



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept. 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Forensic Nurse Investigator
Department: 22 Public Health
FLSA Status: Non-Exempt
Job Code:
WC Code: 8835
Effective Date: July 1, 2021
Last Revised: July 1, 2021
Pay Grade: A24
Union: AFSCME

SUMMARY

Provide comprehensive medical-legal examinations and timely and accurate collection of forensic evidence. Collaborate with physicians, local law enforcement, county prosecutors, and victim advocates to ensure proper care of patients and secure and maintain chain of evidence. Examinations include both victims of sexual assault as well as medical legal death investigations. As needed will also serve as back-up to public health nurses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manage the activities of the medical examiner's office as prescribed by state statutes and as directed by the District Deputy State Medical Examiner, maintain records and process necessary reports relating to deaths including death notices, investigative reports, autopsies, laboratory analyses, and inventories. Prepare and maintain records, reports, and statistical data.
2. Conduct investigations of deaths; take custody of body and personal effects of the deceased; assist local law enforcement to preserve evidence; obtain medical history and other information relevant to the death; contact co-workers, funeral homes, hospitals, law enforcement agencies, District Attorney's office, relatives, and public to aid in the resolution of questionable deaths.
3. Examine body and environment at the scene of a death; determine approximate time of death, cause and manner of death; participate in autopsy; use sound judgment and precautions in situations where personal health and safety may be compromised such as exposure to contagious diseases.
4. Notify next of kin and relatives of death; interview witnesses and relatives; arrange for disposition of body; answer questions from family, public, and/or media.
5. Assist the Deputy State Medical Examiners with training, support, assistance, and coordination of the Deputy Medical Examiners; act as a liaison between Deputy State Medical Examiner, District Attorney, State Medical Examiner's Office, law enforcement, medical community, funeral homes, and/or families.
6. Perform a complete medico-legal exam of the sexual assault victim.

7. Make appropriate community referrals for the sexual assault patient. Identify emergency medical conditions and make appropriate referrals. Communicate with the emergency department staff when transferring patients for evaluation and treatment.
8. Ensure chain of evidence is accurately and properly collected, recorded, and maintained.
9. Testify in court as needed.
10. Participate in annual review of P-SANE program.
11. Performs professional public health nursing services at clinics, schools, or other settings to clients in such areas as parent and child health, family planning, neonatal and prenatal care, nutrition, sexually transmitted and communicable diseases, and chronic illness.
12. Interview's clients, gathers medical history, performs general health screenings and assessments, performs examinations, and provides nursing diagnosis.
13. Provides counseling and/or support group facilitations for a variety of public health issues; teaches basic health care practices.
14. Establishes and maintains client medical charts (written & electronic) and other necessary records; prepares reports related to departmental programs and activities; reviews WIC staff work to ensure consistency and compliance with WIC program elements and proper medical charting requirements.
15. Plans and administers treatment and medication, monitors results.
16. Drafts and recommends departmental policies and procedures.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. As licensed professionals, Nurses in this classification may, however, act as Lead in their respective areas of expertise and may therefore, direct the work of others as delegated by the Supervisor. Lead responsibilities include providing input to Supervisor or employee performance evaluations, organizing workflow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of the employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires a thorough knowledge of the methods, principles, techniques, and practices of public health nursing; considerable knowledge of the laws and regulations governing public health, medication, interviewing, conflict resolution, and counseling techniques. Ability to communicate effectively both verbally and in writing; work tactfully and patiently with both adults and children; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective working relationships with social service agencies, law enforcement personnel, schools, physicians, and other health care providers; promote awareness and provide information on public health issues. Decisions made are based on nursing training, education, and experience; departmental policies and procedures; State health regulations; and consultation with supervisor and/or Public Health Officer. Must have a working knowledge of effective methods of medical and criminal investigations and basic forensic photography. Knowledge of State statutes regulating death investigations and victims of sexual assault.

EDUCATION AND EXPERIENCE

Bachelor's degree in Nursing and two years of public health nursing experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, and/or physical harm to individual clients due to improper treatment or assessment; possible community exposure to a health hazard that might have been prevented; and possible loss of federal, state, or local funding for public health services.

JOB CONTACTS

This position requires working relationships with victims, police officers, district attorneys from both within and outside the office, members of the defense bar, jurors, witnesses, healthcare agencies, multi-disciplinary team members, Juvenile Department, DHS, and Mental Health agencies.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, work tactfully and patiently with both adults and children; maintain records and prepare reports; work independently; establish and maintain effective relationships with outside labs, pharmacists, physicians and other health care providers, medical supply companies, State Public Health Division providers, and peers; and promote awareness and provide information on public health issues. Skill in interviewing and counseling techniques, the application of nursing techniques, processes and procedures, the use of medical instruments/equipment, assessment tools and laboratory equipment; and performing laboratory tests and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret graphs; calculate dosage of medications and converting kilograms to pounds; utilize probability and statistical applications; ability to understand basic weight, temperature, and thermodynamics in death investigations.

REASONING ABILITIES

Ability to recognize when to refer clients for further assistance. Ability to use initiative and judgment.

OTHER SKILLS AND ABILITIES

The use of medical instruments/equipment and assessment tools. Ability to manage primary and secondary stress due to exposure to both death scenes and abuse victims.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed by the State of Oregon as a Registered Nurse; possession of or ability to obtain valid Oregon Driver's license; safe driving record. Ability to obtain P-SANE certification within one year of hire. Ability to obtain Oregon Certified Medical Legal Death Investigator status within one year of hire.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

Employees in this classification are at risk for exposure to communicable diseases, including blood-borne diseases. The position is impacted by the necessity of meeting timelines established by the law, uncontrollable workflow, the need to make immediate decisions regarding medical assessments, the need for extreme accuracy in giving injections and dispensing medications, and uncontrollable interruptions. The position is on-call to respond to death investigations. Investigations are conducted indoors and outdoors in all weather conditions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Giving shots, wound care, removing foreign objects, immunizations			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone, in-person, and courtroom and recordings			
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe: Frequent phone use, traffic sounds			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>