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## **Requirements to begin SAFE Training**

- Current Registered Nurse (RN), Nurse Practitioner, Physician or Physician Assistant licensed by New York State.
- Once certified, each SAFE student is responsible for maintaining SANE -A certification as set by NYSDOH and IAFN.
- Perform exams and practice as a SANE – A according to rules and regulations set forth by IAFN, NYSDOH, STHCS.
- Attend all classes and completing all preceptorship requirements.

### **Program Requirements:**

Each potential SAFE provider is required to attend 40 hours of didactic training (currently being offered online) and 40 hours of preceptorship training.

The didactic training is intended to familiarize students with the roles and responsibilities of all participants of the program. Once the online portion is complete, each student will have 90 days to complete the preceptorship requirement.

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## **IAFN Online SAFE Training**

The online course is available through the International Association of Forensic Nurses (IAFN) at <http://forensicnurse.org/>

Below is an excerpt from the IAFN website describing regarding the training:

This online program is designed for registered nurses and nurse practitioners interested in practicing in the role of SANE. Licensure will be verified. Participants who successfully complete the course will receive a certificate of completion and continuing education credit.

This course has been accepted by the New York State Department of Health. Students can start the course at any time.

**Cost** - \$350 Member Rate; \$500 Non-member Rate

**Technology requirements** – Reliable, high-speed access to the Internet, email access and installation of the most recent versions of Adobe Acrobat Flash Player and Reader.

**Continuing Education** – IAFN is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Forty (40) contact hours in nursing will be awarded. Students will have 12 weeks to complete the course.

**Optional Clinical Skills Simulation Training** – At the completion of the 40-hour course, students may opt to complete a clinical component by attending one of the 16-hour clinical simulation trainings offered at a variety of sites across the US and Canada. Independent facilities are hosting their own clinical simulation trainings utilizing the IAFN curriculum for a separate cost.

Students may also arrange their own preceptorship and training at the local community level. Please read the [SANE Education Guidelines](#) for additional guidance.

**Preceptorship requirements include (STHCS staff will work with you to help you meet these requirements):**

- **Pelvic Exams** - 12-15 or clinical competence. Student will develop competency in performing speculum examination on non-traumatized patients, noting variances in normal anatomy, as well as identifying normal vs. abnormal genitalia
- **Interview Exam and Kit completion** - 3-5 exams or clinical competence. Student will learn to develop a comfortable proficiency in the complete sexual assault exam performance
- **Courtroom Observation** - 4 hours. Student will be familiar with process of trial preparation/presentation and providing testimony.
- **Police Ride Along** - 4 hours. Student will observe law enforcement's role as initial responder in variety of situations so the SAFE may gain insight into related processes and procedures.
- **Crime Lab Observation** - 2 hours. Student will be familiar with procedures and techniques utilized by the Crime Lab for the processing of DNA evidence.



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## Benefits of Becoming a SAFE Provider

- \$300 compensation for each SAFE exam performed.
- \$300 per year toward CME credits.
- Certification through NYSDOH as a SANE-A.
- Paid malpractice coverage with a \$1 million/\$3 million limit.
- Helping those who are victims of sexual assault/rape in your community.

*Our SAFE sites include Olean General Hospital (OGH), Jones Memorial Hospital (JMH), and Women's Christian Association (WCA) Hospital. Once you have certified, you will need to provide us with which sites you would like to be on-call for.*

If you or anyone else you know is interested in becoming a SAFE provider, please contact Southern Tier Health Care System, Inc. at (716) 372-0614 or [admin@STHCS.org](mailto:admin@STHCS.org).

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## SAFE Provider Job Description

**Position Title:** Sexual Assault Forensic Examiner (SAFE) - Independent Contractor

**Job Summary:** The primary function of the Sexual Assault Forensic Examiner (SAFE) is to provide initial physical and behavioral assessment, clinical specimens, evidence collection and intervention for victims of sexual assault. The SAFE assists in coordinating the provision of urgent medical evaluation, follow-up care and crisis intervention resources. The SAFE also establishes and maintains clinical and legal records and chain of custody. In addition, the SAFE will provide testimony regarding assessment, evidence collection and handling and documentation of findings in the examination of a victim who presents with the complaint of sexual assault.

**Education, Training and Experience:** The minimum qualifications include a graduate degree from an accredited school of professional nursing or advanced practice medical personal. At least two (2) years previous patient care experience with a current New York State license, RN registration or be eligible for licensure.

Successful completion of the Sexual Assault Forensic Examiner training program and completion of clinical competence is required. Candidates should possess strong communication skills and must be a resident of WNY and be willing to travel and have reliable transportation.

**Work Environment:** Works in a well-lighted and ventilated environment. Occasional exposure to disagreeable odors, fumes or airborne particles and/or communicable diseases.

This position involves exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Potential for strains and injuries due to equipment/patient causes. The noise level is usually moderate.

**Supervised By:** SAFE Medical Director

**Duties and Responsibilities Include:**

- Perform forensic pelvic and internal exams
- Perform forensic physical assessments
- Obtain specimens using appropriate techniques and standard precautions
- Communicate with and support the family and significant others of patients per request
- Maintain equipment and supplies in the exam room
- Coordinate patient care planning with input from other members of the health-care team
- Provide a safe discharge plan with the patient, family/significant other, the physician and other available resources
- Administer patient care with the understanding of legal responsibilities, principles of nursing practice, care and concern for the patient
- Document pertinent information that is accurate, concise, objective and legible
- Maintain clinical competence in procedure and equipment use
- Testify for the prosecution and/or defense, as requested
- Communicate with law enforcement agencies as requested, or indicated
- Collaborate with the Sexual Assault Response Team (SART)
- Respond to request within 60 minutes
- Maintain accountability for attendance and punctuality
- Attend and participate in SAFE staff meetings
- Report all pertinent information to law enforcement per patient requests and/or per state mandated reportable incidents
- Respond in a timely manner to all judicial subpoenas and request for court appearance\participates in collaborative SART meetings

**Additional Competencies Unique to Position:**

Each SAFE will complete at least 12 hours of continuing education contact hours annually; half of the hours must be related to forensics. Documentation will be kept in the SAFE file at STHCS. The SAFE must complete at least three (3) sexual assault evidence collection kits per year. If case volume does not allow for such, yearly proficiency reviews will be evaluated and signed off by the program coordinator.

**Physical and Mental Demands:**

SAFE providers require the ability to perform complex decision making processes requiring independent judgment and critical thinking. SAFE providers must be able to maintain their composure and effectiveness in emergency situations and when handling multiple priorities. Good communication skills, both verbally and written are a must. SAFE providers walk and stand most of the day.

Candidates must be physically able to perform heavy lifting (50-100 pounds). Candidates must be able to meet and maintain hospital health requirements. SAFE providers must be able to hear and must possess the visual acuity necessary to performing nursing assessments.



## SEXUAL ASSAULT FORENSIC EXAMINER CONTRACT

This agreement, entered into between the Southern Tier Health Care System Inc., One Blue Bird Square, Olean, NY 14760, hereafter referred to as STHCS and the person who is the Sexual Assault Forensic Examiner hereafter referred to as Examiner,

Named: \_\_\_\_\_

Who resides at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And has a Social Security Number of: \_\_\_\_\_

WHEREAS, the Southern Tier Health Care System, Inc. provides a Sexual Assault Forensic Examiner program, hereafter referred to as "SAFE" and agrees to pay the Examiner \$300 for each SAFE exam that results in a completed Forensic Rape Exam Form.

NOW, THEREFORE, the EXAMINER hereby agrees to the following:

The Examiner meets the following requirements:

- Is a licensed health care practitioner as defined by the NYS Department of Health (RN, Licensed Midwife, NP, PA, MD, DO)
- Has completed a Sexual Assault Forensic Examiner course
- Has completed a training period with the Southern Tier Health Care System, Inc., as approved by NYSDOH SAFE Training Program.

The Examiner will:

- Respond to calls from participating hospitals within one hour to provide post sexual assault care to adults and adolescents in a manner that will protect them from further psychological or physical harm.
- Collect evidence and perform an objective forensic examination once the patient has given written consent.
- Provide an opportunity for the Rape Crisis Counselor/Advocate to offer support, crisis intervention, information, and clarification of options.
- Remain sensitive and non-judgmental.
- Consistently protects the patients confidentially throughout the exam and ensures all evidence is properly stored according to NYS law.

The duties of the Examiner include but are not limited to the following:

### ADMINISTRATIVE

- Sign up for a minimum of 5 shifts per month, including one weekend and one holiday per year
- Provide sufficient contact numbers to ensure availability during shift.
- Submit required documentation to STHCS within 3 days of call to OGH SAFE Site Coordinator.
- Notify SAFE Coordinator if Examiner is unable to cover scheduled shift due to illness or emergency.

- Arrange for coverage if unable to cover scheduled shift except in cases of illness or emergency.
- Attend Quarterly SAFE staff meetings at least twice a year and be responsible for implementing any new policies or procedures that were included in the minutes of all meetings.
- Complete a minimum of 15 hours of continuing education related to the SAFE role every three years.
- Each Examiner will provide information to STHCS to complete the application to certify the Examiner as a New York State Department of Health SAFE provider.
- Maintain competency by performing a minimum of 3 forensic exams per year. If this is not complied with, the Examiner may have exams evaluated until determined to be competent by the Coordinator or other experienced Examiners.
- As a SAFE provider, STHCS will cover the cost up to \$300 per calendar year for training associated with continuing their SAFE certification.
- As a SAFE provider STHCS will cover the costs of each Examiner's medical malpractice insurance once per calendar year.
- Agree to provide STHCS with written notice of need to terminate service as a SAFE at least 14 business days prior to the end of service.

#### CARE OF THE PERSON REPORTING SEXUAL ASSAULT:

- Arrive at designated emergency department within 60 minutes of the call.
- Check in with the Emergency Department nurse upon arrival at hospital.
- Introduce yourself to the client and explain your role to her/him and the victim's rights.
- Provide the necessary information so the client can make an informed consent and obtain signatures from the victim on the consent form for the services she/he agrees to: examination, treatment, photos, evidence, collection, release of evidence to police and police contact.
- Obtain a history of the assault and a medical history (see Documentation section of the Policy and Procedures Manual).
- Perform a pregnancy risk evaluation prior to offering any prophylactic medication, such as antibiotics for sexually transmitted infections and/or emergency contraception.
- Perform a physical examination.
- Collect evidence using a Sexual Offense Evidence Collection Kit and Drug Facilitated Sexual Assault kit, when applicable.
- Maintain chain of custody as described in the Police Notification section of the Policy and Procedures Manual.
- Verify that the victim has received or will receive prophylactic medications.
- Refer patient to ED staff for treatment of injuries.
- Document findings for medical records as described in Documentation section of the Policy and Procedures Manual.
- Place photos in envelopes in medical record or give to police as described in Photo documentation section of the Policy and Procedures Manual.
- Provide referrals for the follow-up treatment and counseling as described in the Discharge section of the Policy and Procedures Manual.

- Maintain confidentiality – as described in the Confidentiality section of the Policy and Procedure Manual.
- Provide the client with the form for evaluation of services provided by the Examiner or the Counselor/Advocate.
- Complete Forensic Rape Exam (FRE) form and send to STHCS within 3 business days

**CONFLICT RESOLUTION:**

If a client or staff member of the Emergency Department makes a complaint against an Examiner, she/he will meet with the SAFE Coordinator and the SAFE Medical Director. The Coordinator will work with the Examiner, the SAFE Medical Director, and the Emergency Department to resolve the issue. STHCS CEO will be informed of the situation and all documentation will be kept in the Examiners personnel file in a locked filing cabinet.

After reviewing all the information, the STHCS CEO may determine that the working relationship between Southern Tier Health Care System, Inc. and the Examiner will be terminated, i.e. the Examiner will be permanently removed from the call schedule.

It is expressly understood that the Sexual Assault Forensic Examiner is an Independent Contractor with the Southern Tier Health Care System, Inc. with no other intention being inferred. Nothing in this agreement shall be deemed to create in the Contractor any right of authority to bind STHCS in any respect whatsoever.

This agreement is not assignable by either party.

This agreement constitutes the entire agreement between the parties.

No modification of this agreement shall have any force or effect unless it is writing and signed by both parties.

The Contractor shall not receive any vacation time, sick time, or any other benefits.

IN WITNESS WHEREOF, the parties hereto have signed this agreement on the date noted next to the signatures.

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Signature of Examiner Date

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Dr. Annemarie Zimmermann, SAFE Medical Director Date

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Donna Kahm, President and CEO, Southern Tier Health Care System, Inc. Date