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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

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July 10, 2024

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 Kate Dow to Position # 9U732 (Appropriation #02-20-20-202010-1037-014-500134), as an Assistant Deputy Medical Examiner, at a salary level of \$70,510 (Labor Grade BB, Step 2), effective upon Governor and Executive Council approval, or July 26, 2024, 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. Dow, a Melvin Village resident, received her Associate in Science (Nursing) from River Valley Community College in 2013, Associate in Science (Paramedic Emergency Medicine) from NHTI in 2016, and Bachelor of Science (Nursing) from Chamberlain University in 2021. She has been working as an Emergency Department Registered Nurse at Huggins Hospital since 2016, and as an Emergency Department Registered Nurse/Charge Nurse at Speare Memorial Hospital since 2022. Ms. Dow has been a Firefighter/Paramedic with Tuftonboro Fire and Rescue since September 2020. Given her relevant experience, a salary of \$70,510 is requested. Her resume is attached for your consideration.

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

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

July 10, 2024

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Respectfully submitted,



John M. Formella
Attorney General

#4568181

Kate J. Dow

SUMMARY

Dedicated, team-oriented registered nurse and paramedic seeking new career opportunities with the New Hampshire Office of the Chief Medical Examiner as assistant deputy medical examiner.

EXPERIENCE

November 2022- ***SPEARE MEMORIAL HOSPITAL | PLYMOUTH, NH***

Present **Emergency Department Registered Nurse/ Charge Nurse**

- Provide emergency nursing care in a critical care access facility.
- Collaborate with an interdisciplinary team to provide high-level patient care.
- Assess patients presenting to the emergency department to determine patient care priorities.
- Oversee patient care, department throughput, and general operation of the department as charge nurse.

November 2016 - ***HUGGINS HOSPITAL | WOLFEBORO, NH***

Present **Emergency Department Registered Nurse**

- Provide emergency nursing care in a critical care access facility.
- Collaborate with an interdisciplinary team to provide high-level patient care.
- Assess patients presenting to the emergency department to determine patient care priorities.
- Carry out all aspects of patient care as ordered by the physician.
- Assist with orienting new staff to the department.
- Responsible for ensuring the department is stocked with all appropriate supplies.

September 2020 - ***TUFTONBORO FIRE RESCUE | TUFTONBORO, NH***

Present **Firefighter/Paramedic**

- Call member with primary responsibility as first response.
- Work collaboratively with the primary transporting service.
- Provide high-quality prehospital care while transporting to the hospital as needed.

February 2018 - ***FRISBIE MEMORIAL HOSPITAL | ROCHESTER, NH***

September 2021 **Emergency Department Registered Nurse**

- Emergency department nurse at a community hospital.
- I worked with an interdisciplinary team to assess, treat, and monitor patients.

February 2015- ***CARROLL COUNTY DEPARTMENT OF CORRECTIONS | OSSIPEE, NH***

November 2016 **Corrections Nurse**

- Full-time staff supervising a staff on one RN and 3 LPNs.
- Integrated new practices to improve routine care delivered to patients.
- Conducted nurse sick call, managed emergencies and completed medication passes as scheduled.

October 2014- ***MILTON FIRE-RESCUE | MILTON, NH***

September 2019 **EMT/Paramedic**

- Per diem and call member.
- Provided high quality prehospital care following *New Hampshire Patient Care Protocols*.

October 2014- ***STRAFFORD COUNTY DEPARTMENT OF CORRECTIONS | DOVER, NH***

March 2016 **Corrections Nurse**

- Night shift nurse worked along with a medical assistant in a facility with approximately 450 inmates.
- Assisted with completing timely, complete and accurate medical intakes on inmates.
- Managed medical emergencies and completed sick call as needed.
- Completed scheduled medication passes.
- Responsible for clerical duties, updating medical records and processing paperwork for inmate transfers.

- July 2013-
October 2014 **CENTRAL VERMONT MEDICAL CENTER| BERLIN, VT**
Medical-Surgical Registered Nurse
- Provided nursing care to 3-5 patients per night.
 - Worked collaboratively with licensed nursing assistants to plan and provide patient care.

EDUCATION

- December 2021 **Bachelor of Science in Nursing (R.N. to B.S.N.)**
CHAMBERLAIN UNIVERSITY
MAJOR: NURSING
- May 2016 **Associate in Science**
NHTI- CONCORD'S COMMUNITY COLLEGE| CONCORD, NH
Major: Paramedic Emergency Medicine
- May 2013 **Associate in Science**
RIVER VALLEY COMMUNITY COLLEGE| CLAREMONT, NH
Major: Nursing

Certifications

- 2023 Pediatric Advanced Life Support
- 2021 Basic Life Support- Provider
- 2021 Advance Cardiac Life Support
- 2022 Trauma Nursing Core Course
- 2022 Certified Pediatric Emergency Nurse
- 2021 Certified Emergency Nurse

Professional References

Available upon request