



## **Medical Examiner Investigator**

### **Job Posting**

Western Michigan University School of Medicine is seeking qualified independent contractors to serve as Medical Examiner Investigators for the Calhoun County Medical Examiner's Office.

#### **Position Purpose:**

- To investigate the medically relevant circumstances surrounding deaths reported to the Office of the Medical Examiner
- To prepare written reports document the investigative findings

#### **Duties and Responsibilities:**

- Respond to scenes of reported deaths and perform a skilled investigation
- Determine whether a death is within the Medical Examiner's jurisdiction and requires an investigation, based on Michigan Law and Western Michigan University School of Medicine Forensic Pathology policies and procedures
- Maintain availability by pager or telephone during on-call hours
- Prepare human remains for transport
- Communicate effectively with emergency personnel and law enforcement investigators in order to obtain accurate and comprehensive information regarding the circumstances surrounding a death
- Communicate effectively and compassionately with the decedent's loved ones and other witnesses
- Obtain medical history from physicians, medical records, emergency personnel, relatives, witnesses, police and other involved persons
- Communicate effectively with Funeral Directors and funeral home personnel
- Speak and write in a professional manner; maintain a professional appearance
- Submit clear, accurate and objective reports, in a computerized web-based records management system, in a prescribed format in a timely manner for all death investigations
- Insure that the next-of-kin is notified of the death
- Maintain and upgrade professional knowledge and skills by attending continuing education seminars, training programs and appropriate courses
- Obtain ABMDI certification within three to five years of service

- Comply with policies and procedures established by the Medical Examiner
- Perform other duties as assigned by the Medical Examiner and/or Chief Medical Examiner Investigator

### **Employment Qualifications:**

- Education:
  - An associate degree or equivalent from a two-year college, university or accredited technical school
  - An equivalent combination of education and experience
  - Achieve ABMD Registry Certification (basic) within three to five years, based upon time and experience requirements established by the American Board of Medicolegal Death Investigators
- Experience:
  - Law enforcement experience of at least three years, or
  - Medical background, or
  - Experience as a first-responder (e.g. Firefighter, EMT)
- Special Requirements:
  - Preferably be at least 24 years of age
  - Must possess and maintain a valid State of Michigan Operator's License
  - No prior felony convictions
  - Ability to demonstrate a thorough knowledge of modern medical examiner principles, procedures, techniques and equipment
  - Ability to maintain good physical condition in order to safely perform job duties
  - Ability to communicate effectively orally and in writing
  - Ability to maintain effective working relationships with peers and supervisors
  - Ability to exercise sound judgment in evaluating situations and making decisions
  - Ability to follow and give verbal and written instructions
  - Internet access is essential

### **Hours/Pay Scale:**

- MEIs are on-call for 12 hours at a time, 0600—1800 and/or 1800—0600
- There is a \$62.50 stipend for being on-call for each 12 hour shift
- Mileage is reimbursed at the Federal rate (.575/mile for 2015)

### **Contact:**

Joanne M Catania, Chief Investigator at [joanne.catania@med.wmich.edu](mailto:joanne.catania@med.wmich.edu)