



ERIE COUNTY DEPARTMENT OF HEALTH OFFICE OF THE MEDICAL EXAMINER

2013-2014 INTERNSHIP PROGRAM

The Erie County Medical Examiner has jurisdiction to investigate the death of every person dying within his county, or whose body is found within the county, which is or appears to be: a violent death, whether by criminal violence, suicide or casualty; a death caused by unlawful act or criminal neglect; a death occurring in a suspicious, unusual or unexplained manner; a death caused by suspected criminal abortion; a death while unattended by a physician, so far as can be discovered, or where no physician able to certify the cause of death as provided in the public health law and in form as prescribed by the commissioner of health can be found; a death of a person confined in a public institution other than a hospital, infirmary or nursing home.

The Erie County Medical Examiner's Office offers two types of internships. Intern will gain knowledge of forensics by working closely with forensic pathologists, toxicologists, and forensic investigators during the day to day operations of the office. The two internship options are:

General /Investigative – intern will work closely with the forensic pathologists and investigators to learning forensic autopsy and investigative techniques. Interns will observe autopsies while assisting staff in taking notes, photographs, setting-up and cleaning-up of the autopsy suites. Intern will observe forensic investigators during scene investigations and learn death investigative techniques. Interns will be asked to assist in general office duties including requesting medical records, inventorying medications and specimens, updating electronic information, uploading photographs into the computer, x-rays, and other tasks as needed. Interns will observe autopsies and toxicological practices as case load allows.

Applicant should be pursuing a degree in forensic science, natural sciences, criminal justice or a related field. A minimum of 120 hour commitment is needed. Intern will report to the Erie County Medical Examiner's Office to by 7:30 am on assigned days Monday – Friday.

Toxicology Internship – accepted intern is typically assigned a project utilizing skills and knowledge for chemical analysis of biological specimens. Intern interacts with laboratory staff to develop knowledge of forensic toxicology practices and procedures.

Applicants will have chemical laboratory experience and be expected to work between the hours of 8:30 am to 4:30 pm on assigned days Monday - Friday. Applicants should be pursuing a degree in forensic chemistry or forensic toxicology and have completed coursework in instrumental analysis and organic chemistry.

INTERNSHIP SCHEDULE

The Erie County Medical Examiner's Office is a 24 hour operation with regular office hours from 7am to 3pm. Toxicology laboratory hours are from between 8:30am to 4:30pm. Intern schedule will be discussed and established on a case by case basis.

Due to the amount of time invested in training interns, we require that all interns complete a minimum of 120 hours at the Medical Examiner's Office regardless of the internship requirements of your school.

WHO MAY APPLY

College students 18 years or older who are studying a related subject matter. All internships require a fully executed affiliation agreement between Erie County and the department within the college/university in which the intern is enrolled. Applications must be submitted according to the following deadlines:

Fall Semester: **June 1st** – applicants will be notified on or around **Aug 1st**

Winter Break: **October 1st** – applicants will be notified on or around **Dec 1st**

Spring Semester: **November 1st** – applicants will be notified on or around **Jan 1st**

Summer Break: **April 1st** – applicants will be notified on or around **June 1st**

Applicants should contact the Medical Examiner's Office to ensure all application materials are received (see application for contact information). A letter indicating acceptance or denial will be mailed or e-mailed. Accepted applicants will be contacted by phone to set up an orientation date. All applications are reviewed by the Division Director, Chief Medical Examiner and Internship Coordinator. Interns are accepted/denied on a case by case basis. Acceptance is dependent on office needs, the number of students applying for the particular semester, the presentation of your resume, and your letters of recommendation.

HOW TO APPLY

Interested individuals who meet the above criteria can send the completed application along with their résumé, cover letter and two (2) professional/academic letters of reference to:

ADDRESS: Erie County Medical Examiner's Office
Attn: Janinne Blank
501 Kensington Avenue
Buffalo, NY 14214

PHONE: 716-961-7591
FAX: 716-961-7581
EMAIL: janinne.blank@erie.gov

The cover letter should include a statement of purpose and future goals. Incomplete applications will not be considered.

ERIE COUNTY DEPARTMENT OF HEALTH (ECDOH)
DIVISION OF MEDICAL EXAMINER
INTERNSHIP APPLICATION

Contact Person: **Janinne Blank**
Director
501 Kensington Avenue
Buffalo, New York 14214
(Office) 961-7525, (Fax) 961-7581, (E-mail) janinne.blank@erie.gov

Applicant's Name: _____ Phone _____

E-Mail: _____ Fax _____

School Name: _____

Internship Advisor: _____ Phone _____

Advisor E-mail _____

Today's date: ____/____/____

Academic Department: _____

Anticipated date of graduation (month & year): ____/____

Will you receive school credits for this internship? Yes No

Number of hours you are requesting to complete with the ECDOH: _____

Days & hours you can work: _____

Requested semester & year:

Spring (Feb-May) _____ Summer (May-Aug) _____ Fall (Sept-Jan) _____ Other: _____

**Please ATTACH RESUMÉ, COVER LETTER AND TWO (2)
PROFESSIONAL/ACADEMIC LETTERS OF REFERENCE**

****Note: Effective 5/2009, all accepted interns will be required to complete a minimum of 120 hours regardless of school requirements. Erie County Department of Health internships are not paid.**

Applicants should contact our office to ensure all application materials are received. A letter stating acceptance or denial will be mailed. Accepted applicants will be contacted by phone to set up an orientation date. All applications are reviewed and accepted/denied on a case by case basis. Acceptance is dependent on our office needs, the number of students applying for the particular semester, the presentation of your resume, and your letters of recommendation.