

# AVALON

## JOB DESCRIPTION/POSITION SUMMARY

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**MISSION:** Avalon inspires healing and empowerment for those affected by sexual violence through free and immediate comprehensive services; promotes public awareness; and advances social change.

**JOB TITLE:** **Independent Forensic Nurse Examiner (FNE) Per Diem Position**  
*Pathway Novice to Independent FNE Per Diem Position -OR-  
Pathway Experienced to Independent FNE Per Diem Position*

In accordance with the mission of Avalon Healing Center to provide comprehensive care and support to acute as well as non-acute victims of sexual assault, this position has been developed to maintain a competent, trauma-informed pool of care providers. Qualified applicants should be current nursing providers that have completed the initial sexual assault nurse examiner coursework and are now looking to work with a qualified organization and their experienced examiners to gain needed experience.

Under the guidance of the AVALON Healing Center Executive Director and SAFE Program Co-Directors, and after completion and certification of their SANE-Adolescent/Adult didactic coursework (41-hours), the Novice Per Diem Forensic Nurse Examiner will continue the process of gaining competency with the goal to work independently in the AVALON Healing Center Sexual Assault Forensic Examination program.

The FNE is part of a team that provides comprehensive trauma-informed emergency medical care and evidence collection for individuals who experience sexual violence. Interacting both in-person and via phone with patients requiring medical services, the FNE will ensure that all critical information and communication is provided to the client in an appropriate manner that gives reassurance and clear direction. Acute forensic examinations, preparation of the examination results, and proper reporting is required. FNE will participate in required legal proceedings, including the provision of fact/expert witness testimony. Additional program administration, such as interaction with other AVALON Healing Center programs, contributing improvement recommendations, and building awareness with external partners is required. FNE will ensure understanding of all compliance requirements.

**This position covers clinical training where classification of Novice versus Experienced FNE is dependent upon the applicant's level of experience and includes weekday day and night orientation shifts, eventually progressing to an Independent FNE Per Diem as outlined below.** Commitment to Clinical Training hours and Orientation Shifts is outlined below. Upon satisfactory completion, FNE will practice independently in the role. Ultimately, it is an as needed per diem, independent contractor, position.

Once practicing independently, the position requires a commitment of at least 48-hours of on-call to accommodate program needs during each calendar month. Travel between clinic and hospital sites is required.

NOTE: Novice to Independent FNE Per Diems are immediately transferrable to Experienced FNE Per Diem Position upon IAFN Board Certification (SANE-A).

# AVALON

## APPLICANT REQUIREMENTS

- Current, active, unencumbered RN (or Physician Assistant) licensure in the State of Michigan.
- Bachelor of Science in Nursing (BSN) degree or equivalent.
- Actively practicing with a minimum of two years prior significant nursing experience (preferably in emergency department, labor and delivery/women's health).
- Completion of Adult/Adolescent SANE basic training in accordance with IAFN Guidelines required.
- Position requires a commitment to Clinical Training and Orientation Shift coverage.
- Position requires commitment to evening and weekend shifts.
- Current Basic Life Support (BLS) certification.
- Professional organizational membership (AFN, IAFN, MGLFE etc.) required.
- Applicants should be goal driven toward professional certification.
- Agreement to complete Pediatric SANE basic training in accordance with prior IAFN Guidelines within 16-months for Novice Examiners or within 6-months for Experienced Examiners of contractual start.
- Excellent written, interpersonal, and oral communications skills.
- Computer skills to perform day-to-day tasks (Microsoft Office 365/Google) and ability to operate necessary office equipment.

## PATHWAY: NOVICE TO INDEPENDENT FNE PER DIEM POSITION

**CLINICAL TRAINING ==> ORIENTATION I ==> ORIENTATION II & III ==> INDEPENDENT PRACTICE**

## CLINICAL TRAINING & ORIENTATION SHIFT COVERAGE/REQUIREMENTS

During the Clinical Training and Orientation Phase, clinical training hours and shift coverage responsibilities include, but are not limited to the following:

- **Clinical Training (Novice/Experienced FNE):**
  - Three six-hour (6) Clinical Training sessions.
  - One six-hour (6) FeMR (Electronic Medical Record System) Training session.
  - One six-hour (6) Site Orientation session.
  - Completion of Female/Male Anogenital Physical Assessments (8), dependent on prior Clinical Experience/Training (Novice FNE Only).
- **Orientation Phase (Novice FNE Only):**
  - **Phase I:** Committed to a minimum of **two (2) 12-hours of on-call "orientation" shift coverage per calendar week for one calendar month (8 Shifts)** to perform acute medical forensic examinations with experienced FNE Admin/Staff.
    - *NOTE: Initial shifts will be during the day with Admin Staff. Later shifts will incorporate working with both Admin Staff and FNE Staff during the overnight shifts.*
  - **Phase II:** Committed to a minimum of **four to six DAY (4-6) 12-hours on on-call "orientation" shift coverage for one calendar month** to perform acute medical forensic examinations with experienced FNE Admin.
  - **Phase III:** Committed to a minimum of **four to six (4-6) DAY or NIGHT 12-hours on-call "independently working" shift coverage for one calendar month** to perform acute medical forensic examinations under the observation/guidance of experienced FNE Admin/Staff.
    - **Evaluation & Completion of Adolescent/Adult FNE Competency Assessment.**

# AVALON

## **PATHWAY: EXPERIENCED TO INDEPENDENT FNE PER DIEM POSITION** **CLINICAL TRAINING ==> ORIENTATION PHASE ==> INDEPENDENT PRACTICE**

### **CLINICAL TRAINING & ORIENTATION SHIFT COVERAGE/REQUIREMENTS**

During the Clinical Training and Orientation Phase, clinical training hours and shift coverage responsibilities include, but are not limited to the following:

- **Clinical Training (Novice/Experienced FNE):**
  - Three six-hour (6) Clinical Training sessions.
  - One six-hour (6) FeMR (Electronic Medical Record System) Training session.
  - One six-hour (6) Site Orientation session.
- **Orientation Phase (Experienced FNE Only):**
  - Committed to a minimum of **one (1) 12-hours of on-call "orientation" shift coverage per calendar week for one to two calendar month(s) (4-8 Shifts)** to perform acute medical forensic examinations with experienced FNE Admin/Staff.
  - Determination of the number of orientation shifts will be determined by FNE's level of prior experience at the conclusion of the FNE's Clinical Training in collaboration with FE Program Directors.
    - **Evaluation & Completion of Adolescent/Adult FNE Competency Assessment.**
  - Determination of ability to complete Pediatric evaluations to be determined at the conclusion of the FNE's Clinical Training in collaboration with FE Program Directors, but requires:
    - Prior SANE-P Certification and/or completion of Pediatric SANE basic didactic training in accordance with IAFN Guidelines and AHC FE Program approval.
    - In the absence of prior SANE-P Certification and/or completion of Pediatric SANE basic didactic training, FNE agrees to begin required training within

### **NOVICE & EXPERIENCED INDEPENDENT SHIFT COVERAGE POST CLINICAL TRAINING & ORIENTATION**

Shift coverage responsibilities include, but are not limited to the following:

- Committed to a minimum of **48-hours of on-call shift coverage per calendar month** to perform acute medical forensic examinations.
- **Note, there is always a substantial need for coverage of evening shifts.**
- Additional shifts offered and scheduled in advance to assist in covering the FE Program's needs, including staff vacations and time-off needs (medical leave, maternity leave, etc.).
- Examiner may elect to pick-up/cover "Bonus" shifts that are offered to assist in emergency coverage when offered, however, "Bonus" shifts are only available if minimum hours requirement is satisfied.

### **REQUIRED HOLIDAY/MISCELLANEOUS SHIFTS**

- Required to provide shift coverage (for example, 18:00-06:00 OR 06:00-18:00) for ONE Holiday per calendar year (January to December). Holiday schedule is rotation based.
  - *Holidays are defined as: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day.*
- Required to provide shift coverage (for example, 18:00-06:00 OR 06:00-18:00) for ONE "Hard to Fill Shifts" per calendar year.
  - *Defined as: Easter, Mother's Day, Father's Day, Halloween, "Thanksgiving Eve", Black Friday (day after Thanksgiving), December 23<sup>rd</sup> and December 26<sup>th</sup>.*

# AVALON

## OFFICE HOURS

- Position may require minimal compensated office hours that are required and are determined by program needs/on-call shift coverage.
- Examiner to attend prescheduled/advanced notice mandatory trainings or meetings.

## RESPONSIBILITIES

- Successful completion of Clinical Training and Orientation Phase, allowing examiner to continue to grow the required skills needed to independently perform acute medical forensic examinations.
- Upon successful completion of Clinical Training and Orientation Phase, works independently to perform acute medical forensic examinations.
- Provides on-call availability as outlined above.
- In general, on-call shift schedule is provided 8-weeks in advance to ensure Examiner's scheduled days are able to be covered, therefore the expectation is that any other employment does not interfere with scheduled shifts.
- Responds to any and all subpoenas on cases examined and provides testimony.
- Promotes community awareness and stakeholder education of both the Avalon Healing Center and FE Program Services.
- Advocates on behalf of those affected by sexual violence/gender-based violence.
- Attends prescheduled/advanced notice mandatory trainings.
- Completes quarterly check-in with FE Program Directors as directed.
- Engages in FE Program's Peer Review/Chart Reviews Process.
- Maintains professional competency and is updated on latest research, data and best practices.
- Ensures timely remittance of Call Log and Case Log.
- Ensures compliance with Avalon Healing Center/FE Program policies, procedures, contracts, and practice guidelines.
- Maintains contact with FE Program Director (Keeper of the Medical Records) after termination of this agreement/contract.

## COMPENSATION

- Competitive compensation.
- Compensation is paid monthly, by the 15<sup>th</sup> day of the following month of services provided.

## PROFESSIONALISM

- Ability to work with people of various socio-economic, multi-cultural, multi-racial backgrounds and sexual orientations.
- Attends staff meetings, committee meetings, and other meetings to enhance their engagement with the AVALON Healing Center programs when available.
- Comes prepared to quarterly scheduled supervision meetings with SAFE Program Director.
- Cooperate and collaborate with all Avalon Healing Center programs to achieve organizational goals.
- Deals with work related stress in a professional manner.
- Has knowledge of organizational goals, services, and agency history.
- Keeps supervisor informed of any deviations to their work schedule/changes.
- Maintains availability and a schedule that reflects client, staff and agency needs.

# AVALON

## **PROFESSIONALISM, *CONTINUED***

- Models a positive attitude to change/or “difficult” situations.
- Participates in agency events that further agency goals of education and outreach when available.
- Seeks opportunities to contribute to the systems change plan and appropriately documents events on agency system change forms.
- Updates FE Program Director and/or Executive on program activities/trends or community concerns.
- Uses effective time management skills.

## **CONTACT INFORMATION**

For additional questions about this position or to apply for this position, please forward resume and cover letter to Jessica Boylan, SAFE Program Co-Director at [jojala@avalonhealing.org](mailto:jojala@avalonhealing.org).