

## Sexual Assault Nurse Examiner/Sexual Assault Examiner Certification Preceptorship Requirements and Instructions

Mandatory Experience	
Activity	Required
<input type="checkbox"/> <b>Complete and Submit Speculum Exam Validation and Evaluation Form with detailed evaluations and signatures for each of 10 speculum exams.</b>	10 Exams (Minimum)
<input type="checkbox"/> <b>Complete and Submit Sexual Assault Evidentiary Exam Competency Checklists and Critiques for each of three completed sexual assault medical forensic exams.</b>  <input type="checkbox"/> <b>Submit three <u>de-identified</u><sup>1</sup> copies of sexual assault forensic exam documentation on the Oregon Sexual Assault Medical Forensic Exam Form, for each required exam you complete. Please label each exam clearly.</b> <b>Required exams include:</b> <ul style="list-style-type: none"> <li>• <b>Observe</b> a medical professional experienced in sexual assault medical forensic examinations conduct a complete sexual assault exam.</li> <li>• <b>Be observed</b> and precepted conducting a complete sexual assault medical forensic exam by a medical professional with relevant experience.</li> <li>• <b>Independently conduct</b> a complete sexual assault medical forensic exam.</li> </ul>	3 Exams (Minimum)
<input type="checkbox"/> <b>Complete and Submit the Non-Clinical Requirements Validation Form</b> <ol style="list-style-type: none"> <li>a. Law Enforcement Agency:               <ul style="list-style-type: none"> <li>• Ride-Along</li> <li>• Case Review</li> </ul> </li> <li>b. Criminal Court Observation</li> <li>c. District Attorney Meeting and Observation</li> <li>d. Non-profit rape crisis agency and/or County Victim Assistance Program tour and informational meeting</li> <li>e. Crime Lab tour and orientation</li> </ol>	
Recommended/Optional Activities	
Sexual Assault Response Team (SART) Meeting	
County Victim Assistance Program Observation (District Attorney's Office)	

**Application Process:** To become certified as an Oregon SANE/SAE, the following documents need to be submitted **within one year** of the didactic training:

- Oregon SANE/SAE Certification Application with appropriate fee (\$100)
- Form A, completed with ten signatures.
- Three Competency Checklists, completed with de-identified copies of the sexual assault forensic exams you observe, are observed, & perform independently – LABEL CLEARLY. You must submit the exams on the **Oregon Sexual Assault Medical Forensic Exam Form** available on the

<sup>1</sup> \* “de-identified” means without any identifying information (i.e. no addresses, name of patient or family members, alleged perpetrator, social security numbers, references to employment, advocate names, case numbers, kit numbers, initials, etc.).  
*Records that are not properly de-identified will be shredded and will no longer be accepted for review.*

Oregon SANE Commission Website. Exams that are not done on the state forms will be accepted for review.

- Form B, completed with signatures and contact information.

**For information about this process**, please contact the SANE Program Coordinator, at 503-990-6541.

**Submit completed materials and fees to:  
Oregon SANE Program Coordinator  
Oregon Sexual Assault Task Force  
3625 River Rd. N., Suite 275  
Keizer, OR 97303**

## **Instructions and Information**

**The Oregon Sexual Assault Examiner (SAE) and Nurse Examiner (SANE) Certification Commission** has established certification requirements to ensure that registered nurses, physicians and physician assistants in Oregon have the necessary training and qualifications to provide medical forensic care that meets the highest standards using a victim-centered approach.

### **Requirements for Certification:**

1. Must have successfully completed a 40-hour didactic SANE/SAE Training that meets the *National Training Standards for Sexual Assault Medical Forensic Examinations* set by the International Association of Forensic Nurses.
2. Must hold a current unrestricted license as a RN, NP, PA, MD or DO in Oregon.
3. Must maintain an average of 40 hours per month of relevant active nursing or clinical patient care practice.
4. Have two years of nursing or clinical experience.
5. Must have completed ten pelvic speculum exams and be able to demonstrate competency.
6. Must have observed at least one, been observed and precepted completing at least one and have independently completed at least one full sexual assault medical forensic exam.
7. Must have completed all Non-Clinical certification requirements.

**For Questions about this process contact:**  
SANE Program Coordinator  
Attorney General's Sexual Assault Task Force  
3625 River Rd. N., Suite 275  
Keizer OR 97303  
(503) 990-6541 or (503)877-0450

## **General Guidelines**

### **Speculum Exam Validation and Evaluation Form**

Please provide proof of completed exams, including signatures and comments. For every exam completed every box should be marked with either a 1 or 2 for each skill reviewed. Preceptors should be observing you directly when these exams are performed so that they can speak first-hand about your technique.

If you do speculum exams as part of your regular practice (on a regular basis) you may fill out a waiver to satisfy this portion of the SANE/SAE Certification.

## **Sexual Assault Medical Forensic Exam Competency Checklist and Critique**

Submit one completed Sexual Assault Medical Forensic Exam Competency Checklist and Critique Form (for a total of 3) for each de-identified sexual assault medical record you submit for certification. **Please Note:** You will complete the form for both the exam you *observe* and your *independent* exam. Your preceptor will complete the form for the exam *they observe* and precept you conducting.

When you submit the documentation for the three sexual assault exams (observing, observed, and independent) follow these guidelines:

- Use the Oregon Sexual Assault Medical Forensic Form available on the SANE Commission Website. **Exams that are not on the state forms will not be accepted for review.**
- Please make sure that every page is legible. Faxing is NOT recommended.
- Clearly identify each exam as observing, observed, or independent.
- Please remember to de-identify these documents. "De-identification" means without any identifying information (i.e. block out addresses, name of patient, advocate or family members, alleged perpetrator, social security numbers, case and kit numbers, initials, references to employment, etc.). **Records that are not properly de-identified will be shredded and will not be accepted for review.**

Your responses to the "Self Reflection and Critique" are very important. Please take time to answer each question honestly. Use your feedback and notes from the exams to reference specific examples. There is no minimum amount required, but please be clear and concise in your answers.

## **Non-Clinical Preceptor Requirements**

This part of the certification process is intended to help you connect effectively with others in your community who you will likely work with during and after the report of a sexual assault. The Non-clinical Requirements Validation Form and the discipline-specific letters can be used to guide your interactions with local agencies during this process.

When completing this form, please use the following guidelines. Signatures are required.

### **a. Law Enforcement**

You are required to spend an estimated time of 6-8 hours with law enforcement including a ride along as well as observing a case review in order to learn and share information about:

- The daily expectations of law enforcement officers
- How sexual assault investigations are handled
- The challenges faced by officers responding to crime scenes and medical facilities
- How evidence is handled and stored and the process for submitting evidence is to the state crime lab.

### **1. Ride-Along Objectives:**

- Attend a shift briefing at the start of the ride along
- Ride with an officer experienced in sexual assault investigations
- Visit the property/evidence room
- Be introduced to the supervisor of the Detective Division, if possible

## 2. Case Review Objectives:

- Review a sexual assault investigation that has been completed, presented to grand jury and has either lead to a plea or trial with a detective who investigates sexual assaults; or
- If there is an ongoing investigation where the case has been charged and a trial is pending, ask to attend the portion of the trial where a SANE/SAE testifies (this would satisfy the criminal court observation requirement).
- Talk about questions that are presented during a sexual assault investigation

### **b. Criminal Court Observation**

Schedule a time through your local District Attorney's office or work with court staff to attend a criminal court proceeding. It would be more meaningful to attend a criminal court proceeding when a SANE/SAE testifies but this is not required.

### **c. District Attorney's Office Observation**

You are required to spend an estimated time of 2-4 hours with a District Attorney in order to learn and share information about:

- The role the DA's Office has and prosecutors have in the community's response to sexual assault.
- The scope of services provided by and the philosophy of the DA's office.
- The victim's role in the prosecution of a sexual assault case.
- The rights victim's have both within and outside of the criminal justice system.
- How the DA's office works with SANES/SAEs on specific cases as well as for expert testimony or consultation.
- Any specific guidance or advice about how best to prepare for cases.

### **d. Victim Services Observation**

You are required to spend an estimated time of 2-4 hours with a non-profit rape crisis agency (child assessment center will not count) and/or county victim assistance program observation (District Attorney's Office) to learn and share information about:

- The role the program has in the community's response to sexual assault
- The role of a (non-profit/government) victim advocate
- The scope of services provided by and the philosophy of the agency
- The victim's role in the prosecution of a sexual assault case
- The rights victim's have both within and outside of the criminal justice system
- The role of the SANE/SAE and ways SANES/SAEs interface with the program and how best to work together.