

SAMPLE SANE Orientation Form

Adapted from the University of Colorado Hospital Forensic Program

Feb. 2023

Name: _____

Hire Date: _____

Mentor: _____

Completed: _____

TOPICS Week One	Manager Initials	Date Verified	Age Specific Population	Subject Details
FNE Course Certificate on file			NA	Completion of 40-hour SANE-A: Completion of 43-hour SANE-P: Completion of 64-Hour SANE A-P: Completion of 16-hour mentorship:
Department Orientation			NA	Department policies/procedures/guidelines Tour of department, organization Orientation notebook Scheduling Online TEAM (ZOOM, etc.) meetings Staff Meetings
ED Tour			NA	Location of pyxis, linen, ordering pt food, water/ice machine, PAR, charge desk, officer lounge, Social Workers location, tube station, door codes
FN space tour			NA	FNE supplies, workflow, evidence locker, forensic room(s) review, contacts for lab/pharmacy, medications
Payroll			NA	Review of timecard processes
Courtroom Observation and Training			NA	Minimum 16 hours courtroom observation in SA trial, especially healthcare provider witness, expert witnesses Training with local prosecutor(s):
Speculum proficiency			NA	Signed off by MD/APN:
Mock SA/Pelvic Exam with Manager (week 7)			NA	Done:
POCT Urine Pregnancy Test process			NA	
Phlebotomy			NA	
Anorectal evaluation			NA	External and Internal
Use of TB Dye			NA	

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TOPICS Weeks Two through Seven	Preceptor Initials	Date Verified	Age Specific Population	Subject Details
Emergencies			NA	Emergency numbers and how to call Crash Cart location CODE BLUE
Paperwork			NA	Review each page of record Addendums (strangulation, other) Chart reviews/audits done: Participation in Peer Review: Electronic documentation Charting guidelines Orders Medication guidelines Patient Transfer Is copy of record given to law enforcement – considerations
Inpatient consultation			All	Or other consults Does your team respond to various sites? Each site needs orientation How to order a consult
SANE Cart review			NA	Supplies, extra charts, DFSA supplies, needles Cleaning Restocking Storage and Supply spaces Camera system Evidence lockers
Infectious Disease Prevention			All	PPE, equipment cleaning, PDI wipes, gloves, hand sanitizer
Patient Transport Equipment			All	Wheelchairs, stretchers, slide board
Patient Exam reviewed			All	Head to Toe assessment – see precepted exams, page 7

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Forensic Photography			All	Cortexflo \ Eva \ Canon / Set up, charging, cleaning Colposcope / Etc. Bookend photographs Close up and focus Invert filters Documentation
Alternate Light Source			All	Review policy/guideline Demonstrate use including filters, focus Difference between fluorescence vs. absorption Documentation
Medications			All	STI prophylaxis HIVnPEP Pain Management Emergency Contraception 5 Rights of medication Admin Narcotic wasting Admin routes (PO, SQ, IM, IV) Access to Pyxis (or other med storage)
Intimate Partner Violence			Adult/Adolescent	Danger Assessment documentation Power/Control Wheel Safety Planning resources

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Strangulation			All	Neck measurement CN assessment Imaging guidelines Use of ophthalmoscope/otoscope D/C Instructions
Suspect Evidence Collection			Adult/Adolescent Possible Peds	Review policy Document one precepted suspect exam on exam list
Evidence Collection			All	Clothing – what to collect, documentation, sealing bags, storage, chain of custody Evidence swabs: guided by history swabbing technique prevention of contamination drying packaging and labeling Chain of Custody
Anoscope			Adult/Adolescent	Indications, use Photography
DFSA Kit			All	Indications for collection Time frames for collection Evidence collection before hospital collection Blood and Urine kits Fridge Documentation Patient Education
STI Testing/Prophylaxis			All	Review policy ALWAYS test children!

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Evaluating Capacity and Consent/Assent Process			All	Age of consent Dementia Developmentally delayed Impaired Substance use/abuse Unconscious Review policy/guideline Consent minor vs. adolescent/adult Consent documentation Consent/assent is fluid Other:
Human Trafficking			All	Assessment Resources HT Screening Tool
CPS/APS			All	Mandatory reporting guidelines Contacting CPS/APS Documentation
Determining Serious Bodily Injury (SBI)			All	Review qualifications for SBI Documentation
Discharge after Exam completion			All	Home vs. back to ED Referrals for: Social Work Behavioral Health Public Health Department Private Provider Reviewing discharge paperwork
Patient Comfort/Distraction Techniques			All	Blanket warmer, ice packs, TV, reading materials, breathing techniques, aromatherapy, imagery, cell phone, etc.

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Support Waiting areas			All	location for family/support members
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Weeks Two through Seven				
Law Enforcement Agencies			NA	Determining/contacting appropriate agency Obtaining case number Authorization for PHI, as needed Contacting Dispatch for pick up Chain of Custody and/or Evidence Lockers
Resource List			NA	Review list of resources in SANE binder
Advocates			NA	Call for every patient Community vs. Systems Advocate
Spiritual Support			NA	Contacting spiritual support as needed Review Call List
Interpreter			NA	FRIENDS/FAMILY ARE NOT TO BE USED AS AN INTERPRETER Accessing interpreters
Other:				

