

Guide to Establishing a Sexual Assault Nurse Examiner Program

**Prepared by the Sexual Assault Medical Forensic
Services Implementation Task Force**

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Public Act 100-0775 expands the Sexual Assault Survivors Emergency Treatment Act (SASETA) to ensure that all survivors of sexual assault and sexual abuse are treated in a timely manner by health care professionals who are specially trained to conduct medical forensic examinations of sexual assault and sexual abuse survivors. These professionals include Sexual Assault Nurse Examiners (SANEs), Sexual Assault Forensic Examiners (SAFEs) and Child Abuse Pediatricians (CAPs). This document will collectively refer to this group of professionals as Qualified Medical Providers¹ (QMPs). The Act is the product of a yearlong collaboration among the Illinois Department of Public Health, the Office of the Attorney General, child abuse pediatricians, sexual assault nurse examiners, and other medical providers, rape crisis advocates, children’s advocacy centers, hospitals, state’s attorney’s offices, and state agencies.

Public Act 100-0775 established the Sexual Assault Medical Forensic Services Implementation Task Force (“Implementation Task Force”) and set forth numerous goals to accomplish before December 31, 2024. One of the goals is “to facilitate the development of on-call systems of qualified medical providers and assist hospitals with the development of plans to employ or contract with a qualified medical provider to initiate medical forensic services to a sexual assault survivor within 90 minutes of the patient presenting to the hospital as required in subsection (a-7) of Section 5[.]” [410 ILCS 70/9.5(c)(2)]. The Implementation Task Force created this Guide to satisfy this statutory mandate.

Providing medical forensic services to a sexual assault patient can take anywhere from 3 – 6 hours per patient. Accordingly, employing or contracting with SANEs to fulfill the requirement for qualified medical providers is generally the most cost-effective approach for hospitals to take. This Guide provides hospitals with important information and options to weigh when considering whether to start a Sexual Assault Examiner program and what type of employment model to establish.

Additional information regarding the Implementation Task Force and resources on the implementation of the changes to SASETA can be found at <https://illinoisattorneygeneral.gov/Safer-Communities/Responding-to-Sexual-Assault/SANE/>.

The full text of Public Act 100-0775 can be found at <http://ilga.gov/legislation/publicacts/100/PDF/100-0775.pdf>. The full text of SASETA can be found at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1531&ChapterID=35&Print=True>.

Please email sane@ilag.gov to receive Word or Excel versions of any of the documents contained in this Guide.

¹ Since Most QMPs are SANEs, some aspects of this document may need to be altered to account for differences for SAFEs and CAPs.

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SECTION ONE: A Staffed Sexual Assault Examiner Program Model vs. An On-Call Sexual Assault Examiner Program Model

When considering whether to start a Sexual Assault Examiner program, it is important for hospital administrations to understand the differences between an on-call model and a staffed model. Each type of program will have its own advantages and disadvantages that are specific to each hospital or healthcare system.

The following chart compares the two models. Hospital administrators should take into consideration the number of sexual assault patients typically served, their location, including proximity to other hospitals, the availability of financial resources, the current staffing levels of the Emergency Department, and the anticipated hiring needs to sustain each type of program. A Sexual Assault Examiner program may also be a hybrid of the two models, which will be addressed elsewhere in this Guide.

Comparison of Staffed Programs vs. On-Call Programs²

	Staffed Program	On-Call Program
Availability of QMPs	Smaller pool of potential QMPs.	Bigger pool of potential QMPs.
Turnover rates of QMPs	Lower turnover.	Higher turnover.
Number of QMPs Needed to Sustain Program	<ul style="list-style-type: none"> • Dependent on patient volumes. • Minimum one QMP but may be up to four QMPs staffed, not including coordinator. • Fill-in gaps with 5-10 on-call QMPs. 	The general recommendation is at least 15-20 QMPs; however, this will be dependent on whether a hospital serves a low, moderate, or high volume of sexual assault patients.
Staffing Cost	Higher staffing cost.	Lower staffing cost.
Training Cost	Lower training cost.	Higher training cost.
Program Expansion	Ability to assist with other forensic patients.	<ul style="list-style-type: none"> • May be more difficult due to QMPs other jobs. • Increased burnout with program expansion due to increased volumes.
Collaboration	Higher utilization of QMP when integrated into the ER model of care.	May not be familiar with other ER staff if only responding occasionally.

² This information was identified by contacting a range of existing SANE programs across the county.

Availability of QMPs – The pool of available QMPs for a staffed program is limited to QMPs employed by the hospital. On-Call programs can include QMPs employed by the hospital, by other hospitals, by physician’s offices or outpatient clinics, etc. For either type of program, consider recruiting health care professionals from departments other than the emergency room. Diversity of experience brings additional strength to the program.

Turnover rates of QMPs – On-call programs have higher turnover rates than staffed programs. When on-call, the QMP goes to the Emergency Department when needed. An on-call QMP has another job and this is a secondary position for them. Providing medical forensic services is often just one of many duties of a QMP in a staffed program. Other duties would include staff education, peer review and expert consultation.

Number of QMPs Needed to Sustain Program - In order to sustain a staffed program, a hospital with a low volume of sexual assault patients will need approximately 1-2 staffed QMPs and 10-15 on-call QMPs. A hospital with a moderate volume of sexual assault patients will need 2-3 staffed QMPs with 10-15 on-call QMPs, and a hospital with a high volume of sexual assault patients will need 3-4 staffed QMPs with 5-10 on-call QMPs. The number of QMPs needed for an on-call program will vary depending on the number of hospitals participating in the program, the size of the hospitals and the overall sexual assault patient volumes. In general, an on-call program will need approximately 15-20 QMPs. A hospital with a high volume of sexual assault patients should also consider having a back-up on-call so that services can be provided in a timely manner for all patients.

Staffing and Training Costs – Staffing and training costs vary depending on the model established and the size of the hospital. The Guide will discuss staffing and training costs in more detail in Section Eight. Either a staffed model or an on-call model can share the cost among hospitals, which choose to collaborate to establish a multi-facility program.

Program Expansion – Many Sexual Assault Examiner programs across the country have realized the potential for Sexual Assault Examiners to improve the quality of care provided to forensic patients. These patient populations include victims of human trafficking, elder abuse, child abuse/neglect, strangulation, interpersonal violence and trauma. Some of these programs are now seeing well over 1,000 forensic patients a year, therefore validating the need to employ staffed forensic nurse examiners (FNEs).

Collaboration – An individual employed full-time by an emergency department will have improved relationships and utilization of their services. On-call QMPs are often not seen as a part of the overall emergency room team and may have barriers with communication, trust and understanding of their capabilities to practice independently in this role.

SECTION TWO: The Role and Duties of a SANE Coordinator/Manager

A vital role for the formation of a successful staffed, on-call, or hybrid Sexual Assault Examiner program is a SANE Coordinator who is dedicated to the program for at least 20 hours per week. This should be one of the first positions to consider hiring when establishing a new Sexual Assault Examiner program or looking to improve an existing Sexual Assault Examiner program.

Sample Template – SANE Coordinator Job Description

Summary:

- Registered Professional Nurses at _____ Hospital are licensed professionals empowered to participate in an interdisciplinary approach to meet the expectations of those we serve. Registered nurses are actively involved in the continued evidence-based development of best practices to ensure individualized and desired outcomes at discharge. A Sexual Assault Examiner practice provides compassionate care to aid the recovery of patients who are victims of sexual assault.

Experience/Education:

- Graduate of an approved school of nursing, BSN preferred.
- Well-developed written and oral presentation skills.
- Well-developed interpersonal, communication, and problem-solving skills including crucial and sensitive conversations.
- Highly organized, prioritizes with good time management skills.
- Ability to meet project timelines and deadlines.
- Performs adequate physical assessment of patients.
- Ability to work effectively with patients, healthcare team and members of the Sexual Assault Response Team (SART).

License or Certification: *(determined by facility)*

- Current RN Illinois license in good standing.
- BLS certification upon hire and required to remain current.
- ACLS certified upon hire and required to remain current (preferred).
- TNCC or TNS required upon hire and kept current (preferred if considering program expansion for other victims of violence, otherwise optional).
- Earn 10 Continuing Education Credits annually related to sexual assault/abuse care, advancement in technology and innovations within the specialty.
- PALS within 1 year and kept current or ENPC within 2 years and kept current (preferred).
- ECRN (optional).
- SANE certification within XX months.

Responsibilities

- Acts as a 24-hour on-call resource to program participants.

- Acts autonomously following the professional standards as outlined by the Sexual Assault Survivors Emergency Treatment Act (SASETA), the Illinois Nurse Practice Act, the International Association of Forensic Nurses Scope and Standards of Practice, and unit specific protocols appropriate to those served.
- Audits and maintains policies and procedures regarding care of sexual assault patients to facilitate hospital designation as a Sexual Assault Treatment Center.
- Catalyzes and facilitates change to enhance professionalism, efficiency, competency, and cost containment within the Sexual Assault Examiner program.
- Collaborates with physicians, and other caregivers, and diagnostic and therapeutic services to provide input in care of patients and monitor patient's progress.
- Collaborates with the SANE Coordinator for the Illinois Attorney General's Office and maintains collegial relationship with other SANE coordinators throughout the state.
- Educates patients and their families to meet their health needs and aid in recovery process.
- Enhances professional growth and development by participating in and utilizing current evidence-based information and keeping abreast of current trends in Forensic and SANE nursing practice.
- Functions as a role model in patient care, provides a high level of clinical expertise by selecting and preparing nurses for the Sexual Assault Examiner role.
- Leads monthly peer review of sexual assault cases, audits all sexual assault documentation, communicates issues with other practicing QMP(s) and ED leadership.
- Creates, maintains and distributes Sexual Assault Examiner call schedule.
- Collaborates with Sexual Assault Examiner medical director to develop best practice model for sexually assaulted patients.
- Maintains documentation standards with accurate, timely and complete recording and reporting; reviews all sexual assault charting to ensure staff compliance with SASETA.
- Maintains knowledge of current clinical concepts and practices.
- Maintains supplies and equipment as needed to conduct medical-forensic examinations.
- Maintains up-to-date knowledge required by attending in-services, department meetings, hospital meetings and seminars as well as reading professional journals.
- May be required to develop and conduct in-services for employees.
- Participates in long range planning, goal setting, program development and evaluation for the Sexual Assault Examiner program.
- Performs assigned work safely, adhering to established departmental safety rules and practices, reports to supervisor, in a timely manner, any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and visitors.
- Performs other related duties as required.

- Provides a learning atmosphere by sharing knowledge with coworkers; participates in orientation of new staff by providing content relevant to caring for sexually assaulted patients.
- Provides data as indicated to assure accurate record management and quality assurance process.
- Responsible for coordination of recruitment and orientation to the Sexual Assault Examiner program.
- Responsible for the development, coordination and evaluation of educational activities related to the Sexual Assault Examiner program.
- Functions as a teaching and collaborative role.
- Supports and is involved in continuous quality improvement efforts designed to improve patient outcomes, increase patient satisfaction, and improve the utilization of the hospital's human, capital and physical resources.
- Testifies in court as an expert and/or fact witness and assists other QMPs in preparing for court testimony.
- Work requires analytical ability necessary to assess physical, psychological and social needs of all ages to develop individualized care plans, and evaluate responses to medical and nursing interventions.
- Works collaboratively with State's Attorney's Offices, Law Enforcement, Illinois Attorney General's Office and local victim services.
- Works within the community to educate on Sexual Assault Examiner program and violence prevention.

Other Information

- Include General Hospital Employee Requirements specific to your facility.

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SECTION THREE: The Role and Duties of a SANE

Forensic nursing is a profession within the field of nursing. A Sexual Assault Nurse Examiner (SANE) is a type of forensic nurse. A SANE is a registered nurse or advanced practice nurse with specialized training to care for victims of sexual assault. See Section Six and Appendix for additional information on SANE training requirements.

Sample SANE Job Description

Purpose:

- To provide specialized, trauma-informed medical forensic services to all individuals who present with complaint or concern of sexual assault. These services will be prompt, non-judgmental and compassionate while encouraging autonomy and reducing psychological trauma.

Role Overview: The SANE must be able to:

- Conduct a comprehensive medical forensic exam including:
 - Obtain informed consent.
 - Conduct a patient medical and forensic history.
 - Perform a head-to-toe assessment.
 - Offer and provide a detailed ano-genital exam.
 - Explain and complete evidence collection.
 - Discuss and offer testing and treatment for STIs, including HIV and pregnancy.
 - Complete safety assessment and discharge of the patient when appropriate.
 - Perform forensic photography.
- Provide respective services supporting emotions, reinforcing autonomy.
- Provide testimony as required in legal proceedings.
- Demonstrate performance consistent with:
 - Professional Forensic Nursing Scope and Standards of Practice.
 - The Illinois Nurse Practice Act.
 - Sexual Assault Survivors Emergency Treatment Act (SASETA).
 - The mission and goals of the hiring facility.
 - Policies and protocols of the facility.

Experience/Education:

- Minimum of one-year nursing experience.
- Completion of an IAFN approved SANE didactic course for age groups served.
- Completion of State of Illinois required SANE clinical component for age groups served.

License or Certification:

- Current CPR certification.
- Current Illinois Licensure as a Registered Nurse in good standing.

This resource has been created by the Sexual Assault Medical Forensic Services Implementation Task Force pursuant to 410 ILCS 70/9.5(c)(2). Implementation of these recommendations, templates, and documents in this Guide is not required by hospitals. The templates and documents may be modified to meet the needs of the facility.

- Current driver's license.
- Meets standard physical requirements for your organization.
- Preferred ACLS, TNCC or TNS, and ENPC or PALS.

Requirements:

- Working knowledge of all OSHA safety and health standards relevant to the position and job duties.
- Complete any hospital mandatory education.
- Must have reliable transportation and phone access.
- Complete a competency checklist while being observed by an experienced QMP within 90 days of hire (optional).

Responsibilities:

- Peer review of all medical forensic examinations by a qualified peer.
- Earn 6 continuing education hours annually regarding sexual assault/abuse (optional).
- Proper use and management of photography equipment.
- Must not be under the influence of drugs and/or alcohol while on-call.
- Must commit to cover minimum number of shifts, and other scheduling and on-call requirements as determined by the Sexual Assault Examiner Program Leader.
- Attend monthly Sexual Assault Examiner meeting with attendance rate ___% or higher (optional).
- When on call, arrive at facility and initiate patient care within 90 minutes of patient arrival.

Prerequisite Skills:

- Knowledge of:
 - Professional Forensic Nursing Scope and Standards of Practice.
 - The Illinois Nurse Practice Act.
 - Illinois Sexual Assault Legislation.
 - Fundamental nursing theories and current clinical concepts of care.
 - Principles of growth and development.
 - Resources for sexual assault patients.
 - Special techniques such as traction, foley/fox swab, toluidine blue dye, alternative light source and forensic photography.
- Ability to:
 - Demonstrate initiative, resourcefulness and good judgment.
 - Work effectively and cooperatively with a multidisciplinary team or SART (Sexual Assault Response Team) composed of professionals from various community agencies.
 - Communicate orally and in writing in a concise and easily understandable manner, including patient documentation, and face to face interactions.

- Prioritize tasks and work effectively with complex tasks under pressure and time restraints.
- Collaborate with Emergency Room physicians and other experts when patient needs fall out of the SANE's scope.

Advanced Skills:

- Ability to continuously reassess patient's medical condition.
- Clinical SANE nursing patient assessment and the use of equipment/instruments relevant to forensic patient care.
- Effective interpersonal communication and team skills which include listening, and obtaining history.
- Problem solving techniques, critical thinking skills, and decision making.

Essential Skills:

- Ability to:
 - Provide care utilizing Professional Forensic Nursing Scope and Standards of Practice, The Illinois Nurse Practice Act, SASETA, the missions and goals of the organization and the policies and protocols of the facility.
 - Ability to assess and prioritize patient's medical and personal needs.
 - Promote a positive professional image for the organization.
 - Provide a medical forensic exam: informed consent, history, head-to-toe assessment, detailed ano-genital exam, evidence collection, forensic photography, medications, medical treatment, safety assessment and discharge instructions.
 - Maintain chain of custody for records, photographs, and forensic specimens.
 - Understand and comply with mandatory reporting requirements for incidents of abuse and neglect.
 - Testify in court when needed.
 - Debrief as needed to maintain emotional and physical wellness in response to the emotional demands of the field.
 - Maintain patient confidentiality.
 - Provide emotional support to patient who has recently undergone traumatic events.
 - Provide education to other professionals regarding dynamics of victimization and local resources for sexual assault patients (optional).
- Knowledge and skills necessary to:
 - Provide care appropriate to meet the age and cultural needs of the patients served.
 - Demonstrate ability to assess data/interpret appropriate information.
 - Provide direct nursing and forensic care.
 - Perform assessment, reassessment, and monitoring of patients.
 - Recognize the medical, legal, and social responsibilities in caring for sexual assault patients.
 - Complete the ISPECK and documentation forms.

- Ensure the patient receives the HFS medical payment voucher for follow-up services if applicable.

Additional considerations for employers of on-call SANEs:

- An at-will employment relationship exists between the SANE and the organization.
- Maintain appropriate levels of malpractice insurance.
- Compensation for Services
 - Per HR registry/on-call pay scale and policy.
 - Compensations in connection with testimony in court proceedings at a rate of \$\$\$\$. This time shall include __ hours of preparation, time spent with attorneys in meetings or phone calls, or actual court related proceedings, from the time the SANE arrives at the site until they are excused.
 - For services rendered, compensation will be as follows:
 - Exams performed during orientation with a SANE.....\$\$\$\$.
 - During the 1st year of independent practice as a SANE.....\$\$\$\$.
 - After 1 year of service.....\$\$\$\$.
 - In the event a SANE is requested and no exam is done due to reasons beyond the control of the SANE, the nurse will be compensated at a rate of\$\$\$\$.
 - ****OR bonus payments, per exam, of varying amounts depending on SANE’s level.
 - Training for AA, AA SANE or SANE-A.
 - Training for PA, PA SANE or SANE-P.
 - Preceptor.

SECTION FOUR: The Role and Duties of a Medical Director

When forming a SANE program, it is important to have a Medical Director that shares the common mission and shared values of the program. Select a Medical Director that has mutual respect for the role of a SANE. This individual should act as a champion for the program while also helping the program to develop high quality, cost effective care for victims of sexual violence. Depending on the current program status, this may be a part time position or less.

Sample Medical Director Job Description

Requirements:

- Graduate of an accredited school of medicine or advance practice program.
- Must have knowledge and experience in examining adults, adolescents and children.
- Completed a panel review process by the SANE Team.
- Preferred SAFE designation.

Qualifications:

- Current Illinois licensure as a Physician or advanced practice provider.
- Board Certified in a specialty of medicine (physician)
- Board Certified/certified in a specialty preformed, or certification within XX months of hire (Advance Practice Provider)

Service Expectations:

- To ensure provision of high quality, expeditious and cost-effective care to victims of sexual assault.
- To maintain an atmosphere of positive group dynamics to promote patient and group satisfaction with services provided.
- To ensure professional growth and development of members of the team on a continuous basis.

Job Elements:

- To hold all group members accountable for on-going peer review.
- To assist with preceptorship, orientation and development of new SANEs.
- To demonstrate commitment to excellence in performance while supporting the development of SANEs through on-going peer review.
- To promote and contribute to the creation of a supportive environment in which initiative, problem solving, and self-assessment are supported and valued.
- To mentor team members and encourage professional growth and development.
- To act as a resource for team members.
- To assure adherence to established hospital and departmental policies and procedures.
- To assist with the coordination of interdepartmental and interagency needs.
- To assist and/or participate with research studies.
- To function as an educator.

SECTION FIVE: The Role and Duties of a Sexual Assault Forensic Examiner

A Sexual Assault Forensic Examiner (SAFE) is defined in the Sexual Assault Survivors Emergency Treatment Act as “a physician or physician assistant who has completed training that meets or is substantially similar to the Sexual Assault Nurse Examiner Education Guidelines established by the International Association of Forensic Nurses.”³ A SAFE has specialized training to care for victims of sexual assault. The Illinois Department of Public Health, in consultation with the Office of the Illinois Attorney General, will determine documentation necessary to qualify as a SAFE.

Sample SAFE Job Description

Purpose:

- To provide specialized, trauma-informed medical forensic services to all individuals who present with complaint or concern of sexual assault. These services will be prompt, non-judgmental and compassionate while encouraging autonomy and reducing psychological trauma. The services provided by the SAFE will last from the beginning of the medical forensic exam until the patient is discharged.

Role Overview: The SAFE must be able to:

- Conduct a comprehensive medical forensic exam including:
 - Obtain informed consent.
 - Conduct a patient medical and forensic history.
 - Perform a head-to-toe assessment.
 - Offer and provide a detailed ano-genital exam.
 - Explain and complete evidence collection.
 - Discuss and offer testing and treatment for STIs, including HIV and pregnancy.
 - Complete safety assessment and discharge of the patient when appropriate.
 - Perform forensic photography.
- Provide respective services supporting emotions, reinforcing autonomy.
- Provide testimony as required in legal proceedings.
- Demonstrate performance consistent with:
 - Sexual Assault Survivors Emergency Treatment Act (SASETA).
 - The mission and goals of the hiring facility.
 - Policies and protocols of the facility.

Requirements:

- Graduate from an accredited school of medicine or advanced practice provider program.
- Must have reliable transportation and phone access.
- Completion of a didactic course that meets or substantially similar to the SANE Education Guidelines established by the IAFN for age groups served.

³ 410 ILCS 70/1a.

- Completion of State of Illinois required SAFE clinical component for age groups served.
- Meets standard physical requirements for your organization.
- Working knowledge of all OSHA safety and health standards relevant to the position and job duties.

Qualifications:

- Current CPR certification.
- Current Illinois licensure as a Physician or Physician's Assistant in good standing.

Responsibilities:

- Peer review of all medical forensic examinations by a qualified peer.
- Earn 6 continuing education hours annually regarding sexual assault/abuse (optional).
- Proper use and management of photography equipment.
- Must not be under the influence of drugs and/or alcohol while on-call.
- Must commit to cover minimum number of shifts, and other scheduling and on-call requirements as determined by the SANE Program Leader.
- Attend monthly SANE meeting with attendance rate ___% or higher (optional).
- When on call, arrive at facility and initiate patient care within 90 minutes of patient arrival.
- Independently perform a medical forensic examination including evidence collection without delegation of evidence collection kit to a non-qualified medical provider.
- Complete a competency checklist while being observed by an experienced SAFE/SANE within 90 days of hire (optional).

Prerequisite Skills:

- Knowledge of:
 - Illinois Sexual Assault Legislation.
 - Fundamental theories and current clinical concepts of care.
 - Principles of growth and development.
 - Resources for sexual assault patients.
 - Special techniques such as traction, foley/fox swab, toluidine blue dye, alternative light source and forensic photography.
- Ability to:
 - Demonstrate initiative, resourcefulness and good judgment.
 - Work effectively and cooperatively with a multidisciplinary team or SART (Sexual Assault Response Team) composed of professionals from various community agencies.
 - Communicate orally and in writing in a concise and easily understandable manner, including patient documentation, and face to face interactions.
 - Prioritize tasks and work effectively with complex tasks under pressure and time restraints.
 - Collaborate with nursing staff and specialists when applicable.

Advanced Skills:

- Ability to continuously reassess patient's medical condition.
- Clinical patient assessment and the use of equipment/instruments relevant to forensic patient care.
- Effective interpersonal communication and team skills which include listening and obtaining history.
- Problem solving techniques, critical thinking skills, and decision making.

Essential Skills:

- Ability to:
 - Provide care utilizing the Standard of Care, Medical Code of Ethics, SASETA, the missions and goals of the organization and the policies and protocols of the facility.
 - Ensure appropriate triage of the patient and assess for life threats to ensure medical safety prior to forensic care.
 - Promote a positive professional image for the organization.
 - Provide a medical forensic exam: informed consent, history, head-to-toe assessment, detailed ano-genital exam, evidence collection, forensic photography, medications, medical treatment, safety assessment and discharge instructions.
 - Maintain chain of custody for records, photographs, and forensic specimens.
 - Understand and comply with mandatory reporting requirements for incidents of abuse and neglect.
 - Testify in court when needed.
 - Debrief as needed to maintain emotional and physical wellness in response to the emotional demands of the field.
 - Maintain patient confidentiality.
 - Provide emotional support to patient who has recently undergone traumatic events.
 - Provide consultation to other professionals regarding dynamics of victimization and local resources for sexual assault patients (optional).
- Knowledge and skills necessary to:
 - Provide care appropriate to meet the age and cultural needs of the patients served.
 - Demonstrate ability to assess data/interpret appropriate information.
 - Provide direct medical and forensic care.
 - Perform assessment, reassessment, and monitoring of patients.
 - Recognize the medical, legal, and social responsibilities in caring for sexual assault patients.
 - Complete the ISPECK and documentation forms.
 - Ensure the patient receives the HFS medical payment voucher for follow-up services if applicable.

Additional considerations for employers of on-call SAFEs:

- An at-will employment relationship exists between the SAFE and the organization.

- Maintain appropriate levels of malpractice insurance.
- Compensation for Services.
 - Per HR registry/on-call pay scale and policy.
 - Compensations in connection with testimony in court proceedings at a rate of \$\$\$\$. This time shall include __ hours of preparation, time spent with attorneys in meetings or phone calls, or actual court related proceedings, from the time the SAFE arrives at the site until they are excused.
 - For services rendered, compensation will be as follows:
 - Exams performed during orientation with a SAFE/SANE....\$\$\$\$.
 - During the 1st year of independent practice as a SAFE.....\$\$\$\$.
 - After 1 year of service.....\$\$\$\$.
 - In the event a SAFE is requested and no exam is done due to reasons beyond the control of the SAFE, the SAFE will be compensated at a rate of\$\$\$\$.
 - ****OR bonus payments, per exam, of varying amounts depending on SAFE's level
 - Training for AA SAFE.
 - Training for PA SAFE.
 - Preceptor.

SECTION SIX: SANE Training Requirements

In order to become a Sexual Assault Nurse Examiner (SANE), a person must be a registered nurse or advanced practice registered nurse "...preferably with two years or more experience in areas of practice that require advanced physical assessment skills, such as emergency, critical care and maternal child health."⁴

Under the Sexual Assault Survivors Emergency Treatment Act, a SANE is "...an advanced practice registered nurse or registered professional nurse who has completed a sexual assault nurse examiner training program that meets the Sexual Assault Nurse Examiner Education Guidelines established by the International Association of Forensic Nurses [(IAFN)]."⁵ The IAFN is "...an international membership organization comprised of forensic nurses working around the world and other professionals who support and complement the work of forensic nursing."⁶

The Sexual Assault Nurse Examiner (SANE) Education Guidelines "...set forth the minimum level of instruction for each key target learning topic in the adult/adolescent and/or pediatric/adolescent populations, while allowing for flexibility to meet the educational needs of registered nurses in diverse practice settings and communities."⁷ The SANE Education Guidelines help the SANE meet the medical forensic needs of those who have been affected by sexual violence, including individual patients, families, communities and systems.

Registered nurses who perform medical forensic evaluations must receive additional and specific didactic and clinical preparation to care for adult, adolescent and pediatric patients. These guidelines specify the minimum level of instruction required to ensure competent practice.

Clinicians should attend a didactic training that yields a minimum of 40 continuing nursing education contact hours from an accredited provider of nursing education. Separate didactic coursework exists for the Adult/Adolescent patient and the Pediatric/Adolescent patient. Clinicians may also attend a combination Adult/Adolescent and Pediatric/Adolescent training that yields a minimum of 64 continuing nursing education contact hours from an accredited provider of nursing education.

Upon completion of the didactic coursework, clinicians must also complete clinical components, including simulated clinical experiences that are in addition to the didactic coursework and not calculated as part of the 40-hour didactic course. The Office of the Illinois Attorney General has a clinical training log specific to Adult/Adolescent and Pediatric/Adolescent training requirements. The IAFN recommends that nurses complete clinical training within 6 months of the didactic training.

⁴ International Association of Forensic Nursing, Sexual Assault Nurse Examiners, <https://www.forensicnurses.org/page/aboutSANE>.

⁵ 410 ILCS 70/1a.

⁶ International Association of Forensic Nursing, About Us, <https://www.forensicnurses.org/page/Overview>

⁷ Sexual Assault Nurse Examiner (SANE) Education Guidelines (updated 2022), pages 2 – 3, available at <https://www.forensicnurses.org/page/SANEAccess>

Appendix of this Guide includes an overview of the IAFN Adult/Adolescent Sexual Assault Nurse Examiner (SANE) Education Guidelines, an overview of the IAFN Pediatric/Adolescent Sexual Assault Nurse Examiner (SANE) Education Guidelines, the Illinois Sexual Assault Nurse Examiner (SANE) Program Adult/Adolescent Clinical Training Log, and the Illinois Sexual Assault Nurse Examiner (SANE) Program Pediatric/Adolescent Clinical Training Log.

Information about the didactic training opportunities and the clinical logs may be found on the Office of the Illinois Attorney General's website:

<https://illinoisattorneygeneral.gov/Safer-Communities/Responding-to-Sexual-Assault/SANE/>.

Didactic training opportunities can also be found on the IAFN website under the Education tab, though it should be noted that trainings offered outside of Illinois will not specifically address Illinois' legal requirements: <https://www.forensicnurses.org/page/40HourSANE/>.

The SANE Program in the Office of the Illinois Attorney General does not provide SANE Certification. The Commission for Forensic Nursing Certification (CFNC), as part of the IAFN, currently offers two professional credentials: the Sexual Assault Nurse Examiner-Adult/Adolescent (SANE-A®) and the Sexual Assault Nurse Examiner-Pediatric (SANE-P®). Both credentials are recognized by the American Nurses Credentialing Center's (ANCC) Magnet Program®. National certification is not required to practice as a SANE in Illinois. It is recommended that a clinician practice as a SANE for 3 years or 300 clinical hours before applying to sit for the National Certification Exam. Information on national certification may be found on the IAFN website at <https://www.forensicnurses.org/page/CertOpportunities>.

The Implementation Task Force encourages SANEs to become nationally certified to ensure the highest level of care for Illinois sexual assault survivors. Practicing SANEs can work with the Illinois SANE Coordinator or their mentor to achieve this designation. The CFNC offers certification exams in April and September each year, in multiple locations.

SECTION SEVEN: Recruitment and Retention of QMPs

The recruitment and retention of Qualified Medical Providers (QMPs) is paramount to sustaining a successful sexual assault examiner program, regardless of the type of program or employment model. Recruitment for this position is different than most other positions as you need to consider the effect of vicarious trauma on all practitioners working in this field upfront. Retention is improved when practicing as a QMP is not a secondary role but rather a primary profession.

The National Sexual Violence Resource Center and International Association of Forensic Nurses collaborated to create the *SANE Sustainability Education Project*,⁸ which provides a wealth of information and resources for sexual assault examiner programs regarding the recruiting and retention of SANEs.

[Staff Recruitment and Retention](#)⁹

[Staff Orientation Overview](#)¹⁰

[SANE Orientation Checklist](#)¹¹

[Staff Educational Resources](#)¹²

[SANE Practice Standards and Guidelines](#)¹³

[Resources for Vicarious Trauma](#)¹⁴

⁸ <https://www.nsvrc.org/sane-sustainability>.

⁹ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_staff-recruitment-retention.pdf.

¹⁰ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_staff-orientation-overview.pdf.

¹¹ <https://www.nsvrc.org/publications/SANE-Mobile-App/orientation-checklist>.

¹² https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_staff-education.pdf.

¹³ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_sane-practice-standards-guidelines.pdf.

¹⁴ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_resources-vicarious-trauma.pdf.

This resource has been created by the Sexual Assault Medical Forensic Services Implementation Task Force pursuant to 410 ILCS 70/9.5(c)(2). Implementation of these recommendations, templates, and documents in this Guide is not required by hospitals. The templates and documents may be modified to meet the needs of the facility.

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SECTION EIGHT: How to Start Discussions with Other Regional Hospitals

Creating and maintaining a single hospital 24/7 sexual assault examiner program can be challenging and cost prohibitive. Illinois law has acknowledged this difficulty and afforded hospitals the opportunity to form collaborative agreements to share the limited resource of QMPs amongst facilities and within a region. Below are some points to consider when trying to establish a shared sexual assault examiner program and how best to begin the discussion with other hospitals in your region.

- Consider the needs and readiness of your community to support a sexual assault examiner program. The U.S. Department of Justice’s Office for Victims of Crimes’ SANE Program Development and Operation Guide¹⁵ offers readiness information and an assessment tool at <https://www.ovcttac.gov/QMPguide/building-a-sustainable-sane-program/readiness-assessment/>.
- Consider contacting the Illinois Attorney General’s Office SANE Coordinators to discuss steps to begin preparation and data for your community.
- Consider the area that can be covered.
 - Remember that the QMP will need to initiate medical forensic services within 90 minutes of the patient’s arrival at the treatment hospital(s).
- Calculate the total number of patients currently being treated by the hospital(s) in the area.
 - This data can be found on the Illinois Department of Public Health website: <https://dph.illinois.gov/topics-services/health-care-regulation/hospitals/saseta.html>
- Draft a template budget including on-call and hourly pay appropriate to the area to be served.
 - Consider providing an increased on-call and hourly pay for this role in order to improve retention over time.
 - Include a Sexual Assault Examiner Coordinator/Manager position in the budget appropriate to the number of patients being served and commensurate with other management salaries in the area to be served.
 - Reach out to other Sexual Assault Examiner Coordinators/Managers or the Illinois Attorney General’s Office SANE Coordinator to determine current rates in the area to be served.
- Set-up a meeting to discuss the potential of a shared program with the other hospitals within the region.
 - Invite Chief Nursing Officers, Chief Financial Officers, Chief Medical Officers, Emergency Room Directors, Emergency Room Managers, Practicing SANEs in the region and Human Resources.
 - Invite the Illinois Attorney General’s Office SANE Coordinators to help facilitate the presentation of a shared model concept.

¹⁵ <https://www.ovcttac.gov/saneguide/program-operational-costs-and-funding/determining-funding-needs-and-creating-a-budget/>.

- Invite local rape crisis center leadership, law enforcement and State’s Attorneys as this process will affect all members of the sexual assault response team, not just the hospitals.
- Set-up a follow-up meeting.
 - Decide which hospitals will be participating in the shared model plan.
 - Determine which hospital will be the lead hospital for the program and employ the Sexual Assault Examiner Coordinator/Manager and QMPs.
 - Determine how the cost of the program will be split amongst the hospitals (evenly split or dependent on the number of patients currently being served).
 - Determine how long the agreement will be in affect and build in an annual adjustment to the cost to reflect the increase in patients served when patients know this service is now consistently being provided in your community.
- Hire a Sexual Assault Examiner Coordinator/Manager.
- Begin to draft a memorandum of understanding (MOU) between the lead hospital and the partner hospitals outlining the terms of the agreement.
- Develop a standardized treatment plan that will be used by all participating hospitals.
- Begin to hire on-call QMPs (if available) and begin recruitment for nurses to attend didactic SANE training.

Considerations when Collaborating with Out-of-State Hospitals

- Ensure the out-of-state hospital is on the approved list from the Illinois Department of Public Health (IDPH) to apply for Illinois sexual assault treatment designation.
- Check treatment designation status of the out-of-state hospital on the IDPH Hospital website.
- Ensure the out-of-state hospital will provide appropriate transportation upon the completion of medical forensic services back to the transfer hospital or treatment hospital with pediatric transfer where the sexual assault survivor initially presented seeking medical forensic services, unless the sexual assault survivor chooses to arrange his or her own transportation.
- Ensure the out-of-state hospital has access to the Medisystem for vouchers.
- Ensure the out-of-state hospital has appropriate personnel for the survivor that will be transferred (i.e. pediatric vs. adult).
- Discuss transfer considerations including involvement of an advocate at the Illinois facility prior to transfer and law enforcement notification prior to transfer.
- Discuss with Illinois rape crisis centers for medical advocacy for Illinois patients being transferred to an out-of-state hospital.

SECTION NINE: Employment Structure Models for Sexual Assault Examiner Programs

Comparison of Sexual Assault Examiner Employment Models

	Hospital Model	System Model	Community Model	Contract Model
Program Description	An individual hospital would utilize its own employees to provide 24/7 coverage for sexual assault patients.	A group of Hospitals belonging to the same system would utilize system employees to provide 24/7 coverage for sexual assault patients at multiple hospital locations.	A group of hospitals belonging to the same community would utilize QMPs in the community to provide 24/7 coverage to sexual assault patients at multiple hospitals.	A hospital would utilize an agency to provide 24/7 QMP coverage for sexual assault patients.
Qualified Medical Providers (Pediatric, Adolescent, Adult)	The QMPs trained to care for all populations identified in the hospital's Treatment Plan.	The QMPs trained to care for all populations identified in the Treatment Plans for each participating hospital.	The QMPs trained to care for all populations identified in the Treatment Plans for each participating hospital.	The QMPs trained to care for all populations identified in the hospital's Treatment Plan.
Employment of QMP	QMPs employed by the hospital.	QMPs employed by the system or a hospital within the system.	Would need to determine which participating hospital would employ the QMPs.	QMPs employed by the contract agency.
Staffed, On-Call, or Staffed/On-Call Hybrid Model	Staffed, On-Call, or Staffed/On-Call Hybrid			
Type of Sexual Assault Treatment Plan required of a hospital	Individual Treatment Plan	Areawide Treatment Plan would be required if any of the hospitals were not full Treatment Hospitals	Areawide Treatment Plan would be required if any of the hospitals were not full Treatment Hospitals	Individual Treatment Plan

Cost	Higher cost	Cost effective – cost shared among multiple affiliated facilities	Cost effective – cost shared among multiple non-affiliated facilities	Higher cost
	Hospital Model	System Model	Community Model	Contract Model
Liability Insurance	QMPs covered by hospital.	QMPs covered by system or hospital within system.	QMPs covered by participating hospital employing QMPs.	QMPs covered by contract agency.
Availability of QMPs	Smaller pool of potential QMPs.	Bigger pool of potential QMPs.	Bigger pool of potential QMPs.	Bigger pool of potential QMPs.
Location of Services	Hospital where patient presents.	QMPs would travel to hospital where patient presents.	QMPs would travel to hospital where patient presents.	QMPs would travel to hospital where patient presents.
Financial Responsibility for Cost of Training QMPs	Hospital's sole responsibility	Hospital within the system or system's responsibility	Dependent on agreement between hospitals. Responsibility of one hospital or may be divided among hospitals.	Contract agency's responsibility
Number of QMPs Needed to Sustain Program	The general recommendation is at least 15-20 QMPs. However, this will be dependent on the number of sexual assault patients served, whether a hospital is a Treatment Hospital or a Treatment Hospital with Approved Pediatric Transfer, and the number of QMPs that are trained to treat all sexual assault patients, only pediatric and adolescent sexual assault patients, and only adult and adolescent sexual assault patients.			

SECTION TEN: Sexual Assault Examiner Program Personnel Budgets – Templates and Examples

When creating a personnel budget for a QMP program, there are a number of expenses to consider, including but not limited to salary and benefits, training expenses, exam expenses, and competency expenses.

The following pages provide templates for an On-Call QMP Program Model personnel budget and a Staffing/On-Call QMP Program Model personnel budget. The cells shaded in yellow are for hospital-specific information to be entered. Excel versions of the blank templates, complete with formulas, are available by sending an email to sane@ilag.gov.

Following the templates are example budgets for On-Call SANE Programs and Staffed/On-Call Hybrid SANE Programs for hospitals with a low, moderate, and high volumes of sexual assault patients.

	On-call Low	Staffed Low	On-call Moderate	Staffed Moderate	On-call High	Staffed High
Average Clinician Pay	\$35.00	\$ 35.00	\$40.00	\$40.00	\$40.00	\$40.00
Time and a Half	\$52.50	\$52.50	\$60.00	\$60.00	\$60.00	\$60.00
On-call Pay	\$5.00	\$5.00	\$10.00	\$10.00	\$10.00	\$10.00
Number of Exams	25	25	120	120	240	240
Train per Year	5	4	7	5	10	7
Team Total	15	12	20	15	30	20
SANE Coordinator	Part-time	Part-time	Full time	Full time	Full time	Full time
Medical Director	4 hours	4 hours	8 hours	8 hours	8 hours	8 hours
SANE Expenses	\$198,180	\$251,464	\$458,400	\$431,667	\$656,430	\$588,474
SANE Coordinator	\$56,805	\$56,805	\$137,925	\$137,925	\$137,925	\$137,925
Medical Director	\$23,100	\$23,100	\$48,060	\$48,060	\$48,060	\$48,060
TOTAL	\$278,085	\$331,369	\$644,385	\$617,652	\$842,415	\$774,459
Cost Sharing						
2 hospitals	\$139,042.50	\$165,684.50	\$322,192.50	\$308,826.00	\$421,207.50	\$387,229.50
3 hospitals	\$92,695.00	\$110,456.33	\$214,795.00	\$205,884.00	\$280,805.00	\$258,153.00
4 hospitals	\$69,521.25	\$82,842.25	\$161,096.25	\$154,413.00	\$210,603.75	\$193,614.75
5 hospitals	\$55,617.00	\$66,273.80	\$128,877.00	\$123,530.40	\$168,483.00	\$154,891.80
6 hospitals	\$46,347.50	\$55,228.17	\$107,397.50	\$102,942.00	\$140,402.50	\$129,076.50
7 hospitals	\$39,726.43	\$47,338.43	\$92,055.00	\$88,236.00	\$120,345.00	\$110,637.00
8 hospitals	\$34,760.63	\$41,421.13	\$80,548.13	\$77,206.50	\$105,301.88	\$96,807.38
9 hospitals	\$30,898.33	\$36,818.78	\$71,598.33	\$68,628.00	\$93,601.67	\$86,051.00
10 hospitals	\$27,808.50	\$33,136.90	\$64,438.50	\$61,765.20	\$84,241.50	\$77,445.90

Sample Template – SANE Personnel Expenses Budget: On-Call Model

NOTE: This document only reflects the cost of personnel and does not take into account the cost of patient care including laboratory tests, medications, equipment and reimbursement.

	Annual
Average Clinician Pay	
Time and a Half Pay	\$0.00
On-call Pay	
Number of exams per year	
Fringe Benefit Percentage	30%

Annual SANE Expenses					
AA TRAINING EXPENSES	Hours	Salary	Cost per person	Total # of RNs	Total Cost
AA SANE Didactic Training Education Hours (enter # of RNs)	40	\$0.00	\$0		\$0
AA SANE Travel for Didactic Training (enter cost per indiv and # of clinicians)					\$0
AA SANE Outsourced Didactic Training Course			\$500		\$0
AA SANE Clinical Education Hours (enter # of RNs)	80	\$0.00	\$0		\$0
AA SANE 2-day Clinical Training Travel (enter cost per indiv and # of clinicians)					\$0
PA TRAINING EXPENSES	Hours	Salary	Cost per person	Total # of RNs	Total Cost
PA SANE Didactic Training Education Hours (enter # of RNs)	40	\$0.00	\$0		\$0
PA SANE Travel for Didactic Training (enter cost per indiv and # of clinicians)					\$0
PA SANE Outsourced Didactic Training Course			\$600		\$0
PA SANE Clinical Education Hours (enter # of RNs)	100	\$0.00	\$0		\$0
PA SANE Clinical Training Travel (enter cost per indiv and # of clinicians)					\$0
Pediatric Transfer Fees (Cost if eliminating PA Training Expenses)					
- \$20,000 Low Volume					
- \$40,000 Moderate Volume					
- \$75,000 High Volume					

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MEDICAL FORENSIC EXAM EXPENSES	Exams	Hours	Salary		
Call-in Pay (# of exams x 6 hours) at 1 1/2 pay	0	6	\$0.00		\$0
Preceptor Call-in Pay (# of exams x 6 hours) at Clinician Pay Rate	0	6	\$0.00		\$0
Call Time (365 days x 24 hours)= 8760	0	8760	\$0.00		\$0
Preceptor Call Time (365 days x 24 hours)= 8760	0	8760	\$0.00		\$0
Additional Incentive/Bonus Pay (Amt. entered by program)	0				\$0
Courtroom prep and testimony (10% proceed to trial)	0	6	\$0.00	0.1	\$0
COMPETENCY/OTHER EXPENSES	Hours	Salary	Cost per person	Total # of RNs	
Monthly Meeting (2 hours) including peer review (ALL RNs)	24	\$0.00	\$0		\$0
Continuing Education Hours (CEUs or CMEs) (ALL RNs)	15	\$0.00	\$0		\$0
SART Meeting Participation (2 hours per month) (Determine how many RNs)	24	\$0.00	\$0		\$0
Professional Organization Membership (AFN/IAFN)			\$300		\$0
Conference Expenses (Travel, Lodging, Conference Fees)	40	\$0.00	\$2,000		\$0
National Certification Exam/Recertification			\$425		\$0
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					\$0

SANE Coordinator/SANE Program Manager: Rate should be consistent with Trauma Coordinator, EMS Coordinator and ER Manager	Rate	Hours	Salary	Fringe Benefits	Total Cost
Full time option (40 hours)		40	\$0	\$0	\$0
Part time option (20 hours)		20	\$0	\$0	\$0
Professional Organization Membership (AFN/IAFN)			\$300		\$300
Conference Expenses (Travel, Lodging, Conference Fees)			\$2,000		\$2,000
National Certification Exam/Recertification			\$425		\$425
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					\$2,725

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Medical Director: Rate should be consistent with other medical program directors	Rate	Hours	Salary		
Staffing time (hours determined by facility)			\$0.00		\$0.00
Professional Organization Membership (AFN/IAFN)			\$300		\$300
Conference Expenses (Travel, Lodging, Conference Fees)			\$2,000		\$2,000
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					\$2,300

Annual Total	\$5,025
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Annual Program Split	
2 hospitals	\$2,513
3 hospitals	\$1,675
4 hospitals	\$1,256
5 hospitals	\$1,005
6 hospitals	\$838
7 hospitals	\$718

To request an Excel version of this document, complete with formulas, please send an email to SANE@ilag.gov

Sample Template – SANE Personnel Expenses Budget: Staffed/On-Call Hybrid Model

NOTE: This document only reflects the cost of personnel and does not take into account the cost of patient care including laboratory tests, medications, equipment and reimbursement.

	Annual
Average Clinician Pay	
Time and a Half Pay	\$0.00
Staff SANE RN Pay	
On-call Pay	
Number of exams per year	
Fringe Benefit Percentage	30%

Annual SANE Expenses					
	Hours	Salary	Cost per person	Total # of RNs	Total Cost
AA TRAINING EXPENSES					
AA SANE Didactic Training Education Hours (enter # of RNs)	40	\$0.00	\$0		\$0
AA SANE Travel for Didactic Training (enter cost per indiv and # of clinicians)					\$0
AA SANE Outsourced Didactic Training Course			\$500		\$0
AA SANE Clinical Education Hours (enter # of RNs)	80	\$0.00	\$0		\$0
AA SANE 2-day Clinical Training Travel (enter cost per indiv and # of clinicians)					\$0
PA TRAINING EXPENSES					
PA SANE Didactic Training Education Hours (enter # of RNs)	40	\$0.00	\$0		\$0
PA SANE Travel for Didactic Training (enter cost per indiv and # of clinicians)					\$0
PA SANE Outsourced Didactic Training Course			\$600		\$0
PA SANE Clinical Education Hours (enter # of RNs)	100	\$0.00	\$0		\$0
PA SANE Clinical Training Travel (enter cost per indiv and # of clinicians)					\$0

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Pediatric Transfer Fees (Cost if eliminating PA Training Expenses) - \$20,000 Low Volume - \$40,000 Moderate Volume - \$75,000 High Volume					
STAFFED MEDICAL FORENSIC EXAM EXPENSES	Weeks	Hours	Salary	Fringe Benefits	Total Cost
Staffing Coverage (ENTER HOURS PER WEEK)	52		\$0	\$0	\$0
1 FT= 36 2 FT= 72 3 FT= 108 4 FT= 144					
NON-STAFFED MEDICAL FORENSIC EXAM EXPENSES	Non-Staffed Exams	Hours	Salary		Total Cost
Call-in Pay (# of non-staffed exams x 6 hours) at 1 1/2 pay		6	\$0.00		\$0
Preceptor Call-in Pay (# of non-staffed exams x 6 hours) at Clinician Pay Rate		6	\$0.00		\$0
Additional Incentive/Bonus Pay (Amt. entered by program)	0				\$0
Travel time (1 hour average travel time)	0	1	\$0.00		\$0
CALL TIME EXPENSES	Staff Coverage	Remaining on-call	On-Call Pay		Total Cost
Call Time Non-Staffed Hours (365 days x 24 hours)= 8760 - staffing coverage	0	8760	\$0.00		\$0
Preceptor Call Time Non-Staffed Hours (365 days x 24 hours)= 8760	0	8760	\$0.00		\$0
	Exams	Hours	Salary	% to trial	Total Cost
Courtroom prep and testimony (10% proceed to trial)	0	4	#DIV/0!	0.1	#DIV/0!

COMPETENCY/OTHER EXPENSES	Hours	Salary	Cost per person	Total # of RNs	
Monthly Meeting (2 hours) including peer review (Staff RNs)	24	\$0.00	\$0		\$0
Monthly Meeting (2 hours) including peer review (On-call RNs)	24	\$0.00	\$0		\$0
Continuing Education Hours (CEUs or CMEs) (Staff RNs)	15	\$0.00	\$0		\$0

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Continuing Education Hours (CEUs or CMEs) (On-call RNs)	15	\$0.00	\$0		\$0
SART Meeting participation (2 hours per month) (Determine how many RNs)	24	\$0.00	\$0		\$0
Professional Organization Membership (AFN/IAFN)			\$300		\$0
Conference Expenses (Travel, Lodging, Conference Fees)	40	#DIV/0!	\$2,000		#DIV/0!
National Certification Exam/Recertification			\$425		\$0
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					#DIV/0!

SANE Coordinator/SANE Program Manager: Rate should be consistent with Trauma Coordinator, EMS Coordinator and ER Manager	Rate	Hours	Salary	Fringe Benefits	Total Cost
Full time option (40 hours)		40	\$0	\$0	\$0
Part time option (20 hours)		20	\$0	\$0	\$0
Professional Organization Membership (AFN/IAFN)			\$300		\$300
Conference Expenses (Travel, Lodging, Conference Fees)			\$2,000		\$2,000
National Certification Exam/Recertification			\$425		\$425
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					\$2,725
Medical Director: Rate should be consistent with other medical program directors	Rate	Hours	Salary		
Staffing time (hours determined by facility)			\$0.00		\$0.00
Professional Organization Membership (AFN/IAFN)			\$300		\$300
Conference Expenses (Travel, Lodging, Conference Fees)			\$2,000		\$2,000
REMOVE ANY TOTALS NOT NEEDED FOR YOUR FACILITY OR JUST ENTER A ZERO IN THE TOTAL COLUMN					\$2,300.00

Annual Total	#DIV/0!
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Annual Program Split	

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2 hospitals	#DIV/0!
3 hospitals	#DIV/0!
4 hospitals	#DIV/0!
5 hospitals	#DIV/0!
6 hospitals	#DIV/0!
7 hospitals	#DIV/0!

To request an Excel version of this document, complete with formulas, please send an email to SANE@ilag.gov

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SECTION ELEVEN: Consulting QMPs

When hospitals within a community or region, that belong to different healthcare systems, partner to establish a shared on-call QMP program, the partnership must designate one hospital to house the QMP program. This includes employing the QMPs. When a QMP travels to a partnering hospital to provide medical forensic services to a sexual assault patient, the QMP is considered to be a consulting provider to the partnering hospital. A QMP, as a consulting provider, does not require access to the partnering hospital's electronic medical records or medication dispensing system.

Roles and responsibilities of a consulting QMP:

- Initial medical forensic services within 90 minutes of patient arrival.
- Ensure Rape Crisis Center notification.
- Notify Law Enforcement as appropriate.
- Comply with mandated reporting requirements.
- Offer to perform medical forensic exam within a minimum of 7 days post-assault.
 - Obtain informed consent.
 - Conduct a patient medical and forensic history.
 - Screen for and discuss drug facilitated sexual assault and strangulation.
 - Perform a head-to-toe assessment.
 - Offer and provide a detailed ano-genital exam.
 - Explain and complete evidence collection.
 - Offer and perform forensic photography.
 - Provide education for testing and/or treatment of sexually transmitted infections per CDC guidelines.
 - **Recommend medical treatment and medications for the Attending Physician to order.**
 - Complete safety assessment and discharge of the patient, when appropriate, including follow-up provider referral.
- Utilize specialized examination techniques during the medical forensic exam.
- Maintain chain of custody until evidence is transferred to law enforcement or hospital personnel.
- Collaborate with the Emergency Room staff nurse to complete additional requirements:
 - Laboratory tests.
 - Medication administration (no access to hospital Pyxis).
 - Medical treatment (hospital specific).
 - Diagnostic imaging.
 - CheckPoint tracking system.
 - Sexual Assault Services Voucher.
 - Offer patient access to a shower.
- **Document all findings on the medical forensic documentation form and supplemental paperwork.** (No access to hospital electronic medical records needed.)

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SECTION TWELVE: QMP Equipment and Resources

The provision of medical forensic services requires numerous supplies, including a number of specialized pieces of medical equipment. QMP supplies and equipment should be kept together on a designated cart or in an exam room to be used only by QMPs. The following checklist contains recommended supplies and equipment.

For considerations regarding equipment and program startup costs, other than personnel costs, please view the [OVC’s SANE Program Development and Operation Guide](#)¹⁶ budget information.

Sample Checklist for QMP Equipment and Supplies

Supplies	Yes	Estimated Cost
Resource binder (may include strangulation assessment, imaging guidelines, local resources, CheckPoint guidance, etc.)		
Printed hospital labels with the patient name and date of exam for labeling specimens and forms		
Illinois State Police Sexual Assault Evidence Collection Kit (ISP SAECK)		\$0
Personal protective equipment (gloves, gown, mask, hair covering, shoe covering)		
Clear medical or packing tape to seal evidence		
Scale for photographs and measuring injuries (ABFO #2 preferred)		
Speculum and light source		
Alternative light source (Wood’s lamp is inadequate)		
Digital camera with macro lens setting, ring flash, and tripod with <ul style="list-style-type: none"> • Foot pedal, OR • Wireless remote <p style="text-align: center;">AND/OR</p> Colposcope (if utilizing a colposcope for ano-genital photography, a digital camera will still be needed for other injury photo documentation)		
Patient gowns		
Blankets for patient comfort/privacy		
Extra sterile cotton swabs		
Toluidine blue dye		
14 or 16 fr. Foley catheter and 50mL syringe		
Foxtail (large) swabs		
Urine specimen cups		
Biohazard bags for urine specimens		
Paper bags for clothing collection and other evidence		

¹⁶ <https://www.ovcttac.gov/saneguide/program-operational-costs-and-funding/determining-funding-needs-and-creating-a-budget/>.

Black permanent marker for labeling evidence		
Blood collection supplies		
Lancet for reference specimen collection (blood on filter paper)		
Culture collection tubes for STI testing (per hospital policy)		
Medical supplies for injury treatment (ice pack, gauze, ace bandage, Band-Aid, etc.)		
Sterile water or distilled water		
Sterile scissors (suture removal kit)		
Small envelopes for additional specimens/swabs		
Plain copy paper for extra bindles		
Water and food for patient after oral specimen collection		
Disposable scrubs or replacement clothing for patient (advocacy agency may provide)		
Sanitary pads		
Bleach disinfectant wipes		
Any extra forms, like toxicology screening consent forms for possible DFSA		
Hospital sheet for under miscellaneous debris collection cloth		
Items to distract a child, such as View Master or Kaleidoscope		
10 ft. multi-tip USB charging cables and wall charger for patient's mobile phone		

Specialized QMP Equipment Vendors

Specialized QMP equipment can be purchased from a variety of vendors and Sexual Assault Examiner Coordinators/Managers should work with the hospital administration to ensure that all necessary supplies and equipment are available. A list of vendors selling specialized equipment used by QMPs during sexual assault medical forensic services has been provided below for information purposes only. The Implementation Task Force does not recommend use of particular vendors and there are no known financial or commercial relationships with any of the vendors listed. Sexual Assault Examiner Coordinators/Managers are encouraged to reach out to Sexual Assault Examiner Coordinators/Managers at other hospitals for recommendations.

Alternative Light Source (450+nm):

- [455nm LED Forensic Light Source Kit | Arrowhead Forensics](#)
- [OFK-450 OPTIMAX™ Blue LED Forensic Lamp Kit \(tritechforensics.com\)](#)
- [OPTIMAX™ Blue LED Forensic Lamp \(fingerprintpads.com\)](#)

Evidence Tape:

- Arrowhead Forensics – https://arrowheadforensics.com/search.php?search_query=evidence+tape
- EVIDENT - <https://www.shopevident.com/category/evidence-tapes-seals>
- ORC Forensics

- Tritech Forensics - <https://tritechforensics.com/evidence-carton-box-sealing-tape-or-dispenser/>

Forensic Supply Companies (general):

- Arrowhead Forensics - <https://www.arrowheadforensics.com/arrowhead-by-discipline/forensic-nursing-supplies.html>
- CSI Crime Sciences Inc. and Invitro Sciences Inc.
- EVIDENT - <https://www.shopevident.com/>
- FingerprintPads.com - <https://www.fingerprintpads.com/category/forensic-uv-lights/>
- ORC Forensics
- The Safariland Group - <http://www.safariland.com/products/forensics/>
- Tritech Forensics - <https://tritechforensics.com/Forensic-Light-Sources>

Photography Equipment:

- B & H - <https://www.bhphotovideo.com/c/browse/Photography/ci/989/N/4294538916>
- Cooper Surgical - <https://www.coopersurgical.com/medical-devices>
- Cortexflo - <http://www.cortexflo.com>
- Lutech - <https://www.lutechmedical.com/colposcope>
- Mobile ODT - <https://www.mobileodt.com/products/eva-QMP/>
- SDFI (Bookend Photo Card) – <https://buysdfi.com/ecommerce/sdfi-forensic-photo-documentation-bookend-card>
- SDFI-Telemedicine - <https://www.sdfi.com/index.asp>
- Tritech Forensics (ABFO No. 2 Ruler) – <https://tritechforensics.com/photomacrographic-scales-abfo-no-2/>

Speculums:

- Medline
- OBP Medical Corporation - <https://obpmedical.com>
- Welch Allyn - <https://www.welchallyn.com/en.html>

Touluidine Blue (TB) Dye:

- Arrowhead Forensics - <https://arrowheadforensics.com/forensic-blue-swabs.html>

Resources Available

Illinois Attorney General's Office SANE Program

- Sexual Assault Treatment Checklist
- Evidence Collection Guide
- Sexual Assault Medical Forensic Services Implementation Task Force Membership

Illinois State Police

- Evidence Collection Kit Paperwork
- Drug Facilitated Sexual Assault Paperwork
- CheckPoint Kit Tracking System How to Guide

SECTION THIRTEEN: Forensic Nursing – Expanding the Duties of QMPs

Once a Sexual Assault Examiner program has been established and is sustainable, both financially and staffing-wise, a hospital may want to consider expanding the forensic nursing services it provides to its community. Forensic nurses can be an integral part of serving other patient populations by using their unique skills to document injury, including photo documentation, collecting and preserving forensic evidence, testifying, providing trauma-informed care, and experience with collaborating with law enforcement and advocacy services. Other populations may include those experiencing:

- Interpersonal violence
- Human Trafficking
- Non-fatal Strangulation
- Child maltreatment
- Elder abuse and neglect
- Homicides
- Trauma
- Suspect examinations

<https://www.ovcttac.gov/saneguide/expanding-forensic-nursing-practice/>

The National Sexual Violence Resource Center and International Association of Forensic Nurses' SANE Sustainability Education Project¹⁷ includes the following resources:

[Program Expansion Overview¹⁸](#)

[Program Expansion Worksheet¹⁹](#)

¹⁷ <https://www.nsvrc.org/sane-sustainability>

¹⁸ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_resources-for-expanding-services.pdf

¹⁹ https://www.nsvrc.org/sites/default/files/nsvrc-publications_sane-mobile-app_program-expansion-worksheet.pdf

Examples of Forensic Nursing Programs

	ChristianaCare (Delaware)	Saint Luke's Health System (Missouri)	Louisville Metro Police Department – Clinical Forensic Medicine Program (Kentucky)
Services Provided			
Child Abuse and Neglect	X	X	X
Consultation services available upon request to investigating law enforcement agency and prosecuting agency			X
Dog Attacks	X		
Intimate Partner Violence and Domestic Violence	X	X	X
Elder Abuse and Neglect	X	X	X
Human Trafficking	X	X	X
Sexual Assault	X	X	X
Strangulation	X	X	X
Suspect Examinations		X	X
Trauma (May include but is not limited to gunshot wounds, stab wounds, house fires, traffic accidents)	X	X	X
Case Priority			
	<ul style="list-style-type: none"> • Sexual Assaults are seen within 10 minutes. • In case of multiple patients, if FNE is working in ED, they assist with forensic patient if ED volume allows. 	<ul style="list-style-type: none"> • QMP and Human Trafficking patients seen by core FNEs. • Other forensic patients cared for by ED nurses with forensic training. 	<ul style="list-style-type: none"> • Usually one case at the time, prioritized based on potential evidence lost. • The victim is evaluated before the suspect.

Number of Hospitals Covered			
	<ul style="list-style-type: none"> • 24/7 coverage in ChristianaCare in Newark (Level I trauma center, 104K volume). • Affiliated hospitals are in Wilmington (Level II trauma center, 60K volume) and Middletown (30K), those hospitals do phone consults or transfer patients to the trauma center. 	<ul style="list-style-type: none"> • Saint Luke's Health System (16 hospitals). Three are rural/critical access, seven are community hospitals and the others are larger trauma centers with one as a Level 1 trauma center. 	<ul style="list-style-type: none"> • Crime scenes, all hospitals (ED, OR, ICU) for the county, with occasional consults outside the county.
Number of Patients Covered			
	<ul style="list-style-type: none"> • In 2018, the team took care of 1754 patients. 	<ul style="list-style-type: none"> • Approximately 1000 victims of violence (going up by 20% every year for the past 4 years), approximately 250 SANE patients a year. 	<ul style="list-style-type: none"> • Approximately 100 patients per year (county population approximately 770,000).
Certification Requirements for Forensic Nurse Examiners			
	<ul style="list-style-type: none"> • SANE-A Certified within 3 years of joining team. 		<ul style="list-style-type: none"> • SANE-A Certified.

Educational/Training Requirements for Forensic Examiners			
	<ul style="list-style-type: none"> • New FNEs need to complete 80 hours of classroom: IAFN Online SANE course for SANE-A and SANE-P and 40 hours of forensics including, ballistics/gunshot wound evaluation. • Following classroom training, hands-on training for 2-3 months and no less than 240 clinical hours with an experienced FNE. Orientees must demonstrate competency to work independently. 	<ul style="list-style-type: none"> • In the first year of hire, nurses are required to take a triage class that explains services, protocols and policies, a 2-hour Forensic Nursing Class and a 40-hour SANE training. 	<ul style="list-style-type: none"> • 100 hours of internal lectures. • 40 hours forensic photography course. • 20 training shifts in Medical Examiner's Office. • 12 shifts with multiple police units (DV, Homicide, Crimes Against Seniors, Crime Scene Unit, Traffic, Elder Abuse). • Mock courtroom testimony training. • Oral and written examinations.
Continuing Educational Requirements for Forensic Examiners			
	<ul style="list-style-type: none"> • 16 hours of continuing forensic education is required every year. 	<ul style="list-style-type: none"> • Internal forensics and SANE refresher classes and a 2 hour Advanced Forensic Nursing class which changes topics each year. 	<ul style="list-style-type: none"> • On-going bedside teaching and peer review of each case.

Employment Model			
	<ul style="list-style-type: none"> • 24/7 emergency department coverage. FNEs split shifts between being ED staff nurse and FNE. 	<ul style="list-style-type: none"> • Core group of full time SANE/FNEs self-schedule to assure coverage. • Travel to multiple hospitals to see Sexual Assault or Human Trafficking patients. • Nurses are also assigned to ED shifts. • All ED nurses in the system are trained in Forensic Nursing (approx. 350 nurses in the system). 	<ul style="list-style-type: none"> • On-call only model. • Employed by the police department.
Staff Members			
	<ul style="list-style-type: none"> • Twenty FNEs on the team. 	<ul style="list-style-type: none"> • 4 nurses for days (7a-7p) and 4 nurses for nights (7p-7a). • Each working 3 12-hour shifts per week. 	<ul style="list-style-type: none"> • 3 part-time nurses. • 1 full-time physician.
Paid			
	<ul style="list-style-type: none"> • Salary-based. • Extra hourly compensation for FNEs. 	<ul style="list-style-type: none"> • Salary-based. 	
Sources of Funding			
	<ul style="list-style-type: none"> • State reimbursement for SANE exams. 	<ul style="list-style-type: none"> • Crime victim compensation for SANE exams. 	<ul style="list-style-type: none"> • Paid by police department.

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APPENDIX – Sexual Assault Nurse Examiner Training Requirements (Adult/Adolescent and Pediatric/Adolescent)

[Sexual Assault Nurse Examiner Education Guidelines, Adult and Pediatric](#) (updated 2022)

[Sexual Assault Nurse Examiner Education Guidelines, Adult and Pediatric*](#) (SPANISH) (Pautas de Educación: Enfermera Examinadora en Casos de Agresión Sexual)

The complete Education Guidelines from the International Association of Forensic Nurses (IAFN) can be viewed at

<https://www.forensicnurses.org/page/EducationGuidelinesAccess/> or by going to <https://www.forensicnurses.org> and clicking on the Education tab and selecting Forensic Nursing Education Guidelines

**Illinois Sexual Assault Nurse Examiner (SANE) Program Adult/Adolescent
Clinical Training Log and Illinois Sexual Assault Nurse Examiner (SANE)
Program Pediatric/Adolescent Clinical Training Log**

Please visit the Illinois Attorney General's Office's Website at
[https://www.illinoisattorneygeneral.gov/Safer-Communities/Responding-to-Sexual-
Assault/SANE/](https://www.illinoisattorneygeneral.gov/Safer-Communities/Responding-to-Sexual-Assault/SANE/) for the most updated version of the logs.