



Career Service Authority

Forensic Pathology Fellow

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GENERAL STATEMENT OF CLASS DUTIES

Performs professional medical postgraduate work in the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner.

DISTINGUISHING CHARACTERISTICS

This class performs professional medical postgraduate work in the recognized medical specialty of forensic pathology, performing medicolegal autopsies and assisting in the evaluation and investigation of non-natural and natural deaths that fall under the jurisdiction of the coroner. This class is distinguished from the Forensic Pathologist that assists in the operations and activities of the Office of Medical Examiner including the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner, planning for the office, and the development and execution of policies, procedures, and performance criteria for office operations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Performs work in the medical subspecialty of forensic pathology for a period of one year in a training program accredited by the Accreditation Council of Graduate Medical Education.

Performs medicolegal autopsies, consulting with senior staff pathologists when appropriate and prepares medicolegal autopsy reports.

Determines the cause, manner, and mechanism of death and the certification of death.

Orders toxicological and other laboratory tests and interprets the results in postmortem samples.

Collects evidence from deceased persons and handles evidence to include chain of custody procedures along with forensic photography.

Shares on-call responsibilities with other staff pathologists including weekends and holidays, responds to death scenes per established OME protocol, and consults as appropriate with senior staff.

Gives testimony as to the cause of death and renders expert opinions in a variety of legal forums.

Meets and/or consults with families, law enforcement, attorneys, health professionals, and other interested parties as necessary to discuss autopsy findings.

Assists in the training and education of medical students, residents, and others in the functions of the medical examiner/coroner and in forensic pathology.

Participates in the identification of unknown/unidentified deceased persons using fingerprints, dental, radiographic comparison, physical anthropology, and DNA.

Participates in research and other academic activities.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self-learning and development.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems and designs new methods where established methods and procedures are inapplicable or are unavailable.

Technology Application – Uses machines, tools, instruments, or equipment effectively and uses computers and computer applications to analyze and communicate information in the appropriate format.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Memory – Recalls information that has been presented previously.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objectives by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Lifting: raising or lowering an object.

Far acuity: ability to see clearly at 20 feet or more.

Field of vision: ability to see peripherally.

Working Environment:

Hazardous conditions where there is danger to life, body, and/or health.

Contact with deceased persons under a wide variety of circumstances.

Exposed to hazardous body fluids and wastes.

Exposure to hazardous chemicals.

Exposed to infection from disease-bearing diseases.

Exposed to risk of blood borne diseases.

Exposed to unpleasant elements (accidents, injuries and illness).

Exposure to infections and contagious diseases.

Exposure to unpleasant smells, sights, and insect activity.

Exposure to poor weather, extreme cold and heat.

Pressure due to multiple calls and inquiries.

Subject to injury from moving parts of equipment, surgical tools, severe weather, or hazardous conditions.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Occasionally exposed to radiation hazards.

Education Requirement:

Graduation from an accredited school of medicine or osteopathy.

Experience Requirement:

None

Licensure and/or Certification:

Completion of ACGME (Accreditation Council for Graduate Medical Education) approved postgraduate residency program in anatomical pathology or anatomical pathology/clinical pathology by the date of the start of the fellowship term.

Must be eligible for licensure in Colorado and board certified or board eligible in anatomic pathology or anatomic/clinical pathology by the date of the start of the fellowship term.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 12/23/2007

REVISED DATE:

ESTABLISHED BY: Vivian Atkins

CLASS HISTORY: This is a new class.