

Job Title	<b>Quality Assurance/Control &amp; Education Coordinator</b>	Created 02-2024
Reports to:	Director of Operations	
Department	Administration	
Position Description	<p>Under direction Chief of Staff and Director of Operations, (1) establish and direct a robust program of quality control at FCCO that includes monitoring, evaluating, and training in the areas of morgue operations, pathology, administration and investigations, and (2) coordinate all educational programs for FCCO employees and those non-employees who may be interested in careers in forensic science and/or medicolegal death investigations.</p>	
Major/Essential Functions	<p>This is a salary position. Hours are typically Monday through Friday, but additional hours during nights and weekends may be required as operations dictate.</p> <p>These duties are illustrative only. Position may perform some or all these duties or other job-related duties as assigned.</p> <ol style="list-style-type: none"> <li>1. Implement measures to ensure continuous improvement of quality in all aspects of FCCO operations</li> <li>2. Perform inspections across all stages of production (investigations, morgue/pathology, toxicology, and case management).</li> <li>3. Prepare and maintain data for quarterly review</li> <li>4. Evaluate data and draft reports, noting any relevant deviations from existing standards</li> <li>5. Identify areas for quality control improvement and recommend new methods accordingly</li> <li>6. Cause technical problems to be investigated, propose corrective action and verify implementation, all with a sense of urgency;</li> <li>7. Manage quarterly Professional Development Series.</li> <li>8. Develop, coordinate, and maintain Pathology Fellowship program</li> <li>9. Coordinate mandatory training such as CPR/First Aid, CRASE, Mental Health First Aid, and Safety.</li> <li>10. Conduct and/or coordinate educational activities for academic and medical visitors, arrange professional development for staff members.</li> <li>11. Develop and coordinate experiential learning programs for students and other medical professionals interested in shadowing, medical students and residents' rotations, and internships.</li> <li>12. Develop and monitor affiliation agreements with universities to expand available experiential learning opportunities as a means of developing FCCO workforce</li> <li>13. Develop a program for training trainers and evaluating all departmental trainings. Make recommendations for new trainings.</li> </ol>	
Occasional Duties	<ol style="list-style-type: none"> <li>1. Attend meetings outside the organization with or as a representative of the Coroner.</li> <li>2. Coordinate National Association of Medical Examiners (NAME) Accreditation.</li> <li>3. Prepare trainings and communications (zoom invites, training guidelines, etc.).</li> <li>4. Complete special projects or other duties as assigned.</li> </ol>	
Qualifications	<p>Bachelor's Degree in applied science or Master's Degree in applied or behavioral science. (Equivalent foreign credentials may be considered.)</p> <p>Professional experience working with technical materials, ideally in a medical and/or scientific laboratory setting. Prefer candidates with experience using or developing standard operating procedures in a complex organizational setting. Prefer candidates with an understanding of experiential learning in the context of higher education, especially in a higher education medical setting. Management, especially laboratory management, would be useful. Ability to manage projects and teams that require participation from multiple divisions within the organization.</p> <p>Ideal candidate can effectively respond to customer inquiries and concerns; to communicate effectively, both verbally and in writing; to understand, produce and effectively proof technical materials; has a thorough knowledge of the network operating systems and other applications utilized by the office; the ability to effectively supervise staff, the ability to detect and correct typing errors; the ability to compose correspondence; the ability to maintain effective working relationships with co-workers, County employees, government agencies, outside organizations, the news media, and the general public. Knowledge of health and safety standards and practices. Ability to secure work area; ability to operate personal computer, copier.</p> <p>Employment offers will be contingent on the successful completion of a background check and urine drug screen. English is the official language of this position.</p>	

Preferred Qualifications	<p>Previous experience in medical examiner/coroner office or laboratory setting, and research/ fellowship</p> <p>Experience with experiential learning programs, particularly in a medical setting</p> <p>Experience with a medical fellowship program</p> <p>Relevant experience in a medical laboratory</p> <p>Understanding of medicolegal investigations and chain of custody</p>
Security Sensitive?	Yes
Physical Demands	<p>Physical requirements include lifting-carrying of 10-25 pounds constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to handling, walking, standing, bending, reaching, smelling, and twisting to perform the essential functions.</p> <p>Position may require any or all of the following within probationary period unless specified:</p> <ol style="list-style-type: none"> <li>1. Ohio Sunshine Laws completed within first four weeks of hire</li> <li>2. FEMA ICS 100, 200, and 700 courses</li> <li>3. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)</li> </ol>
Additional Requirements	
Pay Range	\$80,000.00 - \$86,000.00
Regular or Temporary	Regular
Essential Status	Non-Essential
Full time or Part time	Full-time
Classified or Unclassified	Unclassified
Bargaining Unit	Non-bargaining
FLSA	Exempt
Job Category	Technical
Schedule	Hours may be fixed or rotating at management's discretion.