

## **Job Description**

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

**Status:** Part Time – (average 20 to 25 hours per week)

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

### **Salary Range:**

- \$34,000 – \$44,000 annual base salary
- Time and ½ for holidays worked
- \$400 all-page bonus pay (exam completed on off shift)

### **Available Shifts: 8-10 hour shifts**

- Morning
- Evening/mid-day
- Nights

### **Functions Summary:**

A Forensic Examiner/SANE is on call from their home and will respond as needed to the required hospital and provides timely advanced medical forensic assessments and injury identification, documentation, forensic photography along with collection of trace biological sample collections. 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 at all times while interacting with patients, advocates, crisis workers, physicians, nurses, law enforcement and other individuals.

### **Functions Summary (continued):**

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

- *Patient examinations post report of sexual assault, human trafficking*
- *Law Enforcement/Perpetrator examinations*
- *Strangulation examinations*

Additional job duties may include, but not limited to:

- *Community forensic education*
- *Participation in task force meetings (human trafficking, adult/child protective services)*
- *University education/guest lectures*
- *Expert witness or fact witness testimony during judicial proceedings*
- *Forensic exam chart audit (quarterly)*
- *In-house continuing education annually*
- *Administrative duties as necessary*
- *Chain of custody continuation for evidence delivery*
- *Annual state crime laboratory chart audit participation*
- *Evidence-based research and education as directed by administration.*

**Travel Requirement:**

Extensive 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:**

Weekend days include Saturday and Sunday. Weekend shifts are assigned as every other or every third weekend based on staffing levels

**Annual Vehicle Maintenance Stipend:**

A total of \$750.00 will be provided upon the conclusion of the worked year at the discretion of the Executive Director, pending satisfactory performance, for annual vehicle maintenance due to the extensive travel required

**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. Discretionary approval from administration may waive the BSN/MSN requirement pending nursing history/skill set required for position.
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. Didactic Education: Completion of the IAFN approved SANE-A didactic course upon hire. Failure of satisfactory completion of the didactic course will result in termination. Training will be provided upon hire.
10. Clinical Education: 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 is encouraged for all candidates. Successful completion and verification of successful passing/certification of the SANE-A certification through the IAFN will result in a \$1,000 bonus being provided.
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.

**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*

### **Negative Drug Screening Requirement:**

- *All employees must have 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. Urine drug screening is performed upon hire and before job duties begin. A positive drug screening upon employment or any time during employment can result in termination.*
- *If an employee tests positive due a prescribed medication, documentation of the substance from a health care provider must be submitted and continued employment will be reviewed and determined by administration.*
- *Urine drug screening is performed upon hire, annually and randomly at employer discretion.*

### **Immunization Requirements:**

- *Tetanus/Diphtheria/Acellular Pertussis (Tdap): per CDC recommendations. If you are unable to receive the Tdap vaccine, documentation of the reason from a physician must be provided.*
- *Varicella (Chicken Pox): per CDC recommendations or immunity confirmed by serum blood testing.*
- *Measles, Mumps, and Rubella: per CDC recommendations or immunity confirmed by serum blood testing.*
- *Hepatitis B: per CDC recommendations or immunity confirmed by serum blood testing.*
- *A PPD-Mantoux test (one or two-step: per CDC recommendations for healthcare workers.*
- *Covid-19 vaccination verification*