



POSITION OPEN

AUTOPSY TECHNICIAN Regional Forensic Center

2744-02, 06

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 the medical examiner administrators as part of a coordinated emergency response. 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. Must possess and maintain a Tennessee Driver's License. Applicants who are offered this job MUST take a drug test. Passing the drug test is required in order to start the job.

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.

SALARY: \$37,456.55 annually

DEADLINE: Applications must be received in the office by December 9, 2014 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO: *Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.*

We provide veteran's preference for all valid DD-214's