SANE of Butler County

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Per Diem Forensic Examiner Job Description

Job Title: **Forensic Examiner/Sexual Assault Nurse Examiner (SANE)**

Status: **Per Diem**

Reports to: **Executive Director and Medical Director**

Salary Range:
On call weekday rate $3.00/hr
On call weekend rate $5.00/hr
Holiday on call incentive pay $2.00/**additional** pay per hour

Completed forensic examination $300.00/per exam
All page completed forensic examination incentive pay $200.00/ **additional** per exam
Holiday completed forensic examination incentive pay $200.00/ **additional** per exam
Radius Pay – completed exam incentive pay $75.00/**additional** per exam
*for exams completed within a set radius/range within the employee's place of residence

Monthly on-call requirements:
64 hours per month (8 hr shifts)
*16 hours of the 64 per months required to be on weekends
see below for additional details

Paid time off:
Not Applicable to per diem staff

Functions Summary:
A SANE provides timely advanced medical forensic assessments and injury identification, documentation, forensic photography along with collection of trace biological samples. A Forensic Examiner/SANE is a multifaceted role that bridges the nursing scope of practice and forensic science. The highest level of professionalism and expertise is expected from all Forensic Examiners.

Forensic Examiners will complete various types of forensic medical examinations including:

- *Patient examinations*
- *Law Enforcement/Perpetrator examinations*
- *Coroner's office examinations*
- *Strangulation examinations*

Additional job duties include, but not limited to:

- *Community forensic education*
- *Participation in task force meetings (human trafficking, adult/child protective services)*
- *University education/ lectures*
- *Expert witness testimony during judicial proceedings*
- *Peer review chart audits*
- *Monthly education completion*
- *Administrative duties as necessary*
- *Chain of custody continuation for evidence delivery*
- *Annual state crime laboratory chart audit participation*
- *Evidence-based research and education*

The per diem Forensic Examiner will be required to work a minimum of **68 hours per month (8 hours per shift**) **that includes a minimum of 16 hours per month for designated weekend hours** that is submitted on a set schedule or self-scheduling each month.. Weekend hours begin Friday at 7pm and end Monday at 7am. On call is required to be submitted to administration no later than the 20th of each calendar month. The employee will respond as requested to any contracted SANE of Butler County medical facilities, coroner's offices, law enforcement agencies or other location to conduct and complete a forensic medical examination as requested.

Travel Requirement:

Intense travel is required for all Forensic Examiners. Counties of service radius listed below includes multiple medical facilities, law enforcement agencies, coroner's offices or other sites:

- Brown County
- Butler County
- Clermont County
- Darke County
- Fayette County
- Greene County
- Hamilton County
- Miami County
- Montgomery County
- Preble County
- Shelby County
- Warren County

Weekend Requirement:

All per diem employees are required to submit availability for a minimum of 16 hours per month as designated weekend shifts which begin Friday at 7pm and end of Monday at 7am. (8 hour shifts each)

Forensic Examiner Clinical and Didactic Education

Orientation Outline:
The new employee is required to complete an IAFN approved 40-hour didactic sexual assault nurse examiner adult & adolescent program. The employee must receive a certificate of completion for the 40-hour didactic education. Upon completion of the didactic education, the employee will enter into the clinical training component that will be completed with SANE of Butler County, Inc.The employee will complete the clinical skills as part of their new employee orientation with SANE of Butler County as outlined below:

- **Clinical/Didactic education:**
  - *Topics covered include:*
    - *Forensic medical assessment*
    - *Forensic photography*
    - *Forensic narrative*
    - *Forensic Toxicology*
    - *Forensic charting/documentation*
    - *Alternative light source application and use*
    - *Jurisdiction determination – Law Enforcement Education*
    - *State, local medical protocol review*
    - *Policy and Procedure manual review*
    - *Ohio Revised Code review*
    - *Expert witness testimony (within 1 year of hire)*
    - *Crime Laboratory tour (within 1 year of hire)*

- **Forensic Exam Proctored Exams/Shadowing**:
  - *1 shadow forensic examination (optional)*
  - *4 proctored forensic examinations (required)*

Upon completion of the new employee orientation as listed above, the employee will be placed on a probationary employment status for a period of 120 days. If the employee has received the 40-hour didactic SANE Adult/Adolescent education and clinical component with another employer, he/she will be placed on an accelerated orientation plan upon providing proof of completion.

Minimum qualifications:

1. Registered Nurse with current active licensure to practice nursing in the State of Ohio.

2. Minimum of a bachelor's in Nursing (BSN) from an accredited school of nursing through the Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN), MSN preferred

3. Valid Ohio driver's license with clean driving record (see #8 for additional information)

4. Must meet organizational requirements for background investigation (including criminal history) upon hire and annually

5. Current professional liability insurance (employer reimbursed)

6. Must meet requirements for immunizations and negative drug screen upon hire, annually and randomly at the discretion of the employer.

7. Five years' experience as an RN or at the discretion of the Executive Director (critical care experience is preferred)

8. Dependable transportation with current auto insurance at all times with no less than 4 points on your driving record at any time during employment. Infractions causing more than 4 points at any time concurrently on your driving record can result in immediate termination.

9. Completion of the IAFN approved SANE-A didactic course upon hire. Failure of satisfactory completion of the didactic course will result in termination.

10. Completion of the required forensic clinical rotation and forensic clinical practicum upon hire. Failure of satisfactory completion of the clinical practicum will result in termination.

11. SANE-A certification within 5 years of hire. Failure to achieve SANE-A certification within 5 years of hire will result in termination.

12. CPR certification

Major duties and responsibilities:

1. Possesses a thorough theoretical knowledge on the management of the sexual assault survivor, the collection of biological forensic/trace samples and the maintenance of chain of custody.

2. Completes the sexual assault forensic examination when requested by any contracting facility with the organization.

3. Excellent organizational skills with computer proficiency.

4. Conducts professionally when dealing with physicians, survivor advocate, law enforcement, prosecutors, Bureau of Criminal Investigation (BCI), other sexual assault forensic nurse examiners, staff at county hospitals and ED managers.

5. Provide timely, expert and compassionate collection of forensic samples in sexual assault cases and perpetrator examinations.

6. Work cooperatively with law enforcement to document and maintain chain of custody for all samples collected during each examination.

7. Ability to work independently.

8. Demonstrates outstanding organizational skills

9. Commits to minimum required time for on-call duties. Maintains proper care of all communication devices and other equipment and returns all organizational property at the end of service/employment with SANE of Butler County.

10. Communicates with Director on a regular basis via fax, e-mail, phone according to the communication policy requirements.

11. Provides clear, concise and accurate written documentation on all patient services provided including injury identification and documentation.

12. Provide expert witness testimony in sexual assault prosecutions, preparing and interpreting reports for the criminal justice system when necessary.

13. Provide accurate billing information immediately following assault case.

14. Provide timesheet and requested monthly call time in a timely fashion.

15. Leaves the SANE room with equipment properly stored and supplies returned to appropriate place.

16. Updates Director with all problems encountered in a timely fashion.

17. Participates in professional organizations and continuing education in the field of forensic medicine to remain current on forensic standards.

18. Attends bi-monthly staff meetings as assigned.

19. All other duties that are assigned by the Executive Director.

20. Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- The overall physical demand rating for a job of the RN falls within the ***Medium*** classification (exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work) according to the Dictionary of Occupational Titles.

- *Strength: Sufficient to assist with lifting, rolling and transferring a patient, and perform CPR, lifting/moving forensic equipment up to 25 pounds in/out of vehicles and throughout forensic exam.*

- *Mobility: Sufficient mobility to bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined areas. Ability to stand for extended periods of time throughout forensic examination.*

- *Hearing: Sufficient to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.*

- *Fine motor skills: ability to maneuver forensic photography equipment and extended periods of writing and/or typing*

- *Vision: Sufficient to make physical assessments of patients and equipment.*

- *Communication: Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors*

21. Negative Drug Screening Requirement:

- *All empoloyees must provide documentation of a negative 10 panel urine drug test including full lab results of amphetamines, barbiturates, benzodiazepines, opiates, cocaine, THC (marijuana), methadone, Propoxyphene, Phencyclidine (PCP), and Methaqualone.*

- *If an employee tests positive due a prescribed medication, documentation from a health care provider must be submitted.*

- *Urine drug screening is performed upon hire, annually and randomly at employer discretion.*

22. Immunization Requirements:

- *Tetanus/Diphtheria/Acellular Pertussis (Tdap): One dose of Tdap vaccine is required within the last ten years. However, if a Td booster has been given within the past 2 years documentation of that vaccine is acceptable. If you are unable to receive the Tdap vaccine, documentation of the reason and of a recent Td vaccine must be submitted.*

- *Varicella (Chicken Pox): Two doses of Varicella vaccine or a positive antibody titer is required. To have had the chicken pox as a child may not be sufficient protection against the disease and a titer is therefore necessary to prove immunity.*

- *Measles, Mumps, and Rubella: Two doses of MMR vaccine or a positive antibody titer is required.*

- *Hepatitis B: Three doses of Hepatitis B vaccine with 4 weeks between doses or positive antibody titer is required. If not already completed, the Health Screening Form should reflect that you have begun this process by the time it is returned.*

- *A PPD-Mantoux test (one-step) is required annually.*

    - *If PPD is positive, or student has previous history of a positive tuberculin skin test, a normal chest X-ray is required within 12 months, unless history of INH therapy is documented. Repeat chest X-rays are not needed unless student displays symptoms or signs of TB or a clinician recommends a repeat chest X-ray. The health care provider performing the annual physical should screen for signs and symptoms of TB.*

    - *An employee may chose to do a blood test (Quantiferron level) instead of a PPD. If the blood test is positive for TB, the employee must provide written documentation from a health care provider defining treatment and release to work in a clinical setting.*