EXHIBIT A

DEPARTMENT OF MEDICAL EXAMINER-CORONER

STATEMENT OF WORK

FOR

AS-NEEDED FORENSIC PATHOLOGY SERVICES

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STATEMENT OF WORK

1. SCOPE OF WORK

The County of Los Angeles County, Department of Medical Examiner-Coroner (DMEC) requires as-needed Forensic Pathology Services for autopsies performed pursuant to section 27491 of the Government Code of the State of California.

Contractor shall arrange for the provision of Forensic Pathology Services by physicians that are duly licensed and certified by the State of California, and that possess a high level of experience demonstrating the ability to perform to the standards of the DMEC to perform as-needed services such as autopsies and specialized neuropathology examinations as more particularly described herein.

Contractor or Contractor's personnel (collectively, Contractor) shall perform work within one or both of the following categories:

1. Forensic Pathology Services - Autopsy
2. Forensic Pathology Services - Neuropathology

Contractor shall review the circumstances of death and perform autopsies or neuropathology examinations on decedents to assist in the determination of cause and manner of death, under the direction of the Chief Medical Examiner-Coroner or designee.

From time to time, Contractor may be required to appear and testify in court or in deposition concerning their work performed on their assigned case(s).

2. MINIMUM REQUIREMENTS

At a minimum, Contractor shall comply with the following requirements:

a. Hold a valid State of California Physicians & Surgeons license.
b. Forensic Pathology Services – Autopsy
    1. Be Board Certified in Anatomic Pathology and either Neuropathology or Forensic Pathology.
    2. Have two years' prior experience in a Medical Examiner-Coroner Office.
c. Forensic Pathology Services – Neuropathology.
    1. Be Board Certified in Anatomic Pathology and Neuropathology.

d. Be able to physically handle the rigors of a “moderate” class position as defined by Los Angeles County Department of Human Resources, including, but not limited to, standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching, working in and around irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

e. Provide expert testimony in court, in deposition, or by affidavit, as needed. Must have prior court experience to qualify to provide testimony as an expert witness in areas of forensic medicine, including but not limited to: gunshot wounds, stab wounds, blunt force trauma, microscopic examinations and toxicology (toxicology pertains to Forensic Pathology Services – Autopsy only).

3. GENERAL RESPONSIBILITIES

a. Contractor shall perform services in a timely manner.

b. Although forensic attendants or laboratory personnel are usually available to assist the physician, this is not a prerequisite to performing the assigned work. The contractor shall not refuse to perform an autopsy or other examination based on the unavailability of a forensic attendant or laboratory personnel.

c. Contractor shall wear all required Personal Protection Equipment provided by the Department as set-forth in the DMEC’s current Deputy Medical Examiner Procedure Manual (DME Manual).

d. Contractor (Forensic Pathology Services – Autopsy) shall make itself available to provide courtroom or deposition testimony, as needed, as a percipient witness arising from their responsibilities under this Statement of Work, or as an expert witness in all areas of forensic medicine, including, but not limited to gunshot wounds, stab wounds, blunt force trauma, microscopic examination, and toxicology. Contractor's compensation for providing such percipient and/or expert testimony is the responsibility of the requesting party. DMEC shall not be responsible for the payment of such compensation, nor for the collection of such compensation on behalf of Contractor.]

e. [Contractor (Forensic Pathology Services – Neuropathology) shall make itself available to provide courtroom or deposition testimony, as needed, as a percipient witness arising from their responsibilities under this Statement of Work, or as an expert witness in all areas of neuropathology as they pertain to forensic pathology, including, but not limited to gunshot wounds, stab wounds, blunt force trauma, and microscopic examination. Contractor's compensation for providing such percipient and/or expert testimony is the responsibility of the requesting party. DMEC shall not be responsible for the payment of such compensation, nor for the collection of such compensation on behalf of Contractor.]
f. Contractor shall adhere to all DMEC policies, procedures, and regulations, including, but not limited to the current DME Manual.
g. Contractor (Forensic Pathology Services – Autopsy) shall discuss, as needed, cause and manner of death with family.
h. Contractor shall consult with Medical Examiner-Coroner investigators, toxicologists, criminalists, consultants in anthropology, odontology, radiology, an other ancillary studies, as well as representatives of law enforcement, district attorney staff and other specialists and officials as needed and required by the DMEC.
i. Contractor shall conduct her/him self in a professional manner.
j. Contractor shall adhere to established guidelines, as set forth in the DME Manual, for the collection of specimens.
k. Contractor shall adhere to established guidelines, as set forth in the DME Manual with respect to consultant obligations.
l. Dictations should be completed on the day of the autopsy or examination. Autopsy reports and all other forms and reports shall be complete, thorough and signed/dated by Contractor.
m. Contractor shall maintain a clean and orderly work area and adhere to all safety regulations as given in the Departments Injury & Illness Prevention Manual.

4. SPECIFIC WORK REQUIREMENTS

4.1 Routine Autopsies

Contractor shall perform routine autopsies, as needed, to determine cause and manner of death. A routine autopsy may consist of either a gross examination only, or a gross and microscopic examination. Contractor shall perform complete, routine autopsies as set forth in the DME Policy Manual including, but not limited to the following:

a. Determine the extent of the examination.
b. Authoring and providing all reports, including sketches and/or diagrams, as required
c. A complete examination of the head, neck, trunk, extremities, bowels, and other organs, with representative tissue retention and blood samples.
d. Preserving appropriate specimens for gross and/or microscopic examination and long-term storage.
e. Collecting tissues for research as approved by the Chief Medical Examiner-Coroner.
f. Cutting wet tissue for slide preparation in a timely manner (within 7 days) if indicated, at Contractor's discretion.
g. Contractor may be required to review the clinical and medical history as well as any law enforcement reports pertaining to the deceased, as needed in order to appropriately establish cause and manner of death.
h. Dictate, correct and sign/date a detailed autopsy report, providing appropriate medical opinion as to cause and manner of death.
i. Completing the death certificate at time of autopsy in order to facilitate release of remains and obtaining burial permit, and all amendments, as needed
j. Using the DMEC-established standard autopsy report format.

4.2 Special Autopsies (Class A)

Contractor shall perform a Class A Autopsy, at the discretion and instruction of the Chief Medical Examiner-Coroner or his delegate, which activities are in addition to those performed in a routine autopsy, including, but not limited to, the following:

a. Pre-autopsy consultations with the Chief Medical Examiner-Coroner, Toxicologist, Criminalist, Neuropathologist, Anthropologist, Odontologist, Radiologist, and other consultants/specialists as required.
b. Special collection of tissues and fluid samples for cultures and toxicological analysis as needed. Other sample collections may be needed as individual cases may require.
c. Collection of trace evidence with Criminalist, which could include, but is not limited to, hair, fibers, sexual assault kit, gunshot residue, paint chips, or other microscopic materials or fluids.
d. Collection of physical evidence with Criminalist, which could include, but is not limited to, bullets, knives, ligatures, or other macroscopic materials or objects.
e. Inspection of death scenes in homicide and suspicious deaths as may be required.
f. Conducting all or part of the autopsy at the scene in case of disasters, as may be required.
g. Conducting a post-embalming examination, as needed.
h. Direct photos to be taken as needed at Contractor's discretion.
i. Consultations with DMEC's Investigator, law enforcement investigator, District Attorney, and/or other officials as needed.

4.3 Routine Neuropathology Examinations

A routine neuropathology examination may consist of either a gross examination only, or a gross and microscopic examination. The extent of the examination will be determined by Contractor.

4.3.1 Gross Neuropathology Examinations will consist of the following:

a. Reviews of Medical Examiner-Coroner's Investigator's report, autopsy report, hospital records, and other documents before the examination. Cases should be discussed with the referring pathologist, as appropriate.
b. Cutting and examination of the fixed brain, spinal cord, or other nervous system or muscle tissue.
c. Preserving appropriate specimens for long-term storage.

d. Collection of tissues for research as approved by the Chief Medical Examiner-Coroner.
e. Making specialized neuropathologic diagnoses and opinions and correlating the findings at brain examination with other case information.
f. Dictating, correcting and signing a typewritten detailed neuropathology consultation report, making conclusions requiring expertise in neuropathology.
g. Supervise/consult with Deputy Medical Examiners during cutting and examination of fixed brains and evaluate microscopic slides with them as warranted.
h. In Contractor's discretion, educate forensic pathology fellows, rotating medical students, anatomical/clinical pathology residents, and neurology/neuropathology fellows during brain cutting or didactic sessions as part of the graduate medical educational program of the Department of Medical Examiner-Coroner.

4.3.2 Gross and Microscopic Neuropathology Examinations will consist of the following:

a. All duties listed in Section 4.3 above for routine neuropathology examinations will be required for gross and microscopic examination.
b. Cutting sections of the neuromuscular tissue for microscopic or other specialized studies within three days of gross examination.
c. Examining and interpreting microscopic and other specialized studies on neuromuscular tissue. This may include consultation in cases in which the Forensic Neuropathologist has not examined grossly.
d. Dictating, correcting and signing a typewritten, detailed microscopic report, stating conclusions within the discipline of neuropathology.

5. OTHER DUTIES

The following activities and duties, in addition to those performed above, may also be required of the Contractor.

5.1 Consultation with DMEC's Investigators, toxicologist, and criminalists. Also, consultation with DMEC consultants in anthropology, odontology, radiology, an other ancillary studies, as well as representatives of law enforcement, district attorney staff and other specialists and officials as needed.

5.2 Provide testimony as an expert witness in areas of forensic medicine, including but not limited to: gunshot wounds, stab wounds, blunt force trauma, microscopic examinations and toxicology (toxicology pertains to Forensic Pathology Services – Autopsy only).

6. MEDICAL EXAMINER RULES, REGULATION AND PROCEDURES

Contractor shall adhere to DMEC policies, procedures and guidelines while at DMEC's facilities that are not expressly exclusive to employees of DMEC. It is the responsibility of Contractor to be familiar with such policies, procedures and guidelines. Contractor may employ subcontractors or agents, subject to all provisions and scope of work under this agreement.

Contractor shall comply with consulting obligations as set forth in the DME Manual, including but not limited to:

a. Contractor shall not accept private consultation work on any Los Angeles County DMEC cases nor testify as an expert against the County of Los Angeles in any civil or administrative proceeding where the County of Los Angeles is a party.
b. Contractor shall not disclose information regarding any DMEC case, whether assigned to Contractor or not, except as required by a properly noticed subpoena or as required by law.
c. Contractor shall recuse himself on cases where there is an appearance of a personal or financial conflict of interest.
d. Contractor shall not conduct research with nor publish on DMEC cases without the prior written approval of the Chief Medical Examiner-Coroner.

e. All tissue collected is considered evidence of that particular DMEC case, and shall be retained in the custody of the DMEC.
f. Contractor agrees that the performance of services related to DMEC cases outside the scope of this Agreement and Scope of Work shall be deemed to be a gratuitous effort on the part of the Contractor, and Contractor shall have no claim for compensation whatsoever against the County for such work.

7. HOURS OF OPERATION

Contractor shall provide services on any day, between 8:00 a.m. and 5:00 p.m., and shall be available in case of emergencies such as a sudden increase in caseload due to a natural or other disaster or general emergency. Determination of an emergency shall be made at the sole discretion of the Chief Medical Examiner-Coroner.

8. CONTRACTOR'S SECURITY AND CONFIDENTIALITY REQUIREMENTS

Security identification badges, including photographs and a physical description of Contractor, shall be provided by the DMEC and shall be displayed by described Contractor or Contractor's employee at all times he/she is on the DMEC's facility. Other security requirements are as follows:

a. Contractor is subject to reasonable dress codes when in the DMEC's facility, consistent with a general health facility;
b. Contractor shall not bring visitors into the facility;
c. Contractor shall not bring into the DMEC's facility any form of weapons or contraband;
d. Contractor shall not bring into the DMEC's facility any alcohol or drugs, nor be under the influence of alcohol/drugs;
e. Contractor shall conduct himself in a professional manner at all times;
f. Contractor shall not cause any disturbance in the DMEC's facility; and otherwise be subject to all rules and regulations of the facility.
g. Contractor shall report to the Contract Administrator any occurrence of accidents and/or loss of equipment or supplies, no later than 24 continuous hours after knowledge of said occurrence.
h. Contractor shall enter and leave the DMEC's facility only through specified locations to maintain a high level of security.

9. WORKLOAD REPORTING

Within fifteen (15) calendar days after the end of each month in which Contractor's services are performed, Contractor shall submit a written monthly workload report for all work done. The monthly workload report shall be organized sequentially by DMEC's Case Number, beginning with the lowest Case Number and proceeding to the highest, and shall include the following:

Autopsy

- DMEC's Case Number
- Date of autopsy
- Date that gross dictation was signed
- Date that report signed after corrections
- Date that microscopic sections cut (if applicable)
- Date that microscopic report signed (if applicable)
- Date that cause and mode of death was finalized and entered into CME
- Date that amendment is signed. (if applicable)

Neuropathology

- DMEC's Case Number
- Date of brain cut
- Date that gross brain report dictated
- Date that report signed after corrections
- Date that microscopic sections cut
- Date that microscopic report is signed and final neuropathological diagnosis made.