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Developing Standard Operating Procedures

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Standard Operating Procedure (SOP)

Definition of *Standard Operating Procedure*

Established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations— called also *standing operating procedure*





The Key to the Perfect Standard Operating Procedure

The author should be an expert on the task of series of tasks being performed

Standard Operating Procedures

- Should connect with the Regulation and/or Legislation
- Should tell the reader the elements required to carry out a specific task or series of tasks
- Should be reproducible by similarly trained staff
- Should be able to be used for training
- Should be reviewed regularly (ex. Annual or Bi-Annual)
 - Review by committee

Policy: STATE AUTHORITY
Purpose: STATE MISSION AND PURPOSE
Scope: DEFINE THE DETAIL OF THE PROCEDURES AND WHY IT IS NEEDED

Definitions and Abbreviations:

Procedures

1. Primary Procedure
 - 1.1. Sub Procedure
 - 1.1.1. Final Procedure closest to intended outcome

Standard Operating Procedure Template

Elements of the SOP

- **Name of the Jurisdiction**
 - This is the place where you place the name of the office that you work for
 - State OCME, USA
 - Country Medical Examiner, Country X
 - Coroner Service, Country Y
- **Policy**
 - Simple statement that establishes the authority of the office to carry out the procedure
 - *Ex. The Office of the Chief Medical Examiner shall perform death investigations on all cases reported to its office according to Law Code 12345*

Elements of the SOP

Purpose

- Statement of what the procedure is intended to accomplish
 - Guidelines for Conducting Death Scene Investigation
 - Guidelines for Body Release

Scope

- Who does this procedure govern and what are its limitations

The following procedures are to assist Pathology/Medical Staff to perform external and internal examinations in a complete and safe manner

Definitions and Abbreviations

- Terms that are important to the document should be defined and spelled out

Elements of the SOP

Procedure

- There is no “one” way to write an SOP
 - General vs. Detailed
- Should be bulleted
- If “this” than “that”
- Essential elements of the procedure only
- Based in quality
- When discretion is allowed, state as such
- Use position titles not names of individuals
- Too much detail may be considered a handbook

- Reporting a Death
- Scene Investigation
- Transport of Decedent from a Scene/Medical Facility
- Body Check-in and Storage
- Decedent Identification
- Next of Kin (NOK) Notification

Suggested List of SOP

- Autopsy Examination
- External Examination
- Specimen Collection
- Ancillary Testing
- Toxicology, Histology, Microbiology
- Specialized Investigations

Suggested List of SOP

- Child/Infant Death Investigation
- Deaths in the Custody of Law Enforcement/Jail/Prison
- Body Release
- Death Certification
- Autopsy Report

Suggested List of SOP

- Records Management
- Quality Assurance/Control
- Report Turn-around-time
- Facilities Management
- Storage, Security, Equipment, etc.

Suggested List of SOP



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Development of an Annual Budget for a Unified MLDI Service

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BUDGET



What is a Budget?

- *an estimate of income and expenditure for a set period of time.*
- *A budget is a financial plan for a defined period, often one year. It may also include planned sales volumes and revenues, resource quantities, costs and expenses, assets, liabilities and cash flows.*



Budget

- Personnel Services (PS) – 80% - 90%
 - Physician/Pathology Staff
 - Support Staff
 - Mortuary
 - Transport
 - Laboratory
 - Administration
- Non-Personnel Services (NPS) – 10% - 20%
 - Supplies
 - Equipment
 - Contractual Services
- Capital Investment – *separate funding*
 - Facilities
 - Instruments
 - Refrigeration

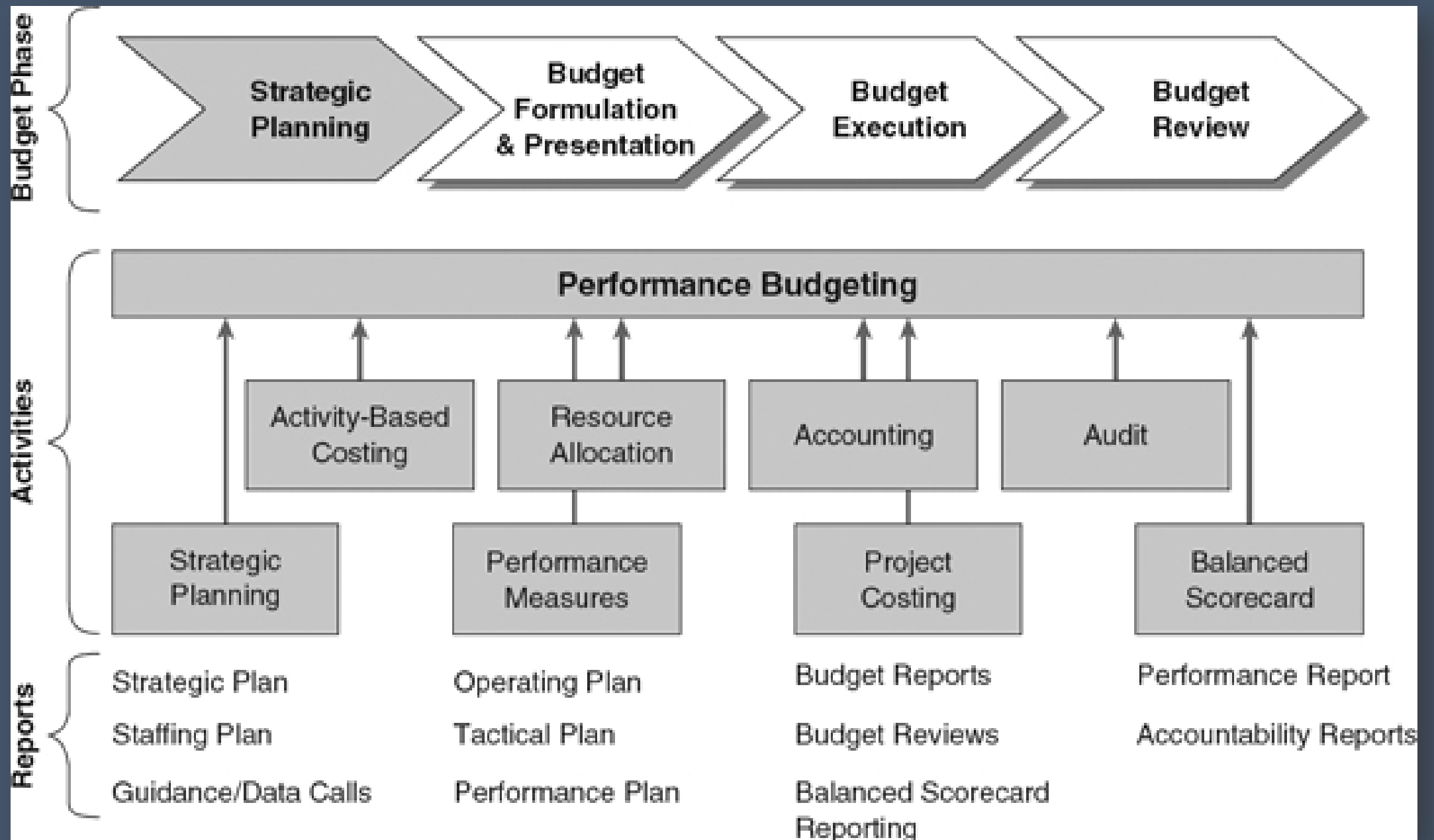


Performance Based Budgeting

A performance budget has the following characteristics:

- It presents the major purpose for which funds are allocated and sets measurable objectives.
- It tends to focus on changes in funding rather than on the base (the amount appropriated for the previous budget cycle).
- It identifies programs and agencies that are seeking similar outcomes, thereby drawing such inter-relationships to the legislature's attention.
- It offers agencies flexibility to reallocate money when conditions merit, rewarding achievement and possibly imposing sanctions for poor performance.

<https://www.ncsl.org/research/fiscal-policy/performance-based-budgeting-fact-sheet.aspx>





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Mass Fatality Management The Washington DC Model

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Mass Fatality Preparedness/Planning

- **Response, Recovery, and Transport**
 - Personnel and Equipment
 - Field Response
 - Surge Capacity
- **Identification**
 - **Open vs. Closed Event**
 - Anthropology, Dental, DNA
 - Digital X-ray
- **Evidence Recovery**
 - Joint Agency Investigation
- **Family Assistance**
 - FAC, Missing persons – data collection
 - Victim Identification Center (VIC)
 - Public Messaging
- **Post-mortem Examination - Cause and Manner of Death**
- **Information Technology**
- **Partnerships**

Mass Disaster Mortuary Operations

- **Primary Goal**
- **Identification/Family Reunification**
 - Collect information that will allow for identification
 - Fingerprints
 - ID Photos
 - Scars/Mark/Tattoo descriptions
 - Dental and skeletal radiographs
 - DNA

*Evidence Collection is Secondary
Then.....*

Cause and Manner of Death



COVID DISASTER MORGUE DEPLOYMENT





ATTENTION
100% ID CHECK
FEDERAL GOVERNMENT
SECURITY











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The Group Practice Model for Forensic Pathology

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Medical Practice Types

- Solo Practice

- Solo practice is described by its name—a practice without partners or employment affiliations with other practice organizations. Although previously a common model, this type of medical practice is becoming less popular than in the past, although it is a strongly preferred by some internists.

- Group Practices


- Group practices are typically divided into single-specialty and multispecialty practices. The defining characteristic of single-specialty practice is the presence of two or more physicians providing patients with one specific type of care (i.e., primary care or a specific subspecialty practice), while multispecialty group practices are defined as offering various types of medical specialty care within one organization.

<https://www.acponline.org/about-acp/about-internal-medicine/career-paths/residency-career-counseling/resident-career-counseling-guidance-and-tips/medical-practice-types>

Group Practice

- More Eyes the Better
- Opportunity for Peer Review
- Guard against Implicit and Contextual Bias
- Opportunity to Learn
- Differing Opinions
- Ability to innovate
- Promotes Confidence
- Collective Genius





Establish Clear Check Points

