Educating Sexual Assault Nurse Examiners

SANE

Online Course with Clinical Option

The registered nurse learns to assess, diagnose, and treat the sexual assault patient in this flexible course, which offers a two-day clinical session to apply learned skills.

The course emphasizes the nurse examiner’s role and focuses on evidence collection, documentation, and reporting. It also details biological, psychological, and social dynamics in the care of a sexual assault patient.

The Department of Forensic Sciences sponsors the course in cooperation with the Office of Continuing Medical Education at the OSU Center for Health Sciences. The City of Tulsa SANE program provides the instructor.

Session Choices

Online only without clinical session
The online course is equivalent to 55 content hours of education, with 20 self-paced units, each with its own test. Up to 24 weeks allowed for course completion.

Self-paced course with clinical session
Online portion, described above, may be completed in up to 24 weeks. At least 13 of the 20 online units must be completed prior to the two-day clinical session, to be held from 8 AM to 5 PM on dates specified at the OSU-CHS campus. Enrollment is limited.

Instructor

Kathy Bell, MS, RN
Tulsa Police Department Forensic Nursing Administrator

Course Objectives

- Identify interventions that facilitate emotional stabilization of the victim during the sexual assault examination.
- Provide appropriate care to victims of sexual assault, including attention to physical, psychosocial, and medicolegal needs.
- Identify the role of the rape advocate.
- Identify the role of law enforcement.
- Identify appropriate interview and documentation techniques during the sexual assault examination.
- Define the Rape Trauma Syndrome.
- Describe proper techniques for collection of evidence in sexual assault cases.
- Discuss legal and ethical responsibilities in providing care to sexual assault victims.
- Demonstrate proper use of camera and photography in sexual assault examinations.
- Describe modes of sexual trauma in adolescent and adult victims.
- Describe appropriate trial preparation and guidelines for testimony.
- Identify differences in the child examination.

Other Information

Not included with registration is a DVD, required for class assignments and based on the National Protocol for Sexual Assault Forensic Examinations. Mac users must arrange for viewing of this Windows-only DVD. Cost is $35 for IAFN members ($47 for non-members) plus shipping. See http://www.iafn.org/storeindex.cfm, or call 410-626-7805: Order #19 Sexual Assault--Forensic and Clinical Management DVD only.

Technology: Participants need basic computer skills, a multimedia computer, and high-speed Internet with e-mail. An online tutorial teaches use of the courseware.

Questions: For details about the course or online learning, contact forensic@okstate.edu or 918-561-1108.

Registration: $525 fee covers application processing, course access and support, the two-day clinical session (if reservation is confirmed), and certificate upon completion. DVD not included. See next or reverse page to register.

Continuing Education
Provider approved by the California Board of Registered Nursing, Provider # CEP 15357 for 55 hours.
How to Register and Get into the Online SANE or IPV Class

1st Step: Prepare the Registration, Affiliate Request, and ID information.

- Read the SANE or IPV flyer and complete the Registration form. (For the optional SANE clinical training, choose a session at least 15 weeks away so you can complete units 1-13 beforehand.)
- Locate one of the following:
  - CWID, or campus-wide identification number if, since August 1999, you have attended any Oklahoma A&M institution--OSU, Conners State College, Langston University, Northeastern OK A&M, or Panhandle State University. If in this category but unaware of your CWID, call the Tulsa Helpdesk at 918-594-8200.
  - Social Security Card, enlarged to at least 120% and photocopied clearly. If you lost the Social Security card, see http://www.ssa.gov/ssnumber about replacing it.
- Fill in the Affiliate Request Form (with the Registration), required for the OSU OKEY account.
  - Use current date as “Submit” and “Start” date. End Date is one year later minus 1 day.
  - Enter other information: your name, CWID/SSN, Birth Date, and e-mail address.
  - Make sure all boxes are filled in.

2nd Step: Submit the forms and copy of the Social Security card.

- Fax the Registration, Affiliate Request Form and, photocopied copy of Social Security card to 918-561-5794. If you have the CWID, send only the two forms. Processing can take 7-14 days. In case of problems, contact Cathy Newsome at 918-561-1108.
- Notify cathy.newsome@okstate.edu that you completed the registration, and expect a reply.
- Watch for an e-mail from webteam@okstate.edu with directions for OKEY account set up along with a PIN (personal identification number). Check junk mail, too. If you receive no PIN message within 7 days of registering, e-mail cathy.newsome@okstate.edu or call 918-561-1108.

3rd Step: Use the PIN to set up your OSU OKEY account.

- Click OKEY Activation under the “New Users” top heading.
- Follow the prompts to set up your account.
- If you cannot find your PIN, you may proceed to the second page of New User Activation and click “Need a PIN?” to have a new PIN sent to the e-mail listed on the Affiliate Form.
- Next, click on Personal Profile in the left menu to retrieve your username and CWID.
- If you have problems with the set-up, call 918-594-8200 (the OSU-Tulsa Helpdesk).

4th Step: Send your username to be added to the course.

- Send the username and CWID to cathy.newsome@okstate.edu after finishing the OKEY setup.
- Check for e-mail confirming your being added to the course, usually within 1-2 business days.

5th Step: Log on.

- Use your OKEY username and password to log on at http://oc.okstate.edu.
- Join the class by clicking the course link under Communities. Follow directions on opening page.

Updated 2/22/2016
Registration, paid fee, and Affiliate Request are required for course participation.

Register by phone:  (800) 677-1972, Ext. 11108, (918) 561-1108
Register by fax:  (918) 561-5794
Mail to:  OSU Forensic Sciences CE
          1111 W. 17th St.
          Tulsa, OK  74107-1898

- Online sessions are ongoing with total enrollment limited to 25 participants at any one time.
- Online course is available for 24 weeks from the date of course access. Request extensions from instructor.
- If inactive in the course for 30 days, you will be removed from the course without reimbursement of tuition.
- The course has an introduction, 18 content units, and a final exam. Average unit takes one week (2-4 hours).
- Please schedule the clinical session at least 15 weeks after registration to allow time to complete Units 1-13.

Registration Steps (may take 10-14 days.)
1. Complete and submit this form along with the Affiliate Request. Watch for e-mail confirming and one with PIN.
2. Find PIN in e-mail from webteam@okstate.edu along with directions for OKEY setup at http://okey.okstate.edu.
3. Send PIN from OKEY profile to cathy.newsome@okstate.edu—or notify her if you did not receive PIN.
4. Watch for reply with directions for course access.

Check and fill in options that apply:

☐ I practice in rural OK at ________________ in _________________. Please mail the grant-funded DVD.
☐ Online course without clinical session—ongoing (online course only)
☐ Online course with clinical session: Session limit is 4. Prior completion of Units 1-13 required. Choose session below:
  ☐ Session 52: April 8-9, 2016 (Fr.-Sat.)
  ☐ Session 53: May 20-21, 2016 (Fr.-Sat.)
  ☐ Session 54: July 22-23, 2016 (Fr.-Sat.)
  ☐ Session 55: Sept. 16-17, 2016 (Fr.-Sat.)
  ☐ Session 56: Oct. 21-22, 2016 (Fr.-Sat.)
  ☐ Session 57: Dec. 9-10, 2016 (Fr.-Sat.)

Registration Fee is $525 for any option. Confirmation is required for the clinical session.

Name ___________________________________________  RN License No. ____________________

Address ____________________________________________  City ____________________________
State_____  Zip _________  Phone ___________________  Fax ________________________________

E-mail address_____________________________________________________________________________

PAYMENT METHOD: Credit Card information will be destroyed after payment clears.
☐ Check # _____________ enclosed in the amount of $525.00, made payable to OSU-CHS.
☐ I authorize a $525.00 charge to the following ☐MasterCard  ☐VISA

Account # ______________________________________  Name on card: ____________________________

Billing Zip_________  Exp. Date ______________  3-digit security code _____ →

Signature____________________________________________________________________________________
**Information Technology - Office of Identity Management**  
**OSU Center for Health Sciences, School of Forensic Sciences**

See directions below to fill in Affiliation Information. FAX form to 918-561-5794 along with registration and Social Security card. E-mail will follow with PIN and activation steps.

### Affiliate Information:

<table>
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<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td><strong>Submit Date:</strong></td>
<td>[__]</td>
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<tr>
<td><strong>Affiliate First Name:</strong></td>
<td>[__]</td>
</tr>
<tr>
<td><strong>Affiliate Last Name:</strong></td>
<td>[__]</td>
</tr>
<tr>
<td><strong>CWID/SSN:</strong></td>
<td>[<strong>] [</strong>]</td>
</tr>
<tr>
<td><strong>Birth Date:</strong></td>
<td>[__]</td>
</tr>
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<td><strong>Start Date:</strong></td>
<td>[__]</td>
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<tr>
<td><strong>End Date:</strong></td>
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<tr>
<td><strong>Affiliate's Alternate (Personal) Email Address:</strong></td>
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**Reason for Affiliation:** Affiliate must not be paid by OSU through Human Resources, or have a paid assignment pending.

**Enter Here:** To take an online continuing education (SANE or IPV) course offered through the OSU School of Forensic Sciences in cooperation with the Tulsa Police Department.

### Contact Information:

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<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
<td>Cathy Newsome, Program Coordinator</td>
</tr>
<tr>
<td><strong>Contact Email:</strong></td>
<td><a href="mailto:forensic@okstate.edu">forensic@okstate.edu</a></td>
</tr>
<tr>
<td><strong>Division Code (AA, AB, etc):</strong></td>
<td>AG</td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td>918-561-1108</td>
</tr>
<tr>
<td><strong>2nd Contact:</strong></td>
<td><a href="mailto:tulsa.helpdesk@okstate.edu">tulsa.helpdesk@okstate.edu</a></td>
</tr>
<tr>
<td><strong>Dpt Code (5-char):</strong></td>
<td>C5740</td>
</tr>
<tr>
<td><strong>Department Name:</strong></td>
<td>Forensic Sciences</td>
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The O-Key activation PIN will be emailed to the alternate (personal) email address shown on this form.

When completed, FAX registration, this form, and copy of social security card (unless you have a CWID) to the OSU School of Forensic Sciences at 918-561-5794. If you have any questions about information required on the form, call OSU Forensics staff at 918-561-1108 or send e-mail to forensic@okstate.edu.

If no Campus-Wide ID (CWID) is assigned to this customer, a copy of his or her social security card must accompany this form in order to establish initial IT services. Once a CWID is assigned, the renewal process does not require a copy of the card. Upon receipt, the form and copy of the card are stored in the Document Imaging Solution, encrypted and both HIPAA and FERPA compliant. If sending a social security number and/or copy of a social security card, FAX this form only. Most email is not encrypted at this time. WARNING: Do not email this form to the OSU-Stillwater IT Helpdesk at helpdesk@okstate.edu. Doing so will generate a c.Support Ticket, in which the social security number will be embedded. This is against OSU policy. Please only use the FAX number or email account listed on this form.

When completed, review the security/liability statement below, print and sign. OSU Forensic Sciences will provide Director signature and FAX the approved form to the Identity Management Office.

LIABILITY STATEMENT: As sponsor of this OSU Affiliate, I understand they must abide by all current policies and procedures relating to technology use at OSU. I will ensure they are aware of these policies and procedures. Upon completion of this request, the Affiliate will have the ability to activate an O-Key account, receive Outlook Email and Active Directory file and print services, login to any IT computer lab, and obtain an OSU ID card.

Robert W. Allen, Ph.D.  
Director

Dean/Director/Dept Head (or equivalent) Signature  
Print Name  
Approver Title  

FAX registration, this form, and enlarged SS card to 918-561-5794.