

AUTOPSY FACILITIES MANAGER

DESCRIPTION OF WORK

Work in this class involves the management of and participation in the performance of the more complex procedures in a postmortem examination process for the office of the Chief Medical Examiner in Chapel Hill. The employee is under the technical direction of the pathology staff. The employee provides technical assistance to forensic pathologists in the performance of postmortem examinations. Duties include the taking and developing of postmortem x-rays, photographs, and the detailed planning and handling of mass disaster situations. The employee also supervises subordinate assistants and helpers involved in postmortem examination. Work is performed under the general supervision of the Chief Medical Examiner.

EXAMPLES OF DUTIES PERFORMED

Assists pathologists in doing eviscerations, gross anatomic dissection, and in obtaining appropriate sections for microscopic examination; removes organs, portions of bone or other samples of tissue for any specialized study or research, as directed; replaces organs and other parts in body cavity upon completion of autopsy, sutures incision, cleans body and returns same to refrigerated area and notifies funeral home that body is ready to be released to them.

Supervises and coordinates the scheduling, receiving, and releasing of bodies; assists medical examiners when needed for transportation of bodies, and maintaining records as requested.

Operates x-ray equipment in the facilities and takes and develops x-rays for future court references; participates and assists pathologists in photography of bodies, clothing, evidence and gross specimens. Ensures that the autopsy and x-ray facilities are kept in a clean and orderly manner.

Supervises and performs specialized embalming services at the direction of the pathologist in order to facilitate performance of certain non-routine techniques in autopsies.

Supervises the labeling and storage of gross tissue obtained during autopsy.

Prepares and maintains a duty schedule.

Maintains an up-to-date inventory of autopsy equipment and supplies to be used in disasters and assists in autopsies performed at disaster scenes; assists at disaster scenes as needed.

Arranges with families for viewing and identification of bodies; assists the family during the viewing.

Determines the types and amounts of supplies to stock; requisitions supplies as needed.

Prepares blood alcohol and tissue containers to be sent to 700 medical examiners and 100 regional pathologists.

Supervises and arranges for exhumations at the request of the Chief Medical Examiner.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of autopsy techniques and procedures, x-rays, photography, preservation of evidence and planning for and handling mass disasters.

Considerable knowledge of human anatomy.

Considerable knowledge of embalming process.

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Working knowledge of the Office of the Chief Medical Examiner administrative policies and procedures.
Ability to work effectively with families and funeral directors.
Ability to supervise and manage an autopsy facility.

Minimum Education and Experience

Professional certificate as a Pathologists' Assistant from an appropriately accredited institution and one year of experience in anatomical work; or Associate's degree in mortuary sciences from an appropriately accredited institution with a North Carolina Embalmer's License and two years of experience working in a forensic pathology laboratory; or three years of experience in a forensic pathology laboratory; or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid North Carolina Driver's License.