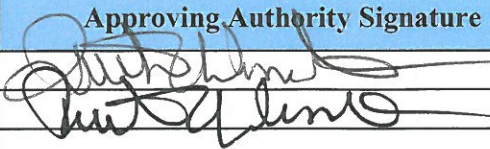


<b>Policy Name:</b>		<b>Policy #:</b>
<b>Organizational Structure</b>		<b>TOX-P2</b>
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	<b>Revision:</b>	<b>Revision Date/Initials:</b>
	Added 2017 Detailed Org Chart	1.11.17 S
<b>Approving Authority Name</b>	<b>Approving Authority Signature</b>	<b>Approval Date</b>
Ruth E. Winecker, Ph.D.		3/22/16
		1/11/17

**Purpose:**

To define the structure and responsibilities of the various positions at the NC-OCME Toxicology laboratory. Numbers in parentheses are the number of positions by title.

**Policy:**

*Chief Toxicologist (1):* Directs the activities of the toxicology laboratory. Oversees quality control, assurance and improvement programs and equipment selection, justification, and purchase. Directs research projects and development of new analytical assays as needed. Functions as a technical expert to the laboratory staff for troubleshooting assays and instrumentation. Reviews and certifies analytical data including final comprehensive review and approval of cases. Serves as a consultant and expert resource to pathologists, medical examiners, law enforcement and the general public on drug pharmacology and pharmacokinetics, adverse drug reactions, drug-drug interactions and interpretation of toxicological findings. The Chief Toxicologist reports directly to the Chief Medical Examiner. It is required for the Chief to be a board certified toxicologist.

*Deputy Chief Toxicologist (1):* In the absence of the Chief Toxicologist, the Deputy directs the activities of the toxicology laboratory. Directs research as needed. Reviews cases to determine if further toxicology testing is required. Reviews and certifies analytical data including final comprehensive review and approval of cases. Serves as a consultant and expert resource to pathologists, medical examiners, law enforcement and the general public on drug pharmacology and pharmacokinetics, adverse drug reactions, drug-drug interactions and interpretation of toxicological findings. The Deputy Chief Toxicologist reports directly to the Chief Toxicologist. For this position, the Deputy must have a minimum of one direct report (Chemist I). It is preferred that the Deputy is a board certified toxicologist.

*Toxicologist/Chemist III (1):* Directs development of new analytical assays as needed. Reviews the daily receipts and assigns testing according to the needs of the case. Reviews cases to determine if further toxicology testing is required. Reviews and certifies analytical data including final comprehensive review and approval of cases. Serves as a consultant and expert resource to pathologists, medical examiners, law enforcement and the general public on drug pharmacology and pharmacokinetics, adverse drug reactions, drug-drug interactions and interpretation of toxicological findings. The Toxicologist/Chemist III reports directly to the Chief Toxicologist. It

---

is preferred that this position is a board certified toxicologist.

*Chemist Supervisor (1):* A specialized Chemist II position that is responsible for the oversight of daily laboratory operations. The Toxicology Supervisor reports directly to the Deputy Chief Toxicologist.

*QA/QC Chemist (1):* A specialized Chemist II position that is responsible for the development and supervision of the QA/QC plan. The QA/QC Chemist reports to the Chief Toxicologist..

*Instrument Chemist (1):* A specialized Chemist II position that is responsible for the maintenance and preparation of the analytical instrumentation. The Instrument Chemist reports directly to the Toxicology Supervisor.

*Chemist II (2):* Performs routine and non-routine assays to detect drugs and poisons in various postmortem samples. Assists in the review and approval process of analytical data as directed by the Chief Toxicologist. After fully trained, employees in all Chemist II positions may certify volatile only cases. Chemist II positions report directly to the Toxicology Supervisor unless otherwise advised.

*Chemist I (4):* Performs routine assays to detect drugs and poisons in various postmortem samples. Assists in the review and approval process of volatile data and review basic assays as directed by the Chief Toxicologist. Chemist I positions report directly to the Toxicology Supervisor unless otherwise advised.

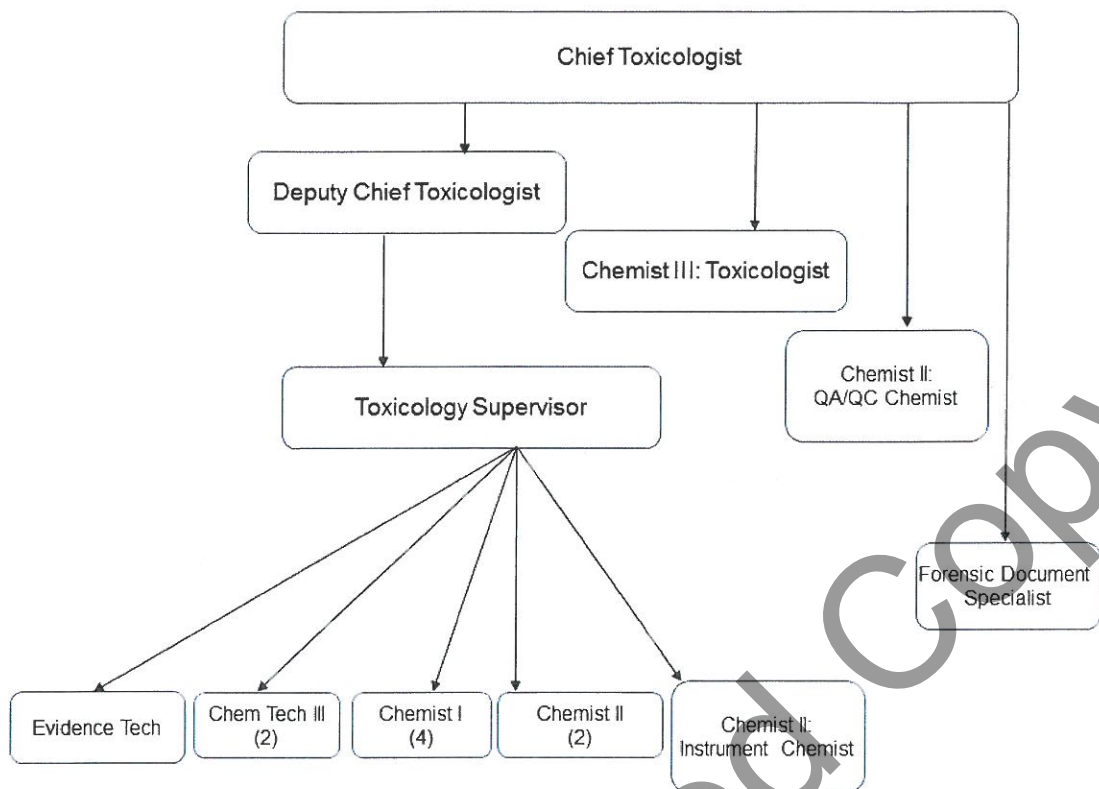
*Chemistry Tech III (2):* Performs routine assays to detect drugs and poisons in various postmortem samples. Assists administration and evidence staff with work responsibilities. Chemistry Tech III positions report directly to the Toxicology Supervisor unless otherwise advised.

*Evidence Technician (1):* Maintains the integrity of the specimen chain of custody by accessioning specimens as they arrive in the laboratory. Troubleshoot problems with cases and transfers and discards specimens as needed. Answers incoming calls. Assists administration staff with work responsibilities. The Evidence Technician reports directly to the Toxicology Supervisor.

*Forensic Document Specialist (1):* Maintains office filing system. Collates and checks reviewed analytical data. Answers incoming calls. . The Forensic Document Specialist reports directly to the Chief Toxicologist.

Below is a flow chart of the current positions in the toxicology lab. A detailed employee organization chart will be available in the Chief Toxicologist's Office with all current employee names and their respective positions. This roster should be updated yearly with the policy manual.

---



---

**Procedures and/or Forms:**

Detailed Org Chart 2016

12017/6/11/17

Uncontrolled Copy