

St. Tammany Parish Coroner's Office Job Descriptions	Implemented Date: 07/13/2017	Revision 2.1 Date: 07/13/2017
Sexual Assault Forensic Examiner (SAFE) Nurse or Practitioner, PRN/Contract		Page: 1 of 2

JOB TITLE: Sexual Assault Forensic Examiner (SAFE) Nurse or Practitioner, PRN/Contract

DEPARTMENT: Forensic Nursing Program

SALARY: \$4.00/hour on-call, \$250/case plus varying bonuses for out-of-parish exams, & \$33.00/hour base pay for all other reimbursement including approved trainings, meetings, court preparation, depositions, and courtroom testimony time.

QUALIFICATIONS AND TRAINING PROGRAMS:

Applicant must be a graduate of an accredited school of registered nursing who possesses a current, unrestricted Louisiana state Registered Nursing license and has no less than two years' experience as a Registered Nurse in a clinical setting. Requirements include successful completion of the Adult/Adolescent SANE (Sexual Assault Nurse Examiner) Training as outlined by the IAFN (International Association of Forensic Nurses) education standards within 30 days of hire. Must maintain a Louisiana drivers' license with a clean driving record, be able to meet regional residential requirement for response time, and be willing to work flexible hours including occasional nights, holidays, and weekends. Preference given to experienced SANEs who have completed clinical training, candidates possessing SANE-A certification, candidates possessing a BSN (Bachelor of Science in Nursing), and those with a current BLS through the American Heart Association.

DUTIES:

- Provide timely, non-judgmental compassionate care to patients who have experienced a recent sexual assault. This will include a medico-forensic exam, maintaining chain-of-custody with evidence collection, offering prophylaxis for pregnancy and sexually transmitted diseases, photographic documentation, and referrals for appropriate medical and psychosocial follow-up.
- While on-call, return pages and phone calls within 10 minutes or less. Arrives at hospital in a timely manner when called in for a case.
- Dressing professionally in navy scrubs or a lab coat and with closed-toe shoes when presenting to hospital for an exam. During court proceedings, dressing in appropriate business attire as agreed upon with attorney.
- Participation in legal proceedings as a consultant, fact witness, &/or expert witness including coordination with attorneys during judicial process.
- Adheres to all administrative, clinical, and employment policies, procedures, regulations, goals and objectives of the Forensic Nurse Examiner Program & St. Tammany Parish Coroner's Office.
- Collaborates well within a multidisciplinary team including law enforcement agencies, medical providers, criminal justice personnel, victim advocacy agencies, crime laboratory personnel, and external support agencies that provide services to victims of crime and violence.
- Respects autonomy by providing patients with complete information about choices to empower them to make informed decisions regarding the care they want to receive.
- Follows mandatory reporting guidelines according to federal, state, and local statutes. Seeks guidance from Program Coordinator and/or Chief Deputy Coroner when needed.
- Perform and document sexual assault and forensic interview accurately in SASlog charting system.
- Perform a complete medico-forensic exam including head-to-toe assessment for trauma, detailed genitalia examination, forensic specimen collection and documentation including photography, and safety planning while providing support and autonomy to the patient.
- Maintains chain-of-custody at all times to preserve integrity of evidence.
- Provides accurate testimony regarding assessment, evidence collection/handling & documentation.
- Maintain professional standards that do not create conflicts of interest with employment or patient care, including patient confidentiality.

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CD #009

Approved by: Quality Manager / Laboratory Director

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- Adheres to participating hospitals' protocols, procedures, and allied health requirements.
- Must not be under the influence of drugs or alcohol while on-call.
- Participates in peer review process.
- Maintains confidentiality as determined by the appropriate law to ensure patient privacy as well as to preserve the integrity of criminal and legal cases.
- Treats patients, family members, hospital staff, law enforcement agents, and all others with respect and kindness.
- Debrief with Program Coordinator or Chief Deputy Coroner as needed to maintain physical and emotional wellness.
- Maintain equipment in proper working condition in a safely stored and secured location while on-call and returns all equipment in a timely manner.
- Exercises fiscal responsibility of program's resources including supplies, equipment, and donations.
- Maintains competency by active participation in cases with no lapse of greater than six months. Must complete a refresher course and preceptorship after this timeframe.
- Independently pursues no less than 10 Adult/Adolescent SANE specific CEUs annually.
- Participates in professional development including staff meetings, in-services, SART meetings, and MDT/case review.
- Maintains up-to-date Curriculum vitae.
- Actively works towards obtaining &/or maintaining SANE-A Certification.
- Commits to cover minimum hours of call, holiday coverage, weekend coverage, and other scheduling requirements as determined by the Forensic Nurse Examiner Program.
- Completes initial and ongoing preceptor requirements as identified by the Forensic Nurse Examiner Program.
- Participates in annual SANE competency evaluation & completes assigned duties in Qualtrax in a timely manner.
- Maintains good standing with licensing board.
- Provide current tuberculosis testing results and proof of immunization against Hepatitis B and Influenza.

ORGANIZATIONAL STRUCTURE: Reports directly to the Forensic Nurse Examiner Program Coordinator

MANAGERIAL DUTIES:

PHYSICAL REQUIREMENTS: *Physical requirements include but are not limited to: Occasional bending and stooping, occasional lifting up to 35 pounds. Frequent pushing and pulling and reaching above shoulder level. Frequent sitting and standing. Frequent use of computer equipment. Exposure or potential exposure to blood, body fluids, or tissues may be required as a condition of employment. Operation of motor vehicle occasionally required.*

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