

AVALON

JOB DESCRIPTION/POSITION SUMMARY

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: Forensic Nurse Examiner
Novice to Independent FNE Per Diem Position [CONTRACTOR 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, weekday day and night orientation shifts, eventually progressing to 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 24-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 preferred.
- 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 (IAFN, AFN, etc.) required.
- 📋 Applicant should be goal driven to be working toward IAFN Board Certification (SANE-A). 📋 Agreement to complete Pediatric SANE basic training in accordance with IAFN Guidelines within 15-months 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.
- 📋 Verification of a completed TB Skin Test required.

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:
 - o Three six-hour (6) Clinical Training sessions.
 - o One six-hour (6) FeMR Training session.
 - o One six-hour (6) Site Orientation session.
 - o Completion of Female/Male Anogenital Physical Assessments (8), dependent on prior Clinical Experience/Training.
- 📋 Orientation Phase:
 - o Phase I: Committed to a minimum of two (2) 12-hours of on-call "orientation" shift coverage per calendar week for one calendar month (8-10) 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.
 - o Phase II: Committed to a minimum of six DAY (6) 12-hours on on-call "orientation" shift coverage for one calendar month to perform acute medical forensic examinations with experienced FNE Admin.
 - o Phase III: Committed to a minimum of six (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.

Page 2 of 5
Updated 02/2023

AVALON

INDEPENDENT SHIFT COVERAGE

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 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.
 - o Holidays are defined as: Memorial Day, July 4th, 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.
 - o Defined as: Easter, Mother's Day, Father's Day, Halloween, “Thanksgiving Eve”, Black Friday (day after Thanksgiving), December 23rd and December 26th.

OFFICE HOURS

- This position does not require administrative/office hours; however, this position would require 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 SAFE 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 SAFE Program Director as directed.
- Engages in SAFE Program's Peer Review Process/Chart Reviews.
- Maintains professional competency and is updated on latest research, data and best practices. ■ Ensures timely remittance of Call Log and Case Log.

Page 3 of 5
Updated 02/2023

AVALON

- Ensures compliance with Avalon Healing Center/SAFE Program policies, procedures, contracts, and practice guidelines.
- Maintains contact with SAFE Program Director (Keeper of the Medical Records) after termination of this agreement/contract.

COMPENSATION

- As outlined on Compensation Grids below.
- Compensation is paid monthly, by the 15th 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. ■ 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 SAFE Program Director and/or Executive on program activities/trends or community concerns.
- Uses effective time management skills.

I have read the following Position Description/Summary as outlined above and agree to all terms as outlined:

_____ Date: _____

Contractor Signature