

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO: C-4427

COUNCIL SPONSOR: MR. BINDER

PROVIDED BY: COUNCIL OFFICE

RESOLUTION TO CREATE THE FULL TIME POSITION OF SANE (SEXUAL ASSAULT NURSE EXAMINER) NURSE AND SET THE SALARY THEREOF AS REQUIRED BY LOUISIANA HOUSE ACT NO. 181 (R.S. 13:5725)

WHEREAS, the Coroner of St. Tammany Parish is requesting that the governing authority for the Parish create the full time position of SANE (Sexual Assault Nurse Examiner) Nurse for the St. Tammany Parish Coroner’s Office and set the salary thereof, as documented by the attached email from the Coroner’s office and related job description; and

WHEREAS, Act 181, Section C(2) states: The governing authority shall also establish an annual salary for the deputy or assistant coroners, secretaries, stenographers, technicians official photographers, or other employee; and

WHEREAS, the Parish Council is the governing authority for the Parish of St. Tammany.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES that it creates the full time position of SANE (Sexual Assault Nurse Examiner) Nurse for the St. Tammany Parish Coroner’s office and hereby sets the salary of the SANE Nurse to be at labor grade 13, step 5 as per the Coroner;s request.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY: _____ SECONDED BY: _____

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

THIS RESOLUTION WAS DECLARED ADOPTED ON THE 1 DAY OF OCTOBER , 2015, AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

RICHARD E. TANNER, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

Donald C. Henderson Jr.

From: Ken Fielder <kfielder@stpcoroner.org>
Sent: Friday, September 11, 2015 10:58 AM
To: Donald C. Henderson Jr.
Cc: Charles Preston
Subject: ocotober council meeting
Attachments: Job Descriptions SANE SART Coordinator.pdf; SANE - SART narrative 9-11-2015.docx

Good morning Don,

Attached please find the job Description for the SANE Nurse, and a Narrative that explains the position. We are looking to set the salary for this position at labor grade 13, Step 5.

Please let me know if you have any questions or need any additional information. Dr. Preston and I will attend this meeting and will be able to make a presentation to the council if need be.

Thanks in advance for your help.

Sincerely,

Ken Fielder

Administrator

St. Tammany Parish Coroner's Office

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St. Tammany Parish Coroner's Office

Sexual Assault Nurse Examiner (SANE)

The Sexual Assault Nurse Examiner/Sexual Assault Resource Team Program (SANE/SART) is a proposed program funded and initiated by the St. Tammany Parish Coroner's Office and participating agencies.

The mission of the Sexual Assault Nurse Examiner (SANE) Program is to meet the needs of the sexual assault victim. The program will provide immediate, unbiased, compassionate, and comprehensive forensic evaluation and treatment by trained, professional nurse experts within the parameters of the State Nurse Practice Act, the SANE Standards of the International Association of Forensic Nurses, and agreement with the participating multi-disciplinary agencies including health care providers, law enforcement agencies and the District Attorney's Office.

This program is geared toward victims of sexual assault in the need of a forensic evaluation and medical care. This care includes crisis intervention, evaluation and treatment of sexually transmitted diseases, evaluation for the risk of pregnancy, documentation and intervention of injuries, as well as referral for follow up care and counseling. Ultimately our program will assure the victim's entrance into support systems, and enhance the ability of law enforcement agencies to obtain evidence and successfully prosecute offenders in sexual assault cases.

St. Tammany Parish Coroner's Office Job Descriptions	Implemented Date: 09/28/07	Revision 2.0 Date: 09/09/2015
Sexual Assault Nurse Examiner / Sexual Assault Response Team Coordinator		Page: 1 of 2

JOB TITLE: Sexual Assault Nurse Examiner / Sexual Assault Response Team Coordinator

DEPARTMENT: Coroner's Office, St. Tammany Parish

SALARY: Commensurate with experience and education

QUALIFICATIONS AND TRAINING PROGRAMS: Applicant must be a licensed Registered Nurse who has Sexual Assault Nurse Examiners nurse training.

DUTIES:

- Coordinates and leads Sexual Assault Nurse Examiners and Sexual Assault Resource Team members in the ongoing operation and development of the Sexual Assault Nurse Examiner / Sexual Assault Response Team Program. Conducts educational programs and community awareness presentations and participates in education of health care providers, law enforcement and the public as necessary. Provides professional nursing care to patients in need of a forensic evaluation, as directed by medical staff, and pursuant to objectives and policies of St. Tammany Parish Coroner's Office.
- Insures Sexual Assault Nurse Examiner / Sexual Assault Response Team Program runs in accordance with State Nursing Regulations, the State Nurse Practice Act, Louisiana State Laws and Statues, International Association of Forensic Nurses Standards of Care and Educational Guidelines.
- Supports policies, regulations, goals and objectives of the program and St. Tammany Parish Coroner's Office.
- Participates in gathering of statistical and program data.
- Collaborates with a multidisciplinary team to provide collaborative care (police officers, nurses, physicians, ER staff, etc.).
- Provides supervision and direction to Sexual Assault Nurse Examiners.
- Provides initial physical and behavioral assessment, clinical specimens/evidence collection in individuals experiencing sexual assault.
- Coordinates the provision of urgent medical evaluation, follow up care, and crisis intervention resources.
- Establishes and maintains clinical and legal records and chain of custody.
- Provides accurate testimony regarding assessment, evidence collection/handling and documentation.
- Provides education to health care providers and the community to increase awareness and understanding of sexual assault.
- Has knowledge of and participates in the Sexual Assault Nurse Examiners PI program.
- Budget and business plans.
- Productivity.
- Time and attendance, payroll review.
- Call scheduling.
- UPT lab requirements.
- New hire and annual evaluations of Sexual Assault Nurse Examiners.
- Maintain employment records for Sexual Assault Nurse Examiners.
- Testimony for provider cases.
- Room checks and supply orders.
- Chart prep and folders.
- Maintain CV and clinical log.
- Maintain consults
- Maintain chart copies and program files.
- Maintain brochures and patient education materials.
- Monitor equipment function and biomed issues.
- Monitor patient satisfaction.
- Maintain resources for Sexual Assault Nurse Examiners' education.
- Monitor patient comfort donation articles.
- Monitor confidentiality/HIPPA issues.

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CD #009

Approved by: Quality Manager / Laboratory Director

St. Tammany Parish Coroner's Office Job Descriptions	Implemented Date: 09/28/07	Revision 2.0 Date: 09/09/2015
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- Protocol and Policy development and revisions.
- Monitor safe, clean environment for patient evidence collection

ORGANIZATIONAL STRUCTURE: Reports directly to the Chief Investigator.

MANAGERIAL DUTIES:

PHYSICAL REQUIREMENTS: *Physical requirements include but are not limited to: Occasional bending and stooping, occasional lifting up to 35 pounds. Frequent pushing and pulling and reaching above shoulder level. Frequent sitting and standing. Frequent use of computer equipment. Exposure or potential exposure to blood, body fluids, or tissues may be required as a condition of employment. Operation of motor vehicle occasionally required.*

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CD #009

Approved by: Quality Manager / Laboratory Director