



Medical Coordinator

Summary of Position:

- The Pediatric Sexual Assault Nurse Examiner is responsible for sexual assault medical exams conducted with children receiving investigative and family support services through the CARE center. Position will also assist the Director of Case Management in public education and awareness of CARE Center medical services. The PSANE will work at the Care Center Medical unit performing evaluation of cases of sexual abuse referred by local child protective services and law enforcement agencies and referring physical abuse and wellness cases to OUHSC. This position reports to the Director of Case Management with medical supervision provided by OUHSC.

Essential Job Functions:

- Attend forensic interview staffings as needed for information regarding current allegation and potential medical evidence that could be relevant to the investigation.
- Conduct forensic medical evaluations with children who receive forensic interviews with the CARE Center. May also conduct medical evaluations with children who did not receive forensic interviews with the CARE Center as needed.
- Work with MDT on education and awareness of best practices for medical evaluations when working with child abuse victims.
- Consult on medical needs for clients attending The Care Center.
- Attend weekly case review and provide updates to MDT on findings of exams completed at CARE Center.
- Support all agency fundraising efforts.
- Testify as a fact witness and/or expert witness on cases as needed
- Maintains working knowledge of accreditation standards of National Children's Alliance, Task Force Protocol, and applicable laws as needed.

Skills, Abilities, Education:

- Perform and document sexual assault medical forensic interviews/exams accurately and timely
- Perform a complete medical forensic evaluation to include:
 - Head-to-toe medical assessment for trauma, detailed genital/anal examination; Forensic specimen collection and supportive documentation; Photo documentation of bodily injuries with competent documentation; Assess for mandatory reporting status and report when appropriate; Maintain chain of custody when necessary; Ensure patient/medial record confidentiality at all times (HIPPA); Maintain professional standards that do not create conflict of interests with employment or patient care; Coordinate referrals for appropriate follow-up care as needed; Testify as fact witness to any/all cases performed while

contracted as a SANE *Following employment/termination with Care Center, it will remain to be an obligation of the individual RN to respond and coordinate with attorneys prior to and during the court process.

- Participate in community awareness and outreach projects as needed and directed by Director of Case Management
- Maintain open communication for information and expert review with board certified pediatricians
- Make referrals to OUHSC team as needed

Knowledge and Education requirements:

- Current Oklahoma Registered Nurse license or higher.
- Patient experience in outpatient setting preferable.
- Registered Nurse in the State of Oklahoma and certified as Pediatric SANE. Certified in Adolescent SANE or willing to independently acquire certification in specialty area.
- Previous experience preferred.
- Must have or complete NCA approved standards training prior to meeting with patients.
- Must maintain licensing
- Must pass nationwide criminal background check

Working Conditions:

- Majority of work will be performed with in a climate controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

Employee Signature

Date

Care Center Representative

Date