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

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

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 more about the course or online learning, e-mail forensic@okstate.edu or call 918-561-1145.

Registration: $525 nonrefundable 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:**
  - o **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.
  - o **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.
  - o Use current date as "Submit" and "Start" date. End Date is one year later minus 1 day.
  - o Enter other information: your name, CWID/SSN, Birth Date, and e-mail address.
  - o 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 the secure fax at 918-561-5794. If you have the CWID, send only the two forms. Processing can take 10-14 days. In case of problems, contact the coordinator at forensic@okstate.edu.
- ❑ **Notify** forensic@okstate.edu when you completed the registration.
- ❑ **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 do not receive a PIN message within 14 days of registering, e-mail forensic@okstate.edu.

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

- ❑ **Log on to OKEY** at http://okey.okstate.edu. Have your PIN handy.
- ❑ **Click OKEY Activation** under the "New Users" top heading.
- ❑ **If you got no PIN message,** proceed with the activation until asked for a PIN (3rd screen). Click the "Need a PIN?" link to have a PIN e-mailed to the address shown on your Affiliate Request.
- ❑ **Follow the prompts**, using the PIN to set up your account.
- ❑ **Next, click on Personal Profile** in the left menu in OK 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 your username and CWID** to forensic@okstate.edu after finishing OKEY setup.
- ❑ **Check for e-mail confirming you were added to the course,** usually within 3-5 business days.

5th Step: Log on.

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

SANE REGISTRATION: Course with Clinical Options
Updated 6-2-2017

Registration, paid fee, and Affiliate Request are required for course participation.

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 takes about 10-14 days after you fax this form, the Affiliate Request, and (if needed) Social Security card.
Be sure to save and follow the directions on "How to Register and Get into the Online SANE or IPV Class."

Check and fill in options that apply:

☐   **I practice in rural OK at** _____ **in** _____.
☐   **Online course <u>without</u> 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 63: Nov. 17-18, 2017 (Fri.-Sat.)
  ☐   Session 64: Dec. 1-2, 2017 (Fr.-Sat.)
  ☐   Session 65: Jan. 5-6, 2018 (Fr.-Sat.)
  ☐   Session 66: March 16-17, 2018 (Fr.-Sat.)
  ☐   Session 67: May 18-19, 2018 (Fr.-Sat.)
  ☐   Session 68: July 6-7, 2018 (Fr.-Sat.)
  ☐   Session 69: Sept. 14-15, 2018 (Fr.-Sat.)

Nonrefundable 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:

☐ **Check #** _____ **enclosed in the amount of $525.00, made payable to OSU-CHS.**
☐ **I authorize a $525.00 charge to** ☐   **MasterCard**   ☐**VISA** *Credit Card information deleted after payment clears.*
- -

Account # _____ **Name on card:** _____

Billing Zip_____ **Exp. Date** _____ **3-digit security code** _____ →

Signature_____

Information Technology - Office of Identity Management
Affiliate Request Form
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:

NOTE: All fields are required. Use current date for Submit and Start Date. End Date is one year later minus one day. Remember affiliation lasts **up to 1 year** and must then be renewed, if needed. Unless you already have a CWID, **submit with this form a photocopy of the Social Security card** (best enlarged to 120%). The School of Forensic Sciences will sign and send the Affiliate Request to OSU ID Management. Processing may take 7-14 days before PIN is sent.

Submit Date:

Affiliate First Name:

Affiliate Last Name:

CWID/SSN:

Birth Date:

Start Date:

End Date:

Affiliate's Alternate (Personal) Email Address:

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.

Sponsoring Department Information: The contact person(s) will be notified when processing has been completed. All fields required.

Contact Name: Samantha Rankin, Administrative Assistant

Phone Number: 918-561-1145

Contact Email: forensic@okstate.edu

2nd Contact: tulsa.helpdesk@okstate.edu

Org Code: 17

Dpt Code: 0118

Department Name: Forensic Sciences

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.