



## **SANE/SAE Recertification Instructions & Requirements**

The Oregon Sexual Assault Nurse Examiner (SANE)/Sexual Assault Examiner (SAE) Certification Commission has established recertification requirements to ensure Oregon Certified SANEs/SAEs stay current in their practice and connected in their field. Recertification requires an eligible SANE/SAEs to complete three sexual assault exams and 15 speculum exams and 25 contact hours of relevant clinical or non-clinical Continuing Education (CE) or activities within 3 years of original certification and every three years thereafter.

### **To Apply for Recertification Applicant Must:**

- Be currently Certified as an Oregon Sexual Assault Nurse Examiner or Oregon Sexual Assault Examiner
- Be within six months of SANE/SAE Certification expiration
- Hold a current unrestricted license as a RN, NP, PA, MD or DO in Oregon
- Must maintain an average of 20 hours per week of relevant active clinical practice including the direct assessment and care of patients.

### **For questions about this process contact:**

Patti Kenyon  
SANE Program Coordinator  
Attorney General's Sexual Assault Task Force  
859 Liberty Street NE  
Salem, Oregon 97301  
503-990-6541

### **Application Procedure**

To become recertified as an Oregon SANE/SAE, the following needs to be submitted no sooner than 6 months and no later than 1 month prior to your current SANE/SAE certification expiration date:

- SANE/SAE Recertification Application
- Appropriate Recertification Fee
- CE/Practice Verification Log

Please **do not send** copies of training certificates, exam or other information. However, it is important that you keep these in your own personal files in the event that your name comes up for a verification audit.

### **Completed materials should be sent to:**

The Oregon SANE/SAE Certification Commission  
c/o The Attorney General's Sexual Assault Task Force  
859 Liberty Street NE  
Salem, Oregon 97301

## General Guidelines

- It is recommended that CE/Practice Verification Log and the Recertification application be sent to the SANE/SAE Certification Commission (SCC) office at least three months and no more than six months prior to certification expiration. Recertification applications received earlier will not be processed until the 3-month period before expiration.
- Recertification applications that are submitted to the SCC beyond the certification expiration date will not be accepted. **A SANE/SAE whose certification lapses will need to apply for a lapse of certification.**
- Applications with incomplete information or insufficient fees will receive a notification letter and must be completed within the required time frame.
- Recertification applications are processed based according to when they are received by the SCC and the certification expiration date.
- Candidates who successfully meet all program requirements will have their Oregon SANE/SAE Certification renewed for three years. Candidates who do not meet the Recertification requirements before the deadline for recertification will have until that date to complete the process. **After that date the candidate must reapply for a lapse of certification.**
- Required documentation includes the SANE/SAE Recertification Application and the CE/Practice Verification Log.
- Certified SANES/SAEs should keep documentation related to CEs and their clinical practice in their personal files. The SCC reserves the right to request copies of any necessary documentation in the event of an audit or for the purposes of clarification.
- All SCC fees are nonrefundable.

## Practice Requirements

This category includes actual clinical practice. In order to stay certified, SANES/SAEs must maintain an average of 20 hours per week of relevant active nursing practice including the assessment and care of injured patients. The SCC acknowledges the best way to stay in practice as a SANE/SAE is by conducting sexual assault exams and therefore requires a minimum of 3 exams during every three years of certification. Additionally, competency and skill at inserting a speculum is necessary for conducting sexual assault exams therefore a minimum of 15 are required during every three years of certification. Other relevant clinical practice will be considered towards the requirements under the CE category. A Commission approved\* precepted mock exam may be used for one of the required sexual assault exams.

## CE Guidelines

- CE should have a clear and direct application to SANE/SAE practice.
- For CE hours to be applicable for recertification, it must have occurred during the three-year period of certification. For example, if your SANE/SAE Certification expires March 31, 2009, the three-year period of certification is from April 1, 2006 until March 31, 2009.
- It is the responsibility of the candidate to identify hours of CE activities using the CE Recertification requirements. SCC will make the final determination as to category and acceptability of submissions.

## Continuing Education (CE) Requirements and Allowances:

Continuing Education requirements are intended to promote ongoing learning and interest in SANE/SAE specialization but may not be substituted for the practice requirements. This category includes any educational offering related to the professional practice of forensic nursing in general

and SANE/SAE practice specifically, as well as participation in SANE/SAE related activities. In order to ensure a balance of relevant activities and experience, the SCC has set allowances for the combination of CEs applicable to the 25 CE requirement for recertification.

### Allowable Variation of Continuing Education\* Hours

Relevant Conferences or Courses	10 CE maximum
Teaching or Publication related to SANE Practice	10 CE maximum
Active Participation on SART/MDT/SATF	10 CE maximum
Trial Testimony or Case Review	10 CE maximum
Professional Memberships	5 CE maximum

\* actual documented hours or CEs given

Although a CE provider or approver may categorize the CE courses, it is the SANE's/SAE's responsibility to ensure the appropriate categorization of CE on the CE/Practice Verification Log.

### **Measurement of Continuing Education Hours**

Terminology varies across disciplines for continuing education credit. SCC uses the measurement of contact hours in which **one contact hour equals a minimum of 50 minutes**. Following are some guidelines to assist in determining contact hours:

- 1 contact hour equals 1 CE
- 1 academic semester credit equals 15 contact hours
- 1 academic quarter credit equals 10 contact hours
- 1 academic trimester credit equals 12 contact hours

### **Non-Acceptable Sources of Continuing Education**

- Academic course work not clinically or professionally related (e.g. English literature)
- In-service trainings less than 50 minutes in length
- Orientation Sessions

### **Acceptable Sources of Continuing Education:**

#### **Conferences, Courses, and Independent Studies (10 CEU maximum)**

- It is recommended, but not required, that CEs be obtained through conferences, courses and independent studies approved by an official accreditation body. Examples of accrediting bodies and organizations include the Emergency Nurses Association (ENA), American Nurses Credentialing Center (ANCC), California State Board of Nursing, Oregon Nurses Association National Association of Social Work and a medical accrediting body. CME (Continuing Medical Education) is also acceptable. Documentation provided by these bodies tend to give essential information.
- Approvers are those groups that approve continuing education whereas providers are those responsible for development and delivery of the program. For example, a hospital may have a course and be the provider of the course. However, on the certificate, a statement would identify who approved their continuing education offering. Sometimes the approver and provider are the same.

- Continuing education that has not been approved by an accredited nursing or medical organization is acceptable if the content is beneficial to SANE/SAE practice and is a minimum of 50 minutes. Examples include but are not limited to: Forensic photography, legal interviewing, expert testimony, etc.
- Continuing Medical Education (CME) programs are specific to physicians, but because the educational content of a program approved for CMEs has a benefit to SANES/SAEs, CMEs will be recognized for recertification.

### Accrediting Bodies

Please note that the SCC is not an accrediting body. If you have questions related to the number of contact hours approved for a particular educational course or seminar or to have a course approved, contact the related accrediting organization.

### College Courses

- A grade of "C" or better must be obtained for recertification usage.
- The courses must be applicable to SANE/SAE practice.

### Examples

- IAFN Conference
- EVA Conference
- Photography course
- Documentation course

## **Teaching or Publication Related to SANE/SAE Practice – (10 CE maximum)**

### Delivering Presentations or Teaching a Course

- Each presentation or course may be used only once for recertification
- Each presentation or course must be a minimum of 50 minutes in length

### Publications

- The written piece must be of educational value and have references.
- Publications written by more than one author will have the allowable credit evenly distributed among all authors.
- Documentation is the key. Have the host sign that you have given a talk or keep the thank you letter from the facility as proof of the talk.
- Contact hours will be awarded in the following amounts:
  - Chapter of a book - 10 contact hours
  - Authoring a journal article - 5 contact hours
  - Item writing for newsletter or internal publication - 1 contact hour

### Examples

- Writing a newsletter for local newspaper or a hospital paper – 1 CEU
- Precepting – 1 CEU for each examination
- Proctoring a simulated examination or orienting someone to the forms, protocols and state laws – 1 CEU
- Helping at a speculum clinic – 1 CEU
- Giving presentations at the local high school or at a nursing school about forensic nursing – 1 CEU
- Revising/making new forms for sexual assault at your place of employment – 1 CEU

## **Professional Activities and Memberships**

(Active Participation on SART/MDT/SATF, trial testimony or case review, and other relevant professional memberships)

SANes/SAEs are integral to a coordinated community response to sexual assault. As such, the SCC recognizes the importance of consistent involvement of SANes/SAEs in local communities and acknowledges the educational value of such involvement through CE credits.

- Contact hours will be awarded in the following amounts:
  - Participation on SART/MDT/SATF – 1 CEU per meeting, 10 hour maximum
  - Trial testimony, mock trial or case review – 1 CEU per testimony, 10 hour maximum
  - Professional membership (i.e. IAFN, ENA, CCRN, etc.) – 1 contact hour per membership, 5 hour maximum

## **Recertification CE/Practice Audit**

Each quarter, a number of Recertification CE/Practice Verification Logs may be randomly chosen for a verification audit. These candidates will be asked to submit documents from CE and Practice activities. Documentation for CE should include certificates from an accredited provider. For non-accredited activities, written documentation of attendance by the chair, instructor or supervisor is acceptable.

### **CE documentation should include:**

- Name of participant
- Dates of the course
- Length of activity (in hours)
- Title of the course or conference
- A grade report if using academic credits
- If author of a book, a copy of the title page, number of pages, and table of contents.
- If authoring a chapter, a copy of the title page and table of contents with chapter name and author
- If published in a journal, a table of contents with title and author
- If an item writer, documentation from the editor or organization with the number of items in total
- If involved in a related professional activity documentation of membership or involvement is sufficient.

Other supportive material may include syllabi, course outlines, handouts or other course materials.

### **Practice documentation should include:**

- Dates of exams
- Age of patients
- Attending physician (if applicable)
- Estimated number of speculum exams conducted within the 3 year period prior to certification expiration
- Supervisor/contact name(s) for validation of completed speculum exams

**It is the responsibility of every SANE/SAE to maintain complete records of their practice and continuing education hours and to submit them to the SANE/SAE Certification Commission in a timely manner upon request.**

## SANE/SAE Recertification CE/Clinical Practice Verification Log

Name \_\_\_\_\_ License + SANE/SAE Cert # \_\_\_\_\_

### REQUIREMENTS

Renewal Period: From \_\_\_\_\_ To \_\_\_\_\_

Certified Oregon SANES/SAEs seeking recertification must complete 3 sexual assault exams (1 full mock exam may substitute for an actual exam), 15 speculum exams (can include the 3 sexual assault exams if speculum exams were completed), and 25 relevant continuing education hours within the three-year period prior to the certification expiration date in order to maintain active certification status. **You are encouraged to include information about all related continuing education you have participated in. However, please note that there are maximums that can be applied to the requirements in each category. Please make sure that you have enough across categories to meet the full requirements.**

### DIRECTIONS

1. Print or type all information legibly. This form may be photocopied. Keep a copy of this completed log for your records and submit a copy with your Recertification Application. Keep detailed records of dates of exams, speculum exams and certificates from Continuing Education activities to submit if you are audited.
2. **If you are selected for an audit**, please attach all documents verifying continuing education and practice activities, in the order listed, to a copy of this completed form. Do not submit originals.
3. Submit all documentation and fees to: **The Oregon SANE/SAE Certification Commission, c/o The Attorney General's Sexual Assault Task Force, 93 Van Buren Street, Eugene, Oregon 97402.**

### Continuing Education Hours

**In order to ensure a balance of relevant activities and experience, the SCC has set the following allowances for the combination of CEs applicable to the 25 CE requirements for recertification:**

- Relevant Conferences or Courses 10 CE maximum
- Teaching or Publication related to SANE/SAE Practice 10 CE maximum
- Active Participation on SART/MDT/SATF 10 CE maximum
- Trial Testimony or Case Review 10 CE maximum
- Professional Memberships 5 CE maximum

### **Courses, Trainings or Conferences (10 CE maximum applied to requirements)**

Program/Course Title	Date(s) of Program/Course	Sponsoring Organization or School	CE Equivalent*
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>(please add) TOTAL</b>			

**Teaching/Presentations (10 CE maximum including Publication applied to requirements)**

Conference/Class Name	Presentation Title	Date Provided	CE Equivalent*
1.			
2.			
3.			
4.			
<b>(please add) TOTAL</b>			

**Publications (10 CE maximum including Teaching/Presentations applied to requirements)**

Title/Name of Publication	Publish Date	Type of Publication	Author or Editor	CE Equivalent*
1.				
2.				
3.				
4.				
<b>(please add) TOTAL</b>				

**Professional Activities and Memberships (5 CE for Memberships/10 CE for Activities applied to requirements)**

Type of Activity (SART, MDT, Trial, Case Review, etc.)	Typical length of activity (hours)	Frequency (monthly, one-time, etc.)	CE Equivalent*
1.			
2.			
3.			
4.			
5.			
<b>(please add) TOTAL</b>			

\* For Continuing Education Equivalent see the "Measurement of Continuing Education Hours" section in the SANE/SAE Recertification Requirements Document.

**Sexual Assault Exams & Speculum Exams**

**Sexual Assault Exams (Including Mock Exam if applicable)**

Location of Exam (Hospital/Clinic)	Date of exam	Age of Patient	Supervisor/Preceptor Name
1.			
2.			
3.			

**Speculum Exams**

\_\_\_ I conduct speculum exams on female patients as a regular part of my job, or  
 \_\_\_ I have completed at least 15 speculum exams within the last three years through the following arrangement (explain):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact person(s) for verification of speculum exams:**

Name	Title	Organization	Contact Phone Number

Please total the amount applied to the requirements – do not exceed maximum in any category)

**Total Continuing Education Credits:** \_\_\_\_\_  
**Total Sexual Assault Exams:** \_\_\_\_\_  
**Total Mock Exams:** \_\_\_\_\_  
**Total Speculum Exams:** \_\_\_\_\_

I confirm that all the information I have submitted is accurate and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date