



SANE Recertification Instructions & Requirements

The Oregon Sexual Assault Nurse Examiner (SANE) Certification Commission has established recertification requirements to ensure Oregon Certified SANEs stay current in their practice and connected in their field. Recertification requires an eligible SANE to complete three sexual assault exams and 15 speculum exams and 25 contact hours of relevant clinical or non-clinical Continuing Education (CE) or activities within 3 years of original certification and every three years thereafter. CE hours must be related to SANE practice.

Eligibility Requirements

- Currently Certified as an Oregon Sexual Assault Nurse Examiner
- Current unrestricted license as a Registered Nurse or Nurse Practitioner in Oregon
- Completed three sexual assault exams and 15 speculum exams during the three years of current certification
- Completed 25 hours of related Continuing Education or activities during the three years of current certification
- Must maintain an average of 20 hours per week of relevant active nursing practice including the direct assessment and care of patients.

For questions about this process contact:

Elaine Walters
SANE Program Coordinator
Attorney General's Sexual Assault Task Force
93 Van Buren Street
Eugene, Oregon 97402
541-284-8275

Application Procedure

To become recertified as an Oregon SANE, the following needs to be submitted 3-6 months prior to current Oregon SANE certification expiration date:

- SANE Recertification Application with the appropriate fee
- CE/Practice Verification Log

Completed materials should be sent to:

The Oregon SANE Certification Commission
c/o The Attorney General's Sexual Assault Task Force
93 Van Buren Street
Eugene, Oregon 97402

General Guidelines

- CE should have a clear and direct application to SANE practice.
- A minimum of 25 CE hours must be completed and accounted for.
- For continuing education hours to be applicable for recertification, it must have occurred during the three-year period of certification. For example, if SANE Certification expires March 31, 2007, the three-year period of certification is from April 1, 2004 until March 31, 2007.
- It is recommended that CE/Practice Verification Log and the Recertification application be sent to the SANE Certification Commission office at least three months and no more than six months prior to certification expiration. Recertification applications received earlier will not be processed until the 3-month period before expiration.
- Recertification applications that are submitted to the SCC beyond the certification expiration date will not be accepted. A SANE whose certification lapses will need to reapply for certification.
- Applications with incomplete information or insufficient fees will receive a notification letter. Recertification applications are processed based according to when they are received by the SCC and the certification expiration date.
- Candidates who successfully meet all program requirements will have their Oregon SANE Certification renewed for three years. Candidates who do not meet the Recertification requirements before the deadline for recertification will have until that date to complete the process. After that date the candidate must reapply for SANE Certification.
- It is the responsibility of the candidate to identify hours of CE activities using the following Recertification guidelines. SCC will make the final determination as to category and acceptability of submissions.
- Required documentation includes the SANE Recertification Application and the CE/Practice Verification Log.
- Certified SANEs should keep documentation related to CEs and their clinical practice in their personal files. The SCC reserves the right to request copies of any necessary documentation in the event of an audit or for the purposes of clarification.
- All SCC fees are nonrefundable.

Practice Requirements

This category includes actual clinical practice. In order to stay certified, SANEs must maintain an average of 20 hours per week of relevant active nursing practice including the assessment and care of injured patients. The SCC acknowledges the best way to stay in practice as a SANE is by conducting sexual assault exams and therefore requires a minimum of 3 exams during every three years of certification. Additionally, competency and skill at inserting a speculum is necessary for conducting sexual assault exams therefore a minimum of 15 are required during every three years of certification. Other relevant clinical practice will be considered towards the requirements under the CE category. A precepted mock exam may be used for one of the required sexual assault exams.

Continuing Education Requirements and Allowances

Continuing Education requirements are intended to promote ongoing learning and interest in SANE specialization but may not be substituted for the practice requirements. This category includes any educational offering related to the professional practice of forensic nursing in general and SANE practice specifically, as well as participation in SANE related activities. In order to ensure a balance of relevant activities and experience, the SCC has set allowances for the combination of CEs applicable to the 25 CE requirement for recertification.

Allowable Variation of Continuing Education* Hours

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|--|---------------|
| Relevant Conferences or Courses | 10 CE maximum |
| Teaching or Publication related to SANE Practice | 10 CE maximum |
| Active Participation on SART/MDT/SATF | 10 CE maximum |
| Trial Testimony or Case Review | 10 CE maximum |
| Professional Memberships | 5 CE maximum |

* actual documented hours or CEs given

Although a CE provider or approver may categorize the CE courses, it is the SANE's responsibility to ensure the appropriate categorization of CE on the CE/Practice Verification Log.

Measurement of Continuing Education Hours

Terminology varies across disciplines for continuing education credit. SCC uses the measurement of contact hours in which **one contact hour equals a minimum of 50 minutes**. Following are some guidelines to assist in determining contact hours:

- 1 contact hour equals 1 CE
- 1 academic semester credit equals 15 contact hours
- 1 academic quarter credit equals 10 contact hours
- 1 academic trimester credit equals 12 contact hours

Non-Acceptable Sources of Continuing Education

- Academic course work not clinically or professionally related (e.g. English literature)
- In-service trainings less than 50 minutes in length
- Orientation Sessions

Acceptable Sources of Continuing Education

Conferences, Courses, and Independent Studies

- It is recommended, but not required, that CEs be obtained through conferences, courses and independent studies approved by an official accreditation body. Examples of accrediting bodies and organizations include the Emergency Nurses Association (ENA), American Nurses Credentialing Center (ANCC), California State Board of Nursing, Oregon Nurses Association and the National Association of Social Work. Documentation provided by these bodies tend to give essential information.
- Approvers are those groups that approve continuing education whereas providers are those responsible for development and delivery of the program. For example, a hospital may have a course and be the provider of the course. However, on the certificate, a statement would identify who approved their continuing education offering. Sometimes the approver and provider are the same.
- Continuing education that has not been approved by an accredited nursing organization is acceptable if the content is beneficial to SANE practice and is a minimum of 50 minutes.
- Continuing Medical Education (CME) programs are specific to physicians, but because the educational content of a program approved for CMEs has a benefit to SANEs, CMEs will be recognized for recertification.

Accrediting Bodies

Please note that the SCC is not an accrediting body. If you have questions related to the number of contact hours approved for a particular educational course or seminar or to have a course approved, contact the related accrediting organization.

College Courses

- A grade of "C" or better must be obtained for recertification usage.
- The courses must be applicable to SANE practice.

Teaching or Publication Related to SANE Practice – 10 CE maximum

Delivering Presentations or Teaching a Course

- Each presentation or course may be used only once for recertification
- Each presentation or course must be a minimum of 50 minutes in length

Publications

- The written piece must be of educational value and have references.
- Publications written by more than one author will have the allowable credit evenly distributed among all authors.
- Contact hours will be awarded in the following amounts:
 - Chapter of a book - 10 contact hours
 - Authoring a journal article - 5 contact hours
 - Item writing for newsletter or internal publication - 1 contact hour

Professional Activities and Memberships

(Active Participation on SART/MDT/SATF, trial testimony or case review, and other relevant professional memberships)

SANEs are integral to a coordinated community response to sexual assault. As such, the SCC recognizes the importance of consistent involvement of SANEs in local communities and acknowledges the educational value of such involvement through CE credits.

- Contact hours will be awarded in the following amounts:
 - Participation on SART/MDT/SATF – actual contact hours, 10 hour maximum
 - Trial testimony or case review – actual contact hours, 10 hour maximum
 - Professional membership – 1 contact hour per membership, 5 hour maximum

Recertification CE/Practice Audit

Each quarter, a number of Recertification CE/Practice Verification Logs may be randomly chosen for a verification audit. These candidates will be asked to submit documents from CE and Practice activities. Documentation for CE should include certificates from an accredited provider. For non-accredited activities, written documentation of attendance by the chair, instructor or supervisor is acceptable.

CE documentation should include:

- Name of participant
- Dates of the course
- Length of activity (in hours)
- Title of the course or conference
- A grade report if using academic credits
- If author of a book, a copy of the title page, number of pages, and table of contents.
- If authoring a chapter, a copy of the title page and table of contents with chapter name and author
- If published in a journal, a table of contents with title and author
- If an item writer, documentation from the editor or organization with the number of items in total
- If involved in a related professional activity documentation of membership or involvement is sufficient.

Other supportive material may include syllabi, course outlines, handouts or other course materials.

Practice documentation should include:

- Dates of exams
- Age of patients
- Attending physician (if applicable)
- Estimated number of speculum exams conducted within the 3 year period prior to certification expiration
- Supervisor/contact name(s) for validation of completed speculum exams

It is the responsibility of every SANE to maintain complete records of their practice and continuing education hours and to submit them to the SANE Certification Commission in a timely manner upon request.