



**UTHSC**  
WEST TENNESSEE REGIONAL  
FORENSIC CENTER

## ABOUT THE **WEST TENNESSEE REGIONAL FORENSIC CENTER**

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The \$13 million West Tennessee Regional Forensic Center (WTRFC) includes 32,000 square feet of operational space, and is located in Memphis, the second largest city in Tennessee, with a population of more than 653,000. The office is centrally located near downtown in the heart of the Medical District.

The WTRFC performs approximately 1,000 autopsies per year for 13 counties west of the Tennessee River. The center encounters a wide variety of cases, including traumatic deaths, toxicological deaths, and natural deaths. Affiliation with the University of Tennessee Health Science Center (UTHSC) Department of Pathology, Le Bonheur Children's Hospital, and Methodist University Hospital allows consultations in many pathology subspecialties, including pediatric pathology, neuropathology, and all of the surgical pathology subspecialties, as well as access to medical microbiology and clinical chemistry.

### **OTHER HIGHLIGHTS INCLUDE:**

- Accredited by the National Association of Medical Examiners since 1978
- On-staff forensic anthropologist certified by the American Board of Forensic Anthropology
- Consulting odontologist certified by the American Board of Forensic Odontology
- Lodox eXero-dr (March 2018) with integrated PACS (The WTRFC will be the first facility to install the newest full-body x-ray technology)
- 8 ABMDI registered medicolegal death investigators
- 7 experienced autopsy technicians
- 5 board certified forensic pathologists
- Teaching institution with a forensic pathology fellowship program, rotating pathology residents, and a summer preceptorship program for first-year medical students

# Just a Few Reasons to Choose 901

**5<sup>TH</sup>** CHEAPEST CITY IN THE COUNTRY TO LIVE  
ACCRA COST OF LIVING INDEX 2104

Ranked **#4** HAPPIEST CITY FOR JOB-SEEKING COLLEGE GRADS BY FORBES

Ranked **#4** BEST COST OF LIVING BUSINESS FACILITIES; 2015

**3<sup>RD</sup>** LARGEST CITY IN THE SOUTHEAST

Ranked **#2** CITY FOR MUSIC LOVERS THE LEARNING CHANNEL

Ranked **#1** BEST SOUTHERN EVENT - MEMPHIS IN MAY INTERNATIONAL FESTIVAL TODAY; 2015

Ranked **#1** BEST BBQ CITY NEWS AND WORLD REPORT; 2012



FAVORITE ICONIC AMERICAN STREET: BEALE STREET; USA TODAY; 2013

HOME TO 2ND LARGEST URBAN COUNTY PARK IN THE UNITED STATES; SHELBY FARMS PARK

HOME TO THE NATIONAL CIVIL RIGHTS MUSEUM

MEMPHIS ROCK 'N' SOUL MUSEUM

SUN STUDIOS "BIRTHPLACE OF ROCK-N-ROLL"

STAX MUSEUM

BEALE STREET MUSIC FEST

THE MEMPHIS GRIZZLIES

THE MEMPHIS REDBIRDS

BROADWAY SERIES AT THE ORPHEUM

Discover our city, visit [memphischamber.com](http://memphischamber.com).

# POSITION AVAILABLE

## LEAD INVESTIGATOR

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### PAY GRADE:

43

### JOB SUMMARY/ESSENTIAL JOB FUNCTIONS:

The Lead Investigator plans, organizes, and directs the training and operational activities of Medicolegal Death Investigators in the investigation of sudden, violent, unexpected, and suspicious deaths that fall under the jurisdiction of the Shelby County Medical Examiner and the West TN Regional Forensic Center. This position is also responsible for assisting the Administrator with the safe, orderly, and efficient day-to-day operations of the office.

### DUTIES AND RESPONSIBILITIES:

- Develops and implements office policy and procedures and assures said policies/procedures are properly executed.
- Addresses complaints from internal and external sources and acts as a liaison between forensic pathologists, outside agencies, and staff members.
- Maintains a quality assurance program for review of casework as required by the National Association of Medical Examiners (NAME).
- Assists the Administrator with recruitment, candidate interviewing, hiring, initial and recurrent training, supervision, discipline, and termination of Medicolegal Death Investigators.
- Provides work direction on work assignments and casework for Medicolegal Death Investigators and ensures all investigations adhere to agency policies and procedures and national standards (e.g. NAME, ABMDI).
- Ensures follow-up casework and requests from forensic pathologists are carried out and completed in a timely manner.
- Oversees Death Investigators application process to gain and maintain registry status in the American Board of Medicolegal Death Investigators. (ABMDI.)
- Oversees the process of filing electronic death certificates via the State of TN VRISM system.
- Assists Pathologists with completing death certificate information, affidavits to change information, and filing delayed diagnosis reports.
- Oversees the Sudden Death in the Young (SDY)

initiative, trains Death Investigators in obtaining family consent, collecting information and records, obtaining and shipping samples, and maintaining a reporting database.

- Oversees the maintenance of scene-response vehicles.
- Reports maintenance issues in the office affecting operations, informs leadership, and coordinates repairs.
- Performs medicolegal death investigations within Shelby County that investigations adhere to agency policies and procedures and national standards (e.g. NAME, ABMDI).
- Performs other related duties as assigned.

### REQUIREMENTS:

Bachelor's degree in a related field of study. Five (5) years of related experience. (Prior supervisory experience preferred) Board registered Diplomate with the American Board of Medicolegal Death Investigators (ABMDI.) (Preferred at time of hire, but is required after one year).

### BENEFITS:

- Health or Health Savings CDHP (with/without wellness)
- Dental
- Vision
- Life Insurance: Basic and Optional Term
- Long-term Disability
- Short-term Disability
- Optional Accidental Death Insurance
- Flexible Spending Accounts
- Retirement: 401k, 403b, and 457b
- Educational Assistance: Employee, Eligible Spouse, and Dependent
- Annual Leave, Sick Leave, Longevity Pay, and Paid Holidays

### TO APPLY:

Follow the job link at [uthsc.edu/forensic-center](http://uthsc.edu/forensic-center).

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA/V institution in the provision of its education and employment programs and services.