

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures					
Operating Costs	<u>16,979</u>	<u>76,627</u>	<u>76,627</u>	<u>61,014</u>	
External Revenues	<u>(16,979)</u>	<u>(76,627)</u>	<u>(76,627)</u>	<u>(61,014)</u>	
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included In Current Budget? Yes X No _____

Budget Account Exp No: Fund 1426 Department 662 Unit 3290 Object VAR *Personal Svcs*
 Rev No: Fund 1426 Department 662 Unit 3290 RevSc var

B. Recommended Sources of Funds/Summary of Fiscal Impact:

This position is 100% funded by the State of Florida through the Florida Department of Health and the Attorney General's Crime Victims' Services Office through rape exam reimbursements.

Fund: 1426 Public Safety Grants
 Unit: 3290 SART program

Departmental Fiscal Review: Stephanie Seproka 5/16/14

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature]
 OFMB *AM 5/22*

[Signature] *5/28/14*
 Contract Administration
5-28-14 Bishara

B. Legal Sufficiency:

[Signature] *5/28/14*
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

Background and Justification: (Continued from Page 1)

Palm Beach County Victim Services is a Certified Rape Crisis Center and leads the county-wide multidisciplinary Sexual Assault Response Team (SART). The SANE Program is an integral part of SART. In 2013 SANE nurses responded to 221 rape victims throughout the County. The addition of a SANE Program Coordinator will move the SANE program from a contracted arrangement to a County staffed program. Bringing the position into the Victim Services position complement is predicated on the receipt of legislative funds administered through an anticipated July 1, 2014 Florida DOH funding agreement. Victim Services received confirmation that the 2014 Florida Legislative Session intends to continue funding sexual assault services for victims of sexual battery in Palm Beach County, which includes the SANE program and our dedicated sexual exam facility, Butterfly House. The Florida Department of Health is awaiting signature of the final budget by the governor. SANE exams will continue to be reimbursed through the Office of the Attorney General Bureau of Victim Compensation.

JOB DESCRIPTION

SEXUAL ASSAULT NURSE EXAMINER (SANE) PROGRAM COORDINATOR (Pay Grade 40)

NATURE OF WORK

The Nurse Coordinator is an integral part of the Palm Beach County Sexual Assault Response Team (SART) and manages day-to-day Sexual Assault Nurse Examiner (SANE) program operations and administration in addition to performing forensic sexual assault exams. Work requires supervision of on-call professionally trained Sexual Assault Nurse Examiners (SANEs). Employees allocated to SANE positions are responsible for providing patient assessment, forensic evidence collection and management of the sexual assault victim, testimony and interaction throughout the judicial process to include timely response to subpoenas and court testimony, and participation in SART meetings and case staffing. Sexual assault forensic examinations are performed at the County's dedicated sexual assault forensic exam facility (Butterfly House) or at hospital emergency departments within Palm Beach County.

The Nurse Coordinator is responsible for completing comprehensive evidentiary exams, oversight of day-to-day SANE operation to include schedule coordination, training, report preparation, inventory control, chart reviews, preparation for and participation in the judicial process, mentoring SANE on-call staff, liaising with community organizations, educating medical facility/emergency room providers on sexual assault evidence collection and SANE program services, and active participation on SART and related activities.

EXAMPLES OF WORK

Recommends hiring, firing of on-call professional SANE staff; handles employee complaints and concerns.

Provides timely, thorough, victim-centered, medically focused assessment and forensic evidence collection of sexual assault victims referred and assigned through Palm Beach County Victim Services and Certified Rape Crisis Center (PBCVS); completes entire sexual assault evidentiary exams including patient assessment, risk evaluation, collection and documentation of forensic evidence, discharge planning, and referrals for additional support and care.

Supervises, instructs and assists on-call professional SANE staff in the performance of evidentiary exams, charting, assessment and referral, chain-of-custody, and participation in judicial process including, court testimony.

Ensures dedicated sexual assault forensic exam facility is maintained with adequate supplies and equipment is operational at all times; ensures on-call professional SANE staff have supplies and equipment needed to complete forensic exams at hospital emergency rooms.

Participates in judicial process; provides expert witness testimony and is a subject matter expert on SANE program.

Designs and implements procedures for SANE program; stays current on best practices and revises procedures as needed; conducts regular meetings and trainings with on-call professional SANE staff to ensure their competency.

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Provides training to medical facility and hospital emergency room staff throughout Palm Beach County on sexual assault evidence collection and SANE services; provides presentations and training to SART members and community agencies.

Participates on local and regional multi-disciplinary teams addressing sexual assault; represents PBCVS at conferences.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of medical forensic evaluation of patients who experience sexual assault, including psychological reactions and mental health concerns related to trauma following sexual assault.

Skill in the application of professional nursing and forensic evidence collection and documentation techniques with a broad range of patients, ranging in age from older adolescents to geriatric patients and those from various socio-economic levels and ethnic populations.

Ability to put people at ease, build credibility and rapport, maintain patient-centered focus; able to maintain an empathetic attitude toward and harmonious relationship with survivors of sexual assault, victims may be intoxicated/impaired, developmentally delayed, suffer from mental illness, or be prisoners.

Substantial analytical and critical thinking skills.

Excellent written and oral communication skills.

Management skills including record management, program implementation, and evaluation.

Organization and planning skills including schedule coordination and resource allocation.

Ability to present instructional content effectively; experience conducting staff training, conference presentations, or providing community education.

Ability to work collaboratively with multidisciplinary responders including Victim Advocates, law enforcement personnel, other medical professionals, and the legal system.

Knowledge of Microsoft Office software including Outlook, Word, Excel.

Ability to be a fact and expert witness.

Must be able to take flexible call hours and possess current valid driver's license.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited school of nursing with an Associate's Degree/Diploma Program; two (2) years experience as a Registered Nurse in an acute care setting. Preference: experience in public health, emergency department nursing, obstetrics-gynecology, or psychiatry.

Minimum 40 hours/nursing continuing education contact hours in a course that meets the International Association of Forensic Nurse's Sexual Assault Nurse Examiner Education Guidelines for SANE

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Adult/Adolescent training; speculum competency attestation; and completion of clinical experience preceptorship by a physician, physician assistant, advanced practice nurse, or a forensically experienced registered nurse; or completion of clinical simulation training sponsored by the International Association of Forensic Nurses (IAFN) or Florida Council Against Sexual Violence (FCASV).

NECESSARY SPECIAL REQUIREMENTS

Possess valid State of Florida, Department of Professional Regulation, Registered Nursing (RN) license (active, unrestricted license).

Obtain SANE-A Certification within 24-months of hire.

Maintain SANE-A Certification throughout employment.

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