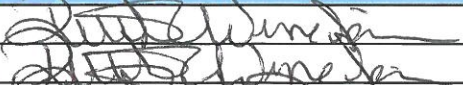
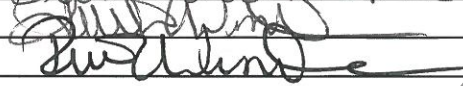




Policy Name:	Policy #:
Toxicology Employee Policy	TOX-P4

North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:

Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		2/26/14
		3/23/15
		3/22/14
		1/11/17

Purpose:

To define the expectations of an employee of the NC-OCME toxicology laboratory.

Policy:

Professionalism will be expected of all laboratory members. The first 5 statements were taken from the Society of Forensic Toxicologists Code of Ethics. We expect our employees to do the following:

1. Perform professional activities with honesty, integrity and objectivity.
2. Refrain from knowingly misrepresenting professional qualifications including, but not limited to: education, training, experience, certification, area of expertise, and professional memberships.
3. Hold in confidence and refrain from misuse of information obtained or received in the course of professional activities.
4. Provide expert advice and opinions within the limits of individual competence and generally accepted scientific principles.
5. Render testimony in a truthful manner without bias or misrepresentation.

In addition, we expect our employees to do the following:

6. Abide by rules set forth by DHHS in regards to new employee training and North Carolina Employee Rules and Regulations.
7. Abide by rules set forth by the NC-OCME Toxicology Lab General Policies and Procedures Manual.
8. Follow the NC-OCME Safety Manual guidelines including laboratory employee dress code.
9. Accurately keep a record of working time recorded in NC BEACON on a weekly basis.
10. Participate in Annual Reviews, Mid-Year Review, and Continuing Education.

A personnel file for each employee is to be kept in a locked drawer in the supervisor's office.

Procedures and/or Forms:

Ethics training is required on a *yearly basis* as part of continuing education.