

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Associate Medical Examiner

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Evaluate in-coming communications (phone, fax, in-person) notifying of a death to determine whether the death is within King County Medical Examiner jurisdiction criteria, and for those deaths that come under Medical Examiner jurisdiction, provide associated field and office activities on a 24-hour, 7 day-a-week basis; Gather and transport human remains and evidence; Confirm identification and notify legal next-of-kin; Coordinate death investigations with next-of-kin, law enforcement agencies, hospitals, funeral homes, and other outside parties; Prepare written investigative reports, documenting information relative to the deaths.

WORK ENVIRONMENT: Field with some office.

ESSENTIAL FUNCTIONS: ESSENTIAL FUNCTIONS: Answer incoming telephone calls and gather information to determine whether to assume or decline death jurisdiction; respond to telephone inquiries from next-of-kin, media, law enforcement, investigative agencies, medical providers, public. Respond to death scene when jurisdiction is assumed; record scene observations, photo-document death scene and remains and interview witnesses; collect evidence, weapons, and other items which may be significant in determining identification, cause of death, and manner of death. Determine if human remains/body need to come to the Medical Examiner facility or if release to funeral home can occur; document visual examination of body (scene view), if appropriate. Transport and/or arrange transportation of remains by funeral director or emergency medical personnel to the King County Medical Examiner's office and process remains including weighing, fingerprinting and marking body with identifying case number. Initiate identification process using fingerprints, dental records, medical records, and witness accounts; document steps taken to confirm identity. Locate and notify next of kin or legal representative of the individual's death. Communicate death investigation findings to pathologists. Coordinate death investigation facts and relevant case information with autopsy technical staff such as tissue donation requests, next-of-kin opposition to autopsies, availability of weapons, x-rays and medical records. Perform autopsies. Communicate and disseminate appropriate information of death investigation to media, family, law enforcement, and the public. Locate and gather medical records, police records, emergency medical records which have potential useful background information. Gather any specimen samples from hospitals, emergency departments. Facilitate organ and tissue donation, if appropriate. Write complete and comprehensive reports of investigation, using information gathered from family members, medical records, police reports, and other sources. Use computer to enter data and create copies of investigative reports. Collect, document, enter in inventory logs, and safeguard personal property and evidence; release to next of kin or appropriate investigative agency. Facilitate release of remains to funeral home, which may include burial, transit and cremation permits. Conduct follow-up investigation for unresolved issues such as identification, notification and information regarding manner and cause of death. Be familiar with and follow applicable state and local laws, regulations, policies and procedures, particularly those related to 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 investigation 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

### 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

continuing education training to enhance investigative skills. Assist Supervisor of Medicolegal Death Investigations develop Medical Examiner Business Plan and work plans related to investigation section. Help prioritize goals and objectives. Ensure that vehicles are adequately stocked and maintained. Participate in miscellaneous site maintenance activities, (ie: fold laundry, clean stretchers, backboards, vehicles, keep inventory of supplies, inventory remains in cooler, deliver fingerprints, file fingerprints, fuel vehicles, maintain lunchroom. All other assignments as assigned by the supervisor.

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