

## New

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Medical Examiner Investigator

Requested Class

Medical and Health 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SSII / OCME/Edmonton

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Team Lead, ME Investigators

Supervisor's Current Class

Medical and Health 3

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Medical Examiner Investigator investigates all unexplained natural deaths, unnatural deaths and other deaths in Alberta as outlined in the Fatality Inquires Act and Regulations. The position is available on a 24-hour basis to respond locally to a variety of scenes of death in a diversity of conditions and circumstances and supervises the medico-legal investigation when the municipal police service does not. Any concerns, issues, guidance sought will be raised to the Medical Examiner Investigator Team Lead as initial point of contact.

#### Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Conduct investigations into sudden and/or unexplained deaths to assist in determining the cause and manner of death and provide accurate information to next of kin and other interested parties:

- Make an initial determination of whether a death requires investigation, or consult with the team lead to help make this decision if the circumstances of the death are unclear.
- Responds to scenes of death, takes possession of the body, examines and photographs the body along with the scene of death.
- Ensure personal safety at each scene before investigating the scene. This position would be responsible for bringing forward any safety hazards or missing personal protective equipment (PPE) to the Team Lead for future improvement.

Interviewing the family, witnesses and physicians, and reviewing medical charts to collect a medical and social profile of the deceased.

- Make arrangements necessary to establish positive identification of the decedent.
- Perform other investigative procedures as required.
- Document and provide investigative information to the attending Medical Examiner and Pathologist.
- Arrange for body transportation, radiological examination, and other services as required. When clarification is needed about these services, the Investigator will consult with their Team Lead.
- Advise family and/or physician of final determination; provide support to the bereaved family; handle inquiries from police, family, other investigators (e.g. fire, occupational), physicians, etc.

Respond to hospital deaths such as post-operative, anesthetic and unnatural death:

- Review, assess and document relevant medical information as contained in the hospital record.
- Provide instruction to local and rural hospital staff when needed.
- Consult with Team Lead to determine the appropriate document and report i.e. "refereed case/no case" and what information would need to be transferred to the attending Medical Examiner.

Provide investigative advice to rural investigators (i.e. RCMP) on a 24-hour basis with respect to body transportation, autopsy, radiological examination and other special services as required:

- RCMP and municipal police officers must contact a Medical Examiner Investigator (MEI) when notified of a death under the FIA.
- Available on a 24-hour basis, the MEI receives the first call from RCMP or municipal police officer who is at the death scene and independently gives direction. Prompt response to the officer is essential. Multitasking may be necessary to give immediate response as investigators may be attending a local scene of death.
- The MEI will consult with the Team Lead should there be any cases or services needed that require clarification (e.g. arranging for helicopter for body removal, how case should be brought in when frozen in a block of ice, etc.).

Examine death certificates to ensure deaths are properly reported to the Medical Examiner's Office:

- Inspect death certificates, on behalf of the Chief Medical Examiner, in all deaths that occur in Alberta.
- Determine whether the death should have been reported to the Medical Examiner's Office and consult with the Team Lead if clarification or direction is needed.
- Collect relevant information from hospital and physicians if it should have been a Medical Examiner's investigation.
- Contact the physician when the cause of death is unclear or implies the death is not natural.
- Enter data into the OCME database called MEDIC.

Issue a Form 4 document prior to a body being cremated, shipped out of province, or dissected under the University Act:

- Examine the death certificate.
- Enter data into MEDIC
- Issue a certificate to the funeral home (crematorium) making the request.
- Send to the requesting funeral home in a timely fashion.
- Certificates issued by investigators are approved by a Medical Examiner before they have been issued.
- Accuracy is imperative.

Facilitate the human organ and tissue donation process:

- Assess whether the deceased meets the criteria to be a tissue donor from examining the body for approximate time of death and history.
- Knowledge of tissue donor ship criteria essential. Consult with the Team Lead when needed.
- Contact HOPE or Comprehensive Tissue Center coordinator with details and contact phone number for consenting next of kin.

## **Problem Solving**

Typical problems solved:

This position conducts investigations into sudden, unexpected, unexplained, unnatural and other deaths as

outlined in the Fatality Inquiries Act. The MEI interviews witnesses, examines the scene, checks medical records and photographs the scene. They respond to inquiries from municipal and rural police officers, offering advice, guidance and coordinating the investigations. They maintain a professional, cooperative relationship with funeral directors and stakeholders. They perform investigative interviews with witnesses, family, and physicians. They have regular contact with witnesses, family members, the RCMP and municipal police, medical professionals, hospital staff and funeral directors. While operating under the FIA, the position uses its investigative skills to gather evidence and interview people often in a highly emotional setting. This position requires complex, efficient, diverse, and challenging problem solving skill-set, and the decisions made could directly pathologists, case files, deceased, next-of-kin, and other involved stakeholders.

Types of guidance available for problem solving:

The MEI consults with their team when direction or clarity is needed and will escalate issues to the Team Lead when concerns or conflicts arise and if the MEI is not able to resolve things on their own. The MEI will contact the Medical Examiner if a scientific or medical solution is required.

Direct or indirect impacts of decisions:

As the work of the OCME can be high profile, and receive negative media attention and public scrutiny, the MEI will have discussions with the Team Lead to identify clearly what potential issues may arise, any solutions and risks, and escalate this to their supervisor which is the Team Lead.

### Key Relationships

Major stakeholders and purpose of interactions:

Medical Examiners, Investigators, and other contacts:

- This position requires daily contact with the Medical Examiners to discuss the current status cases.
- This position requires daily contact with the Team Lead to discuss the current status of cases, and the completion and release of deceased.
- This position requires contact with Police, Fire, Physicians, Hospital Personnel, EMS, Transporters, Next-of-Kin, OH&S, Child/Family services and Public Trustees on an as necessary basis.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

University degree or diploma in a related field (e.g. Nursing, Bio-Medical Sciences, Anatomy, etc) supplemented by a one (1) year of related experience (for example in emergency, critical care medicine or death investigative work).

Equivalencies considered:

Directly related education or death investigation experience will be considered on the basis of 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Required

- Class 5 Driver's License
- Microsoft Office Suite (Word, Outlook and Excel)

Assets

- Previous death investigation
- Investigative experience

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of</li> </ul>	

		resources to monitor own performance standards <ul style="list-style-type: none"> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature