

Job Title: CHIEF MEDICAL EXAMINER

Department: DEPARTMENT OF HEALTH

Division: State Medical Examiner

Opening Date/Time: Fri. 05/06/16 12:00 AM Eastern Time

Closing Date/Time: Continuous

Salary: \$132.36 Hourly
\$240,894.00 Annually

Pay Grade: 965F

Job Type: Non-Union (99)

Bargaining Union: Non-Union (99)

Location: 48 Orms Street, Providence, Rhode Island

Scheduled Work Days; Hours Monday-Friday; 8:00 am-4:30 pm 10 days over a
of Work Unclassified; two week pay period; M-F and at least one

Standard: Saturday per month

Work Week: Non-Standard

Job #: 1118-10000-26

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GENERAL STATEMENT OF DUTIES: To be responsible for directing the overall operation of the Office of the State Medical Examiner by performing highly responsible and complex administrative work in planning, coordinating, directing, implementing and controlling the statutory functions as defined in Chapter 23-4 of the RI General Laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Health with wide latitude for the exercise of independent judgment; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of professional, technical and clerical personnel.

Illustrative Examples of Work Performed:

To be responsible for directing the overall operation of the Office of the State Medical Examiner by performing highly responsible and complex administrative work in

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planning, coordinating, directing, implementing and controlling the statutory functions as defined in Chapter 23-4 of the RI General Laws.

To be responsible for administering and executing a program of medico-legal death investigations which includes investigating causes of deaths that involve injury, are sudden, unexpected, and unexplained, or causes of death that may, in any way, endanger public health and safety.

To be responsible for directing and reviewing investigations of all known or suspected homicides, suicides, accidents, 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.

To be responsible for maintaining complete records on all cases and to provide expert testimony on criminal cases for the state law enforcement agencies and the courts.

In accordance with state statute to be responsible for approving all cremations performed in the State of Rhode Island.

To develop and enforce procedures for the pronouncement of death and transplantation of organs from bodies of persons who have died within the State of Rhode Island.

To be responsible for coordinating and directing other functions of the Office of the State Medical Examiner which include research in forensic pathology; education and training of resident and fellow physicians; training law enforcement personnel in techniques of homicide investigations; and disseminating public information about causes of death in the State.

To provide direct or indirect services to District Attorneys, the Courts, the Attorney General, funeral homes, families of decedents, hospitals and major medical academic centers, insurance companies, organ procurement organizations, local and state police investigators, fire departments, a variety of sister state agencies, and various Federal programs and agencies.

To be responsible for maintaining and operating the State Morgue in accordance with established policies, procedures, standards and regulations.

To coordinate activities of the Office of the State Medical Examiner with divisions in the Department of Health, notably the Division of Vital Statistics, the Division of Disease Prevention and Control and the Division of Health Laboratories.

To serve as executive secretary of the State Medical Examiner's Commission.

To be responsible for the preparation and/or review of reports, legislation and the application and interpretation of policies, standards, laws and regulations.

To do related work as required.

Required Qualifications for Appointment:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of pathologic anatomy and toxicology and the ability to apply such knowledge in the performance of medical-legal examinations; a working knowledge of administrative planning and the ability to plan, coordinate, organize and supervise the work of a staff of subordinates,

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conduct investigations and prepare reports, recommendations and decisions on facts developed therein; the ability to coordinate the smooth operation and maintenance of autopsy facilities; the ability to communicate effectively, both orally and in writing; the ability to form cooperative relationships with police personnel and other investigative agencies; the ability to establish and maintain effective working relationships with other professionals, employees, government officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing with formal post-graduate training in Pathologic Anatomy and Forensic Pathology; and

Experience: Such as may have been gained through: a minimum of 5 years experience in a responsible position involving practice in the field of forensic Pathology and/or legal medicine including a minimum of 3 years management experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Supplemental Information:

Special Requirements: Must possess licensure to practice medicine in the State of Rhode Island and certification by the American Board of Pathology in the field of Anatomic Pathology and Forensic Pathology at the time of appointment, and must maintain such licensure and certification as a condition of employment.