



**Mountain West SANE/SAFE Alliance (MWSA) and River Bridge Regional Center (RBRC)**

**Position Title:** Medical Program Coordinator

**General Duties:** The MWSA and RBRC medical program coordinator will provide coordination, education and program development at the RBRC annex. This position will be responsible for coordination of services, referrals and follow up on medical for child, adolescent and adult victims of sexual assault referred to MWSA and RBRC. This position will provide community outreach and awareness to the community on forensic medical examinations and options. The coordinator will develop and facilitate an adult Sexual Assault Response Team (SART) in coordination with the multidisciplinary teams.

**SART/Community Responsibilities:**

- Coordinate and facilitate the Sexual Assault Response Team (SART).
- Provide counsel to the River Bridge Regional Center (RBRC), medical professionals, law enforcement, human services, etc. relating to the medical program as needed.
- Act as a liaison to outlying counties, or other SANE/SAFE programs as needed.
- Provide community education about medical forensic examinations for children, adolescents and adults.
- Regular attendance of any scheduled Sexual Assault Response Team (SART) meetings. Attendance at RBRC case review meetings, Garfield County Domestic Violence Coalition, Pitkin County Domestic Violence Response Team, and others as assigned.

**MWSA/RBRC Responsibilities:**

- Provide support to SANEs/SAFEs on contract and the program.
- Creation and maintenance of on-call calendar for SANEs/SAFEs, including a system for training novice providers to attend exams.
- Provide back up support to all contracted nurses on call.
- Expected to take a reasonable amount of call (after hours and weekends) per month.
- Schedule and facilitate regular meetings amongst the SANEs/SAFEs to ensure consistent communication.
- Coordinate with the SANE/SANE project for ongoing training, education, and peer review/case review opportunities for providers.
- Review medical charts and develop competencies and checklist.
- Take part in active recruitment of new SANEs/SAFEs.
- Manage the necessary data collection and assessment of patients and services.
- Create and maintain policies and procedures regarding the medical program.
- Maintain inventory of supplies (including SA kits, medications, charts, patient hand-outs, batteries, toxicology kits, laundry, etc) at each SANE/SAFE site (RBRC, Rifle GCPH).
- Maintain and update SANE/SAFE exam logs and statistical tracking in the RBRC customized database.
- Manage a system of billing and collection of charges for medical exams and call time.
- Other duties as assigned.

Requirements:

- Current SANE/SAFE. Training must comply with SANE/SAFE provider requirements (see Training Requirements, and Ongoing Education Expectations documents below).
- Needs to be motivated, flexible, and people oriented.

Training Requirements:

- 1) Must have earned at minimum an RN. Those with advanced degrees such as PA, DO, MD, etc. may also undergo training, and will be referred to as a SAFE (Sexual Assault Forensic Examiner). For purposes of this document and responding to sexual assault, the terms SANE and SAFE can be used interchangeably (the only difference is that a SANE specifically has earned an RN degree).
- 2) Must have at least one year of hands on patient care, including women and adolescents, at the time they begin training to be a SANE/SAFE. Completed two years of nursing experience prior to doing unsupervised adult SANE/SAFE exams, or providing any expert testimony.
- 3) Successful completion of clinical skills training in a variety of clinical settings or equivalent.
- 4) In the first 6 months of employment, completion a combination 64-hour adult/adolescent/pediatric IAFN coursework specific to the medical evaluation of sexual abuse followed by a competency based clinical preceptorship and appropriate documentation.
- 5) Competency-based training in the performance of pediatric/adolescent sexual abuse evaluations.
- 6) Prior to completing exams alone, observe a number of adult/adolescent medical forensic exams performed with a currently practicing SANE/SAFE (some patients should be in the 16-21-year-old range) and pediatric/adolescent medical forensic exams performed with a currently practicing SANE-P. Exams can be with RBRC/MWSA SANES/SAFEs or approved out of area programs.
- 7) More or less clinical time, or supervised medical forensic exams may be required at the discretion of the precepting provider or SANE/SAFE.

**EXPECTATIONS FOR ONGOING TRAINING:**

SANE/SAFE is required to provide the RBRC Executive Director with certificates of all training on a regular basis.

- 8) SANE/SAFE will maintain their Colorado Nursing/Medical/PA/APN license and receive a minimum of 10 hours each year of ongoing continuing education in the field of child sexual abuse and a minimum of 8 hours each year in the field of adult/adolescent medical forensic examination.
- 9) Obtain Adult and Pediatric Certification within 3 years of employment.
- 10) Attend monthly SANE/SAFE meetings.
- 11) Participate in quality assurance/peer review, at least monthly. This may be done locally with other SANES/SAFEs and MidWest Regional CAC. Other options may be available through various IAFN, state, or other forums that engage in SANE/SAFE case review.
- 12) Attendance of the International Association of Forensic Nurses Conference at a minimum every other year.

**Employee Acknowledgement:**

I have read and understand the duties and responsibilities as outlined in this job description.

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Print Name

Signature

Date