autopsy and administration which include coordinating, scheduling and evaluating the work of assigned staff; determining the most efficient and safe staffing levels for the office; and solving work load and scheduling problems. Review all investigative cases and request follow up or further investigation; assign cases to autopsy staff for examination; discuss and review cases with investigative staff to determine jurisdictional or other situational concerns. Organize, lead and facilitate daily, weekly and monthly meetings involving Investigative and Autopsy staff; relay expectations and instruction from management to general staff; participate in morning rounds with Chief ME, Pathologist, Technicians and Investigators; and participate in afternoon case review with Pathology staff and Investigators. Establish and/or initiate positive identification process using photo identification, dental/skeletal radiographs or charting, fingerprints, medical records, witness accounts and internet searches; document steps taken to confirm identity; and initiate any additional actions needed to establish positive identification. Oversee administrative support services including the coordination of office security and facilities maintenance, office parking sites and usage, and vehicle usage; oversee the work of administrative support staff. Work with Program Manager to maintain a Quality Assurance (QA) program in the Autopsy and Investigations sections; maintain log books and coordinate communications with all affected staff members. Co-author, develop, implement, enforce and maintain the policy and procedures manual of the King County Medical Examiners Office; train staff on new policies/procedures. Acting as the direct representative of the Chief Medical Examiner, communicate and disseminate appropriate information regarding death investigations to media, family, law enforcement and the public; present lectures and provide class interviews to educate the community; give presentations at conferences, meetings, or other events.

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/slopes</u>	5 – 10 minutes
Balancing	4 – 6 hours
Bending/Stooping	4 – 6 hours
Kneeling	15 – 30 minutes
Crouching	15 – 30 minutes
Crawling	15 – 30 minutes
Foot controls	30 – 45 minutes
Reaching above shoulders	15 – 30 minutes
Reaching waist-shoulder	4 – 7 hours

PHYSICAL DEMAND	HRS PER SHIFT
Reaching floor-knee	0 – 15 minutes
Lifting/Carrying 1-10#	4 – 6 hours
Lifting/Carrying 11-20#	15 – 20 minutes
Lifting/Carrying 21-50#	15 – 20 minutes
Lifting/Carrying 51-100#	20 – 30 minutes
Lifting/Carrying 100+#	20 – 30 minutes
Handling	4 – 6 hours
Hand Controls	1 – 2 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
Swimming	0 – 2 hours

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

Physician's Signature

Date