

## **MEDICAL EXAMINER**

**DEFINITION:** Under direction, performs work of considerable difficulty in directing and managing the overall operation of the Navajo Nation Department of Medical Examiners that promotes best practices; plans, coordinates, directs and implements statutory functions as defined by legislation; administers and executes a program of medico legal death investigations including investigating causes of death; performs autopsies; develops policies and procedures; maintains working relationships with all outside agencies that the Medical Examiner's office interact with; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Responsible for directing the overall operations of the Navajo Nation Department of Medical Examiners; performs highly responsible and complex administrative work in planning, coordinating, directing, implementing and controlling the statutory functions; administers and executes a program of medico legal death investigations, including causes of death that involve injury, are sudden, unexpected and unexplained, or causes of death that may, in any way, endanger public health and safety; oversees the maintenance and operation of the morgue in accordance with established policies, procedures and regulations.

Directs and reviews investigations of all known or suspected homicides, suicides, sudden infant deaths, drug-related deaths and medically unattended deaths and determine the manner and circumstance of death and to properly and accurately certify the cause of death in unnatural cases; oversees the development and enforcement of procedures for pronouncement of death and transplantation of organs from bodies of persons who have dies within the Navajo Nation; ensures toxicology reports are completed and available for review.

Responsible for maintaining complete records on all cases and provides expert testimony on criminal cases for federal, state and tribal law enforcements agencies and courts; responsible for the preparation and/or review of reports, legislation and the application and interpretation of policies, standards, laws and regulations.

Responsible for coordinating and directing other functions of the Navajo Nation Opioid Response, including research in forensic pathology, education and training of residents and fellow physicians, training trains law enforcement personnel in techniques of homicide investigations and disseminating public information about causes of death on the Navajo Nation.

Provides direct and indirect services to the Federal Bureau of Investigations, US Attorney's Office, funeral homes, hospitals, families of decedents, schools, insurance companies, organ procurement organizations, Federal, state and/or tribal law enforcement, fire departments, courts and other government, business or private related agencies and citizens.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Working knowledge of applicable Federal, state, local and Navajo Nation laws and statutes governing forensic services and certification of death.

Considerable knowledge of microscopy, toxicology and investigative techniques as they relate to forensic medicine.

Thorough knowledge of investigative procedures for determining causes and manner of death, as well as modern forensic pathology methods and techniques.

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Thorough knowledge of the principles, practices, instruments, and methods used in the collection and processing of postmortem evidence.

Thorough knowledge of the overall operation of a Medical Examiner's Office.

Knowledge of forensic and anatomic pathology (e.g., causes and manner of death and their manifestations with regard to the body, scene and history).

Knowledge of investigative techniques, principles and practices used in the research of cause and manner of death.

Knowledge of Health Insurance Portability and Accountability Act (HIPAA).

Demonstrated ability to improve operational efficiency while maintaining investigative integrity, to integrate new technology and systems and plan for their continual refinement.

Exceptional analytical and research skills.

Ability to effectively perform management activities, including goal setting, budget management, human resource management, strategic planning, and the formulation and implementation of policies/procedures.

Ability to create and lead teams, organize and prioritize the work of others, and build collaborative relationships.

Ability to lead and manage a complex, fast-paced Medical Examiner's Office and consistently demonstrate the highest of ethical and professional standards.

Ability to maintain investigative confidentiality and patient privacy.

Ability to establish and maintain effective working relationships with public agencies and the general public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work may involve heavy lifting of dead bodies and/or equipment of 300+ pounds in the field and/or examination room as well as handling of hazardous material.

#### **MINIMUM QUALIFICATIONS:**

- A Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO); and eight (8) years of practice in the field of death investigation experience.

#### **Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.
- Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Certification in anatomical and clinical pathology by the American Board of Pathology.
- Association with the National Association of Medical Examiners and American Academy of Forensic Science.

#### **PREFERRED QUALIFICATIONS:**

- Completion of a residency in anatomic and clinical pathology or anatomic pathology and a fellowship in forensic pathology.
- Ten (10) or more years of experience in the field of death investigation.

#### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional certifications/training may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.