

## MEDICAL EXAMINER (Pathologist)

### FUNCTION OF THE JOB

To be responsible for independent investigation of reportable deaths that occur in the County, for performing autopsies, for performing medical evaluations of cases, and for the 24/7/365 operation and administration of the Medical Examiner's Office.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Investigates deaths in accordance with Wisconsin State Statutes and Waukesha County Policies and Procedures, including evaluating death scenes, examining and preserving evidence, and investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and determines cause and manner of death in cases accepted.
2. Performs medico-legal autopsies and examines bodies to determine both the cause and manner of death.
3. Collects and preserves physical evidence, such as blood, urine, bodily fluids, tissues, and trace evidence from cases, and performs or orders toxicological or other studies on these materials.
4. Performs microscopic examinations, interprets laboratory and toxicological test results, and reviews medical records and police reports to aid in the determination of cause and manner of death.
5. Directs the identification of decedents and the notification of next of kin.
6. Testifies in both civil and criminal courts on the results of investigations, autopsies, toxicological and laboratory results, and cause and manner of death.
7. Completes and issues death certificates, cremation certificates, case reports and autopsy reports.
8. Represents the department in county government activities.
9. Serves as the department head and directs the department staff.
10. Directs the preparation and implementation of the department's operating and capital budget and the authorization and implementation of approved expenditures.
11. Directs the preparation and implementation of the department strategic plan including the operational policies, goals, and objectives; and prepares and implements disaster planning for mass fatality situations.
12. Develops and monitors policies and procedures relevant to best practices in death investigation, medical procedures, evidence collection and retention, documentation, and record retention.
13. Ensures policies and procedures are consistent with best practices in forensics and pathology nationally and compliant with local, State, and federal standards and regulations.
14. Establishes and maintains effective working and public relations with the State Crime Laboratory, State and Federal law enforcement and judicial agencies, families, health care facilities and personnel, mortuary professionals, insurance company personnel, department staff, and the public.
15. Develops and presents training seminars on medico-legal cases for continuing education credits and in-service training for members of the criminal justice community.
16. Remains up to date in current medical and forensic developments.
17. Cooperates with and and/or provides information and education to the medical community regarding death statistics and trends, consumer product problems, organ donation, etc.
18. Provides death investigation or staff supervision services on a 24 hour per day, 7 day per week rotating on-call basis.
19. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of Wisconsin State Statutes, administrative rules, common and accepted practices in Wisconsin under these rules, and federal and national standards pertaining to medical legal

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

- death investigation.
2. Thorough knowledge of the investigative principles, practices, and techniques used in the determination of the cause and manner deaths.
  3. Thorough knowledge of the causes and manners of death.
  4. Thorough knowledge of the procedures involved in medico-legal autopsies.
  5. Thorough knowledge of human pathology and the diagnosis of disease and trauma.
  6. Thorough knowledge of forensic procedures and techniques such as DNA and evidence collection.
  7. Thorough knowledge of the principles, literature, standard practices, methods and techniques of the broad field of medical science.
  8. Thorough knowledge of standard laboratory procedures, methods, and equipment applicable to field.
  9. Thorough knowledge of occupational safety requirements and procedures, especially regarding hazardous materials and blood borne pathogens.
  10. Thorough knowledge of administrative, managerial, and supervisory principles and practices including budgeting, planning, program evaluation, and employee supervision.
  11. Thorough knowledge of computer hardware, software, and other specialized equipment or technology and their application to department operations.
  12. Ability to perform forensic autopsies, identify and diagnose pathological conditions grossly and microscopically; and interpret ante-mortem and post-mortem laboratory and toxicology data.
  13. Ability to communicate effectively, both verbally and in writing, and to deal compassionately and with diplomacy, with survivors of the decedent and members of the community.
  14. Ability to establish and maintain effective working relationships with the State Crime Laboratory, State and Federal law enforcement and judicial agencies, families, health care facilities and personnel, mortuary professionals, insurance company personnel, department staff, and the public.
  15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
  16. Ability to secure facts through objective, independent, and thorough investigations and inspections; analyze and interpret evidence and data; and make appropriate determinations.
  17. Ability to plan, organize, and effectively present ideas, concepts, recommendations, and reports.
  18. Ability to direct, plan, coordinate, and evaluate the work of the staff.
  19. Ability to deal with issues of death and dying on a daily basis, often in unpleasant circumstances.
  20. Ability to perform work in the field in varying types of terrain and weather conditions.
  21. Ability to move and transfer human bodies of various weights and ensuring preservation of any trace evidence.
  22. Ability to safely drive a vehicle in the regular performance of duties.

### Training and Experience

1. Graduation from a recognized medical school; and
2. Completion of an ACGME accredited anatomic or anatomic and clinical pathology residency with training in forensic pathology; and
3. Certification in forensic pathology and anatomic or anatomic and clinical pathology by the American Board of Pathology; and
4. Possession of a license or eligibility to receive a license to practice medicine in the State of Wisconsin; and
5. Three (3) years of work experience in forensic pathology.
6. Valid driver's license.