OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: April 4, 2011

Agenda Item No. 9(A)(3)

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Resolution No. R-249-11

Subject: Resolution Authorizing the Mayor, the Medical Examiner or their Designees to Enter Into Agreements With Educational/Medical Institutions

---

Recommendation
It is recommended that the Board of County Commissioners (Board) approve the attached Resolution authorizing the Mayor, the Medical Examiner or their designees to enter into agreements with educational/medical institutions for the purposes of providing volunteer and internship training opportunities to students and/or volunteers, and further authorizing the use of the Medical Examiner Department's facilities for said activities.

Scope
The scope of this resolution affects the County as a whole, as the Medical Examiner Department (ME) serves the entire County

Fiscal Impact/Funding Source
There is no fiscal impact related to the adoption of this Resolution. Incidental to the educational opportunities afforded to students and volunteers participating in the programs offered by the ME will be the utilization of ME resources, such as the use of staff time, physical facilities, supplies and so forth. Similarly the ME will gain the benefit of the in-kind services provided by the students and volunteers.

Track Record/Monitor
Dr. Bruce Hyma, the Medical Examiner will be responsible for administering the programs contemplated by the agreements.

Background
Over the years, and as part of its mission, the ME provides training opportunities for the forensic science community. Various educational and medical institutions, both domestic and international, such as colleges, universities, and post-graduate institutions offer programs for their students, faculty, and/or staff to train with the ME. These unique opportunities allow students and young professionals to explore career paths in disciplines they may have never otherwise considered and the programs have been successful and beneficial to the ME.

Assistant County Manager

MEMORANDUM
(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE: April 4, 2011

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 9(A)(3)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

√ **No committee review**

_____ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(3)
4-4-11

RESOLUTION NO. R-249-11

RESOLUTION AUTHORIZING THE MAYOR, THE MEDICAL EXAMINER OR THEIR DESIGNEES TO ENTER INTO AGREEMENTS WITH EDUCATIONAL/MEDICAL INSTITUTIONS FOR THE PURPOSES OF PROVIDING VOLUNTEER AND TRAINING OPPORTUNITIES TO STUDENTS, AND FURTHER AUTHORIZING THE USE OF MEDICAL EXAMINER DEPARTMENT'S FACILITIES FOR SAID ACTIVITIES

WHEREAS, medical and educational institutions, such as colleges, universities, and post-graduate institutions, both domestic and international wish to utilize facilities at the Miami-Dade County Medical Examiner Department for the purpose of providing volunteering and training opportunities for their students, faculty, and/or staff; and

WHEREAS, the Medical Examiner's Department's participation in such programs, and the use of Medical Examiner Department's facilities leads to greater interaction amongst medical students and professionals; and

WHEREAS, such interaction is beneficial not only to those being trained but to the Medical Examiner Department as well,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the Mayor, the Medical Examiner, or their designees, to enter into agreements (in substantially the form of the agreements attached hereto) with educational/medical institutions for the purposes of providing volunteer opportunities and training and further authorizes the use of Miami-Dade County Medical Examiner's facilities for said activities.

The foregoing resolution was offered by Commissioner **Audrey Edmonson**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman			aye
Audrey M. Edmonson, Vice Chairwoman			aye
Bruno A. Barreiro	aye	Lynda Bell	aye
Jose "Pepe" Diaz	aye	Carlos A. Gimenez	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	aye

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of April, 2011. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. JEB

Jason E. Bloch

Name of Institution: _____
and
Miami-Dade County Medical Examiner Department

This Letter of Agreement will be in effect for the academic period of July 1, 2011 through June 30, 2015 between _____and the Miami-Dade County Medical Examiner Department. This Letter of Agreement is an educational statement that sets forth important points of agreement between the two parties involved.

This Letter of Agreement will remain in effect until June 30, 2015 unless updated, changed or terminated by either _____ and/or the Director of the Miami-Dade County Medical Examiner Department. Notification of termination of this Letter of Agreement by either party must be provided in writing to the other party 90 days prior to termination.

Section 1: OFFICIAL RESPONSIBLE FOR RESIDENT EDUCATION AND SUPERVISION:

The Program Director at _____ has appointed/designated the following individual to be Residency Supervisor at Miami-Dade County Medical Examiner Department and is responsible for the administration, education, and supervision of the resident physicians while rotating at Miami-Dade County Medical Examiner Department:

Bruce Hyma, M.D., Director, or his designee
Miami-Dade County Medical Examiner Department

The Program Director at _____ is ultimately responsible for the content and conduct of the educational activities at all training sites, including the Miami-Dade County Medical Examiner Department.

As Residency Supervisor at Miami-Dade County Medical Examiner Department, Dr. Hyma is responsible for the day-to-day supervision and oversight of resident physician activities in collaboration with the Program Director at _____ to assure that the outlines goals and objectives are met for the resident physicians.

Section 2: EDUCATIONAL GOALS AND OBJECTIVES

Educational goals and objectives to be attained by the resident physicians while rotating at Miami-Dade County Medical Examiner Department have been developed as a joint program between _____ Program Director and the Residency Supervisor at Miami-Dade County Medical Examiner Department and is/are attached and made part of this Letter of Agreement as "Exhibit A".

Section 3: PERIOD OF ASSIGNMENT OF RESIDENTS

To ensure that proper educational goals and Objective are attained by the resident physicians, the PGY-2, PGY-3 or PGY-4 residents will be assigned for four week blocks with only one resident assigned to Miami-Dade County Medical Examiner Department at a time. While on rotation at Miami-Dade County Medical Examiner Department, residents will remain on the _____ payroll and insurance benefits will remain in effect for the current academic period.

Section 4: RESPONSIBILITY FOR EVALUATION OF RESIDENTS

Dr. Hyma (or designee) will be responsible for obtaining the proper resident physicians' performance evaluations in a manner prescribed by the _____ Program Director and in compliance with the ACGME Program Requirements. Evaluations are to be completed at the end of each rotation and sent to the _____ Program Director.

Section 5: POLICIES AND PROCEDURES GOVERNING RESIDENTS

Resident physicians are subject to all policies, rules, regulations, and procedures of the Training Program as outlined in the _____ Residency Manual (as amended from time to time). Resident physicians are also subject to all policies, rules, regulations, and procedures of Miami-Dade County Medical Examiner Department, as well as all governmental (federal, state or local) laws, rules and regulations to which the Program and/or Miami-Dade County Medical Examiner Department may be subject, all as in effect or amended from time to time.

The undersigned Program Directors/Residency Supervisors have seen this Letter of Agreement and agree with all the educational statements set forth herein.

_____	_____
_____, M.D.	Bruce Hyma, M.D.
_____Medical Center	Miami-Dade County Medical Examiner Department

Exhibit A

Forensic Pathology Rotation:

A mandatory rotation at the Miami-Dade County Medical Examiner Department.

Goals and Objectives:

- To learn death scene and circumstance investigation in cases of homicide, suicide, accidental and natural deaths.
- To learn external and internal examination, documentation, dissection, specimen collection and processing for toxicology, and photography in forensic cases.
- To participate in discussions with police and other legal agencies and attend depositions and courtroom proceedings.
- To study and learn about special forensic topics such as: ballistics, drug screening and toxicology, public safety, etc.
- To learn death certification and death reporting responsibilities of physicians practicing in the State of Florida.

Duration:

- 4 weeks.

Duties and Responsibilities:

- All anatomical pathology residents are responsible for attendance at death scenes with forensic pathologist. The resident participates in investigation, collection of evidence, photography and other documentation of scene findings.
- The resident is responsible for the performance of forensic autopsies and the preparation of the final report.
- The resident is in attendance and participates in all discussions and conferences with police and other legal agencies pertaining to these autopsies. The resident attends depositions and other courtroom procedures pertaining to these cases, when possible.

- The resident has access to the toxicology laboratory, department texts, and attends conferences on forensic science topics, when already scheduled.

Teaching Staff Responsibilities:

- The Chief Medical Examiner and his staff are responsible for the supervision and instruction.

Supervision and Evaluation:

- The forensic pathologist continually supervises and evaluates the resident during the death scene investigation, performance of autopsies and participation in conferences.
- Death certification is reviewed daily in conference with staff pathologists.
- An evaluation is prepared by the forensic pathologist and sent to the Program Director and the forensic pathologist verbally discusses the resident's performance with the Program Director at _____.