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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
ATTORNEY GENERAL



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DEPUTY ATTORNEY GENERAL

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December 6, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

That approval be and hereby is given to the Attorney General to appoint Melissa Hughes to Position # 9U735, (Appropriation #02-20-20-202010-1037-014-500134) as an Assistant Deputy Medical Examiner, at a salary level of \$73,359 (Labor Grade BB, Step 3), effective upon Governor and Executive Council approval, or December 29, 2023, whichever is later.

EXPLANATION

Chapter 79 Laws of 2023 (HB2) established within the Department of Justice the unclassified position entitled Assistant Deputy Medical Examiner to be appointed by the Attorney General pursuant to RSA 21-M:3, XIV and to serve at the pleasure of the Chief Medical Examiner pursuant to RSA 611-B:5.

Ms. Hughes, an Effingham resident, attended Central Florida Institute and received her Associate's degree in 2012. She is a Registered Cardiovascular Invasive Specialist. Ms. Hughes also holds an LPN Certificate from American School of Nursing and is a Registered Emergency Medical Technician – Paramedic. Ms. Hughes has worked at the Office of the Chief Medical Examiner as an independent Assistant Deputy Medical Examiner since 2018. Given her relevant experience, a salary of \$73,359 is requested. Her resume is attached for your consideration.

I am pleased to offer Ms. Hughes for this appointment and respectfully urge your favorable consideration. Thank you.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J.M. Formella", written in a cursive style.

John M. Formella
Attorney General

#4273666

Melissa Hughes

Education:

- 2018-2019** *Salter School Of Nursing*
Licensed Practical Nurse
- 2011-2012** *Associate Degree in Invasive Cardiovascular Technology*
Central Florida Institute
- 2002 – 2004** *Associate Degree in Paramedic Emergency Medicine*
New Hampshire Technical Institute

Employment:

2018– Present New Hampshire Medical Examiner Office

- Assistant Deputy Medical Examiner, Responsible for the forensic death investigations of medicolegal deaths within several counties throughout the state of NH.
- Document and photograph death scenes and perform external examinations on decedents.
- Gather medical information, scene and social history from multiple sources and communicate findings with on-call doctor to determine cases requiring autopsy or death certificate certification on scene.
- Work closely with decedent's family, police, fire, EMS and state agencies to collect and interpret information to assist in determination of the cause and manner of death.
- Complete ADME Investigation reports on autopsy, external exam and decline cases. Draws blood, vitreous and Covid swabs for toxicology studies on all cases deemed appropriate.

2015- 2018 Portsmouth Hospital

- Cardiovascular catheterization Laboratory in non- invasive and invasive procedures, Endovascular laboratory in non- invasive and invasive procedures, Electrophysiology Laboratory in devices as well as non- invasive and invasive studies in monitor, circulatory or scrub technologist. Assisting the physician in EVAR, TVAR and TAVR surgeries.
- Clinically managed the use of IABP, IVUS, Impella, temporary pacemakers, oximeters, ACT equipment, Point of care testing and Rotoblader.

2013-2015 Bon Secours Health System

- Assisting in the cardiovascular catheterization Laboratory in non- invasive and invasive procedures, Endovascular laboratory in non- invasive and invasive procedures, Electrophysiology Laboratory in devices as well as non- invasive and invasive studies in monitor, circulatory or scrub technologist. Cardiovascular OR assisting anesthesiologist prepare for both open heart and vascular surgeries. Assisting the physician in EVAR and TVAR surgeries. Assisting in pre-operative care for both open surgeries and percutaneous procedures.
- Clinically managed the use of IABP, IVUS, Impella, temporary pacemakers, oximeters, ACT equipment, Point of care testing and Rotoblader.
- Assisted in the development of the PAR Excellence system in the CVT and Main OR

2005 – 2009 Paramedic, Exeter Hospital

- Delivered professional and compassionate care to patients with emotional and medical needs, secondary to injury, acute illness, and psychological crisis.
- Established and maintained effective working relationships with coworkers, hospital personnel and the general public.

- Attended in-service training classes to remain current in knowledge of codes, laws, ordinances and regulations.
- Performed thorough patient assessment and made paramedic diagnosis.
- Performed prolonged work under adverse emergency conditions and utilized independent judgment in routine and non-routine situations.

Skillset: Peripheral and intraosseous lines, esophageal obturator airway, endotracheal intubations, defibrillation/cardioversion, cardiac monitoring, 12-lead EKG interpretation and Drug administration.