

## Lincoln County Oregon Seeking New Medical Examiner

Lincoln County is soliciting statements of qualifications until 4 p.m., Wednesday, November 15, 2023, for a contractor to act as the County's Medical Examiner.

### PRIMARY RESPONSIBILITIES

The Medical Examiner manages investigations of deaths for the purposes of determining cause and manner of death and producing death certificates in accordance with [ORS 146](#) and in line with the recommendations and requirements of the State Medical Examiner's Office. This includes deaths due to injuries, those occurring under suspicious circumstances, and those of individuals not under the care of a physician. Currently, the Lincoln County Medical Examiner oversees an average of 10 cases each month.

The Medical Examiner is responsible for the investigation of all human deaths requiring investigation; certifying the manner and the cause of all deaths investigated and filing a certificate of death as required by [ORS 432.133](#).

The Medical Examiner is also responsible for reporting of death investigations to the State Medical Examiner, supervising medical-legal death investigators, maintaining a roster of active deputy county medical-legal death investigators, ensuring consistent and accurate documentation of cases in the medical examiner information system, and coordinating with the District Attorney's Office, law enforcement agencies, local funeral homes, and families of the deceased.

The contractor must also comply with provisions of [ORS 279B.220](#), [279B.225](#), [279B.230](#) and [279B.235](#).

### DESIRED QUALIFICATIONS

- The Medical Examiner must be licensed to practice medicine in the State of Oregon.
- Ability to complete the Oregon Certified Medicolegal Death Investigator Training Program
- Provide specialized knowledge and skill to the investigation and completion of death certificates in compliance with Oregon State Vital Records guidelines.
- Ability to provide education to members of the medical community, law enforcement and funeral home personnel.
- Knowledge of clinical protocols and ability to become familiar with Oregon Medicolegal Death Investigation protocols.
- Develop contractual oversight of the Funeral Home/removal personnel and rotation schedule that is fair and equitable and in the best interest of the citizens of Lincoln County.
- Ability to use of computer technology and software needed for reporting.

## **SUBMITTALS**

Contractors are invited to submit their Statement of Qualifications (SOQ) at their own cost.

Lincoln County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. A SOQ in response to this RFQ must include all of the following:

1) A description of contractor qualifications as they relate to the primary responsibilities and desired skills and qualifications as described above

This may include:

- Applicable education, training or experience
- Description of current or past work performed
- Dates work was performed
- Client or employer's name and contact information

2) Proposed hourly rate

3) References: Name and contact information for at least three references.

Please email SOQ responses to Kathleen Kellay, Lincoln County Administration, ([KKellay@co.lincoln.or.us](mailto:KKellay@co.lincoln.or.us)) by 4 p.m. on Wednesday, November 15, 2023.

**For evaluation selection and criteria, see the full [Medical Examiner Request for Statements of Qualifications \(PDF\)](#)**

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