



COUNTY OF ALLEGHENY

OFFICE OF THE MEDICAL EXAMINER

1520 PENN AVENUE • PITTSBURGH, PENNSYLVANIA 15222

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KARL E. WILLIAMS, M.D., M.P.H.
MEDICAL EXAMINER

ABDULREZAK SHAKIR, M.D.
DEPUTY MEDICAL EXAMINER



ASCLD/LAB-INTERNATIONAL
ACCREDITED TESTING LABORATORY
SINCE 2014

ROBERT HUSTON
DIRECTOR DIVISION OF LABORATORIES

Temporary Position: Quality Assurance Technician-Forensic Accreditation Specialist

Dates of contract: 04/01/2018 – 12/31/2019

Expected work days/hours: 28 hours/week, Monday-Friday

Rates and Benefits: \$15.00/hour Benefits: N/A

Position Summary:

Under the direction of the Manager of Operations, the Forensic Accreditation Specialist is responsible for implementation of and documentation for the National Association of Medical Examiners (N.A.M.E.) accreditation standards, ISO 17020 accreditation standards, ISO 17025 accreditation standards as well as additional quality assurance related duties as assigned, on behalf of the Allegheny County Medical Examiner's Office. Working with Allegheny County Medical Examiner's Office management, the incumbent will construct creative solutions to accreditation problems. The incumbent will act as a liaison between management and the pertinent county/non-county employees in order to enact accreditation compliance. The incumbent will thoroughly document all changes implemented, including but not limited to changes to various policy and procedure manuals and accreditation documentation. The incumbent will have access to private, confidential and restricted information such as police reports, medical records and other written or verbal communications which cannot be shared outside of the Medical Examiner's office.

Equipment and Supplies:

- No equipment or supplies will be required.

Duties:

- Meet with various managers to discuss and formulate a timetable/work schedule for N.A.M.E accreditation, ISO 17020 and ISO 17025.
- Interpret, discuss and create solutions regarding accreditation standard implementation as it applies to the Medical Examiner's Office.
- Develop and implement long term strategies for continued office accreditation.
- Act under the discretion of the Manager of Operations in order to execute tasks required for accreditation.
- Elucidate and document already existing practices and procedures of the Medical Examiner's Office for the purposes of accreditation.
- Inspect and document the adequacy of the facilities and materials at the Medical Examiner's Office for the purposes of accreditation.

- Participate in committees within the Office of the Medical Examiner to address development and operational issues associated with accreditation.
- Assists in development of and training of personnel in the Medical Examiner's Office for purposes of accreditation.
- Reach out to and establish productive work relationships with various county and non-county personnel for the purposes of accreditation.
- Develop various documents such as protocols, procedures, policies and forms for the establishment and maintenance accreditation.
- Document actions taken such that there is clear evidence of accreditation compliance.
- Develop application materials for inspection and accreditation with the National Association of Medical Examiners as well as ISO 17020/17025.
- Assist in the onsite inspection of the facilities and documents for office accreditation.
- Work is expected to be performed on-site.
- Work is expected to be performed under limited supervision.
- Perform other related duties as required or requested.

Knowledge, Skills, and Abilities:

Knowledge of:

- Typical Medical Examiner or Coroner office practice, policy and procedures
- Computer software including Microsoft Office products
- Basic photographic techniques
- Medical and legal terminology and procedures
- Investigative techniques, principles and practices used in the research of cause and manner of death

Ability to:

- Follow instruction in a positive, teamwork driven manner
- Prioritize workload in a fast paced work environment
- Remain calm, even tempered, decisive, accurate, and emotionally unattached
- Work effectively under stressful conditions
- Pass criminal background check and drug screen
- Communicate effectively orally and in writing

Education/Experience:

- Minimum four-year degree (BS/BA) or equivalent -or-
- Minimum 2 years' experience working as or under a coroner, assistant coroner or medical examiner.
- Applicants with experience regarding accreditation with ISO 17020, ISO 17025 or the National Association of Medical Examiners will be given highest priority

Application Instructions:

Applications will be accepted until May 1, 2018 in the form of a resume, cover letter, transcripts and any additional desired support documentation or recommendations. Applications should be submitted to Manager of Operations, Mandy Tinkey at mandy.tinkey@alleghenycounty.us. Hard copies may be mailed to the attention of Manager of Operations, Mandy Tinkey at 1520 Penn Avenue Pittsburgh, PA 15222 but MUST be received by May 1, 2018 for consideration.

Position start date will not be prior to May 14, 2018 and not extend beyond December 31, 2019.