

KNOX COUNTY GOVERNMENT JOB CLASSIFICATION DESCRIPTION

Classification Title: Autopsy Technician
JC-2744, PG-10, EEO-3, FLSA- Non-Exempt 80 Hours

Department: Medical Examiner

Reports To: Manager, Autopsy Technician

Date last revised: July 29, 2015

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Medical Examiner / Pathologist in examining human bodies and preparing and conducting autopsies. Duties include but not limited to; processing and releasing decedents; maintaining facilities and equipment in a sterilized, disinfected manner; maintaining forensic records; and performing other duties as assigned by the Chief Medical Examiner, Autopsy Technician Manager, and Sr. Director Regional Forensic Center.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares station and body for autopsy by ensuring identity and documenting integrity of body bag seal, initial photography, documenting weight and height of body.

Inventories personal effects of the decedent.

Assists the forensic pathologist with handling and moving bodies in the autopsy suite and in performance of autopsies to include eviscerating organs from body using surgical technique; removal of calvarium using autopsy saw; and, advanced evisceration techniques as required.

Performs autopsy photography; backs up photographic images into database and creates copy of autopsy images on appropriate media.

Performs x-rays of decedents while maintaining x-ray technique log; prepares copies of radiology images on appropriate media for filing in case chart.

Collects and preserves forensic evidence, labels and packages evidence, and documents evidence collected maintaining chain of custody.

Collects specimens for microbiology using sterile technique; orders required tests through software; labels, packages, and delivers specimens to microbiology for analysis while maintaining chain of custody.

Ensures accuracy of cassettes submitted by pathologist; delivers specimens to the histology laboratory and returns prepared slides to pathologist for review while maintaining chain of custody; and, returns slides to histology for filing.

Admits and releases bodies to and from the forensic center; ensures identity of bodies admitted, prepared for autopsy, and released from the forensic center.

Sets up cutting station for extended neuropathologic examination and other extended examinations using established protocol.

Ensures a safe and effective working environment by maintaining clean work areas, equipment and instruments and notifying appropriate staff of malfunction of equipment, work station lighting, etc.

Ensures that body diagrams and other forms needed by pathologist in morgue are stocked routinely.

Ensures autopsy stations are stocked with proper equipment, supplies and PPE for use during autopsy procedure.

Prepares and closes body for release to funeral home.

Cleans morgue, body receiving areas, instruments, equipment, floors, autopsy tables/stations, dissecting areas, and refrigerated storage; stocks PPE in locker area; and, disposes of all biohazard waste produced by the morgue facility.

Prepares soiled linen for laundry; does laundry; maintains clean linen at autopsy stations for use during autopsy procedure.

Properly handles and labels chemicals including alcohol and formaldehyde as per current law and regulations.

Maintains a clean and organized tissue stock room and specimen freezer; disposes of wet and frozen tissue using established protocol after tissue retention period and when authorization is obtained by forensic pathologist.

Trains new employees/volunteers following established protocol.

Assists the pathologist with instructing medical students and residents in evisceration technique; explains steps in the autopsy process to employees, law enforcement, residents, medical students, student workers, and volunteers.

Maintains temperature logs of all refrigerated and freezer storage.

Upholds established standard operating procedures, quality improvement, safety and environmental and infection control standards.

Assists Medico-legal Death Investigators in release of evidence to law enforcement.

Assists in maintaining inventory of morgue equipment and supplies.

Performs special projects or duties as assigned.

ADDITIONAL JOB FUNCTIONS

Responds to and reports immediately if called upon by local regional or central office supervisors, as part of a coordinated emergency response by the Knox County Department of Health.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

High School Diploma or GED required with Certification as a Surgical Technologist and a graduate of a CAAHEP-accredited surgical technology program or an U.S. military surgical technology program. Associates degree preferred with a minimum of two (2) years' experience in a medical field such as; nursing, mortuary, or working with cadavers. Must be capable of working flexible hours, including weekends and holidays, and respond to on-call duty. **Applicants who are offered this job MUST take a drug test. Passing the drug test is required in order to start the job.**

Performance Standards

Knowledge of human anatomy and physiology.

Knowledge of medical terminology.

Knowledge of medical instruments.

Ability to stand for extended periods of time and perform heavy lifting.

Ability to work with decedents in decomposed state and work in malodorous conditions.

Ability to keep detailed records including specimen and evidence control.

Ability to pay meticulous attention to detail when completing documentation.

Knowledge of the rules and regulations affecting the operation of the Medical Examiner's office.

Knowledge of organization policies and procedures.

Knowledge of safety procedures.

Ability to follow oral and written instructions.

Ability to document in an electronic medical record.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as personal computers, printers, telephones, calculators, photocopiers, scanner, laminator, fax machines, X-ray machine, 35 MM and digital camera. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for active work to lift, carry or transfer bodies to and from gurneys at weight up to approximately 300 pounds with assistance.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking to convey or exchange administrative information.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand simple principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this position.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages, and determine time and weight using digital and analogue scales.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office and audio/visual equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and audio/visual equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Must be adaptable to performing under moderate to considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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The Knox County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date

Knox County Government is an Equal Opportunity Employer
and a Drug Free Workplace