



ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

OAG SEXUAL ASSAULT NURSE EXAMINER (SANE) CERTIFICATION APPLICATION GUIDE

TABLE OF CONTENTS

OAG SANE CERTIFICATION APPLICATION	3
WHO SHOULD APPLY	3
OAG SANE CERTIFICATION APPLICATION PROCESS	5
STEP ONE – NURSING LICENSURE	5
STEP TWO – NURSING EXPERIENCE	5
STEP THREE – OAG APPROVED SANE TRAINING COURSE	6
APPROVED TRAINING COURSES	6
OAG TRAINING COURSE	6
DOCUMENTING THE TRAINING COURSE	6
TIMEFRAME FOR TRAINING COURSE	7
PRIOR TRAINING	7
STEP FOUR – CLINICAL REQUIREMENTS	7
CONDUCTING THE EXAMINATION	8
PRECEPTING THE EXAMINATION	9
DOCUMENTING THE EXAMINATION	11
TIMEFRAME FOR CLINICAL REQUIREMENTS	11
PRIOR CLINICAL EXPERIENCE	12
STEP FIVE – COURTROOM OBSERVATION	12

DOCUMENTING COURTROOM OBSERVATION	12
TIMEFRAME FOR COURTROOM OBSERVATION	13
PRIOR COURTROOM EXPERIENCE	13
STEP SIX – COMPLETE APPLICATION PACKET	13
CERTIFICATION APPLICATION	13
SUPPORTING DOCUMENTATION	14
INCOMPLETE APPLICATION PACKETS.....	14
SUBMITTING A COMPLETE APPLICATION PACKET.....	14
APPLICATION REVIEW PROCESS.....	15
ONCE CERTIFIED	15
RENEWING CERTIFICATION.....	16
SUSPENSION, PROBATION, OR DECERTIFICATION	16
APPEALS PROCESS.....	16
CONTACT INFORMATION	17
APPENDIX 1 – TERMS.....	18
APPENDIX 2 – COMPLETE APPLICATION PACKET CHECKLIST	23

OAG SANE CERTIFICATION APPLICATION

The Office of the Attorney General (OAG), through the Sexual Assault Prevention and Crisis Services (SAPCS) program, administers the Sexual Assault Nurse Examiner (SANE) Certification Program. (See Texas Government Code §420.011).

The OAG offers the following SANE certifications: Certified Adult/Adolescent SANE (CA-SANE) and Certified Pediatric SANE (CP-SANE). For CA-SANE Certification an applicant must demonstrate currency of practice in the care and treatment of adult and adolescent patients who present with a complaint of sexual assault or abuse. For CP-SANE Certification an applicant must demonstrate currency of practice in the care and treatment of pediatric patients who present with a complaint of sexual assault or abuse.

Individuals may apply for one or both of the Certifications. The OAG has published rules regarding the SANE Certification Program including minimum standards for Certification. (See Texas Administrative Code, Title 1, Part 3, Chapter 62, Subchapter A). This guide outlines the minimum standards and application requirements for OAG SANE Certification.

This guide is designed for individuals who are **not currently certified** – including those who have never been certified by the OAG, who have expired certifications from the OAG, or who are seeking reciprocity. Individuals who have expired certifications from the OAG or who are seeking reciprocity should contact the OAG SANE Administrator regarding the Certification process. Individuals who are **currently certified** should refer to the **OAG SANE Certification Renewal Application Guide** for information on renewing Certification.

WHO SHOULD APPLY

Individuals interested in becoming an OAG SANE must meet the minimum nursing qualifications – hold the appropriate nursing license and have nursing experience – and complete three core components – an OAG approved SANE Training Course, clinical requirements, and courtroom observation – prior to submitting an application for Certification.

OAG SANE Certification is based on the currency of practice of the applicant seeking Certification. Currency of practice includes nursing experience, education and clinical skills training. The OAG approved SANE Training Course is the cornerstone of Certification and begins the nurse's SANE education. During the Training Course participants learn about the role of the SANE in the collaborative approach to responding to patients who present with a complaint of sexual assault or abuse. The course focuses on the nursing care and treatment of the patient utilizing the

principles of trauma informed care and the steps required for conducting sexual assault medical forensic examinations.

After completing the Training Course, nurses begin basic clinical requirements – developing practical skills as they complete pelvic and well-child examinations. Following basic clinical, nurses move to advanced clinical, and conduct sexual assault medical forensic examinations. In addition, nurses will also participate in courtroom observations as an introduction to the role of a SANE in court proceedings.

OAG SANE Certification does not ensure employability. Individuals may contact local SANE programs and medical facilities regarding employment and clinical requirement opportunities. The OAG does not provide assistance in obtaining employment or completing Certification requirements.

This guide provides detailed information regarding the requirements for Certification and the general application process for each Certification type.

OAG SANE CERTIFICATION APPLICATION PROCESS

OAG SANE Certification is available for eligible individuals who meet the minimum nursing qualifications (nursing licensure and experience), and complete the three core components (OAG approved SANE Training Course, clinical requirements, and courtroom observation) within the designated timeframe. **Individuals must meet all the requirements and submit a complete application packet within one year of starting the Training Course.** ([See Appendix 1 Terms – One year](#)).

Individuals seeking Certification are responsible for ensuring that all requirements for Certification are completed prior to submitting an application. Details regarding each of these requirements are found in this guide.

RNs currently holding a SANE or similar certification from another state or national entity may be eligible for Certification reciprocity. Contact the OAG SANE Program Administrator for more information on this process. ([See Contact Information](#)).

STEP ONE – NURSING LICENSURE

To be eligible for Certification, an individual must be an RN with a current and unencumbered license with the Texas Board of Nursing (BON). Applicants must provide a nursing license number in the **SANE Certification Application**, which will be verified by the OAG. ([See Step Six – Complete Application Packet](#)). The OAG SANE Administrator may contact the applicant or the BON to resolve any questions regarding licensure status.

Individuals with licensure encumbrances that impede their ability to perform as a SANE –to provide nursing care and treatment for a patient who presents with a complaint of sexual assault –may be denied Certification. Contact the OAG SANE Administrator for more information.

STEP TWO – NURSING EXPERIENCE

To be eligible for Certification, an individual must have a minimum of two years direct contact with patients (active practice) as an RN within the last five years at the time the application for Certification is submitted.

Applicants must sign the **SANE Verification Form** as documentation of nursing experience. ([See Step Six – Complete Application Packet](#)).

STEP THREE – OAG APPROVED SANE TRAINING COURSE

To be eligible for Certification, an individual must complete an OAG approved SANE Training Course (Training Course). The Training Course must be a minimum of 80 hours and contain an adult/adolescent and a pediatric class. The content for the classes must meet the specifications described in the **OAG SANE Curriculum Requirements**. (See the **OAG SANE Curriculum Requirements**). This Training Course is the introduction to the role of a SANE. **Individuals must take the adult/adolescent class before taking the pediatric class.** Individuals are responsible for registering and completing an 80 hour Training Course prior to submitting the application for Certification.

APPROVED TRAINING COURSES

Individuals may select Training Courses offered by the provider of their choice. However, to be eligible for Certification, an individual must take a Training Course that is OAG approved. Contact the OAG SANE Administrator to determine if the selected Training Course has been approved by the OAG and for additional information regarding the approval process for other courses not offered by the OAG.

OAG TRAINING COURSE

The OAG provides an 80 hour SANE Training Course. Information about scheduled OAG SANE Training Courses is found on the Crime Victim Assistance Training website under the SANE Training Calendar heading at https://www.oag.state.tx.us/victims/victim_train.shtml.

Online registration is available for OAG courses. Individuals may register for the adult/adolescent and the pediatric classes of the Training Course separately. Courses fill up quickly, and the OAG cannot guarantee availability in future classes. Signing up for both classes simultaneously reserves a training slot – allowing the individual to timely complete the training requirements.

DOCUMENTING THE TRAINING COURSE

Applicants must document completion of the Training Course by providing a copy of the course certificate. Individuals who complete the Training Course provided by the OAG receive a **Certificate of Training Completion**. Applicants taking a course offered by another provider must provide sufficient documentation to show that the class was completed. The OAG SANE Administrator may verify attendance at other Training Courses by contacting the individual or the training provider or requesting additional information.

TIMEFRAME FOR TRAINING COURSE

All training requirements must be completed within one year of starting the adult/adolescent portion of the Training Course. Individuals who have concerns about completing all of the requirements within this timeframe should contact the OAG SANE Administrator prior to the one year deadline.

Individuals **must complete the appropriate training class** (either adult/adolescent or pediatric) **before beginning their clinical requirements** for that patient population. For example, individuals must not begin the clinical requirements for the CA-SANE until completing the adult/adolescent class.

PRIOR TRAINING

Individuals who have completed prior training equivalent to the training requirements may request a waiver. Applicants must provide documentation of the prior training to be considered for the waiver. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

STEP FOUR – CLINICAL REQUIREMENTS

To be eligible for Certification, an individual must complete the clinical requirements for the requested Certification type. Clinical requirements are the examinations that are conducted to establish currency of practice. This includes basic requirements (pelvic and well-child examinations) and advanced requirements (sexual assault medical forensic examinations).

Individuals **must complete the appropriate training class** (either adult/adolescent or pediatric) **before beginning their clinical requirements** for that patient population.

Clinical requirements must be completed as specified by the OAG to be accepted for the Certification – this includes the order of completion and the activities required. (See Tables One and Two). **Individuals cannot begin advanced clinical until the basic clinical requirements have been completed.**

Table One: Basic Clinical Requirements	
CA-SANE	CP-SANE
1. 15 Pelvic Examinations*	1. 15 Pelvic Examinations* 2. 20 Well-Child Examinations

***NOTE: Applicants seeking CA-SANE and CP-SANE are only required to complete 15 total pelvic examinations.**

Table Two: Advanced Clinical Requirements	
CA-SANE	CP-SANE
8 CA-SANE Sexual Assault Medical Forensic Examinations 1. Two may be non-acute examinations without the use of an evidence kit 2. One examination may be completed as an adult medical forensic examination simulation	10 CP-SANE Sexual Assault Medical Forensic Examinations 1. Six examinations must be of the prepubescent patient 2. Four examinations must be of the adolescent patient

CONDUCTING THE EXAMINATION

Individuals must complete the basic clinical requirements (pelvic and well-child examinations) before beginning the advanced clinical requirements (sexual assault medical forensic examinations). **All examinations must be supervised by a preceptor.** Individuals seeking Certification are responsible for scheduling each examination, obtaining the appropriate preceptor supervision, following the Texas Evidence Collection Protocol and utilizing fundamentals taught during the Training Course for sexual assault medical forensic examinations.

The OAG will count one observation examination for each category of the basic and advanced examinations. The remaining examinations must be completed with active participation from the applicant. Individuals must work with the preceptor to determine the level of complexity for each examination. Information regarding the examinations is found below.

Pelvic Examination
<ul style="list-style-type: none"> • Visual inspection and palpation of the external (vulva) and internal structures of the adult/adolescent female genitalia with the use of a vaginal speculum to assess for normalcy, disease processes and/or trauma. • A vaginal speculum inserted into the vagina allows for visual assessment of the internal genital structures: vaginal vault and the cervix. • Inspections must be performed on a patient who is not presenting with an acute complaint of sexual assault or abuse. • Medical models may be used for any or all of the required adult pelvic examinations.

Well-Child Examination

- Examination of a pediatric patient focusing on growth and development according to the age of the patient.
 - Cognitive
 - Linguistic
 - Neurological
 - Psychological
 - Appearance
 - Genitalia physiology according to maturity
- Examinations should be conducted on a variety of age groups to learn more about the different stages of growth and development. (Ages are approximate as growth and development varies with each individual child.)
 - Infant (birth – 1 year of age)
 - Toddler (1 – 3 years of age)
 - Pre-school child (3 – 6 years of age)
 - School-aged child (6 – 12 years of age)
 - Preadolescent child (12 – 13 years of age)
 - Adolescent child (13 – 17 years of age)

Sexual Assault Medical Forensic Examination

- A specialized examination provided pursuant to Texas Government Code, Chapter 420, that uses an OAG-approved evidence collection kit and protocol.
- This examination encompasses the care and treatment of a patient who presents with a complaint of sexual assault – including a medical history for the purpose of diagnosis and treatment, head-to-toe examination to assess for trauma, detailed anogenital examination to assess for trauma, and collection of forensic evidence as indicated by history and findings.
- **If an individual is applying for CA-SANE, one examination may include an adult medical forensic examination simulation.**

Adult Medical Forensic Examination Simulation

- A simulated sexual assault medical forensic examination conducted on an adult patient actor.
- The exam must be completed in the same manner and utilizing the same clinical requirements as an acute sexual assault medical forensic examination.
- The examinations must be completed in the presence of a SANE and the SANE supervisor or coordinator, and must be signed by a preceptor.

PRECEPTING THE EXAMINATION

All examinations must be supervised by a preceptor. A preceptor is an experienced health care professional or practitioner who provides guidance and expertise to

individuals as they complete clinical requirements. Preceptors should be licensed health care professionals selected by a health care organization in its routine course of business to observe or precept individuals during the completion of clinical requirements.

For **basic clinical requirements**, common preceptors include health care professionals with experience conducting pelvic or well-child examinations, such as RNs without forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

For **advanced clinical requirements**, common preceptors include health care professionals with experience conducting sexual assault medical forensic examinations such as SANEs with OAG or other national SANE certification, non-certified RNs with forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

The **preceptor verifies** that they personally observed the examination and the individual completed the examination with the required degree of complexity as required by the preceptor. For each examination type, the individual may count one examination that is observation only towards the clinical requirements for each examination category. To guide the preceptor in supervising these clinical requirements, the following are the purposes and goals for each clinical requirement.

Pelvic Examination
<ul style="list-style-type: none">• Purpose: To apply information learned during the SANE training about the anatomy and physiology of the adult/adolescent genitalia and develop basic examiner skills in a practical application.• Goal: Prepare the individual to conduct an anogenital examination of an adult or adolescent patient who presents with a complaint of sexual assault.

Well-Child Examination
<ul style="list-style-type: none">• Purpose: To apply the principles of normal pediatric (prepubescent and adolescent) growth and development, to include the anogenital region, learned during the SANE training and develop basic skills as an examiner in a practical application.• Goal: Prepare the individual to conduct an examination of a pediatric patient who presents with a complaint of sexual assault or abuse.

CA-SANE Sexual Assault Medical Forensic Examination

- **Purpose:** To build on the basic clinical skills learned conducting pelvic examinations and develop skills to evaluate and treat an adult or adolescent patient who presents with a complaint of sexual assault.
- **Goal:** Prepare the individual to conduct an examination of an adult or adolescent patient who presents with a complaint of sexual assault.

CP-SANE Sexual Assault Medical Forensic Examination

- **Purpose:** To build on the basic clinical skills learned during the well-child and pelvic examinations and develop skills to evaluate and treat a pediatric patient who presents with a complaint or suspicion of sexual assault or abuse.
- **Goal:** Prepare the individual to conduct an examination of a pediatric patient who presents with a complaint of sexual assault or abuse.

DOCUMENTING THE EXAMINATION

Applicants must document completion of the clinical requirements using the **SANE Clinical Requirements Form**. The **SANE Clinical Requirements Form** is used for basic and advanced clinical requirements; however the applicant may only include **one examination type** per form. All forms must be signed by the preceptor to verify supervision of the examination.

Applicants will need to make additional copies of the form to document all of the requirements. Applicants must include their name and examination type at the top of each form and provide the following information:

- Box 1 – Date the exam was conducted
- Box 2 – Preceptor licensure type (e.g., MD/DO, RN/LVN)
- Box 3 – Preceptor name (Printed)
- Box 4 – Preceptor signature
- Box 5 – Type of examination (**only one type per form**) and additional information as indicated (use of live model and age of patient)

The OAG SANE Administrator may contact an applicant, an applicant's SANE supervisor or coordinator, or the preceptor to resolve any questions regarding the examinations or to request additional information.

TIMEFRAME FOR CLINICAL REQUIREMENTS

All clinical requirements must be completed within one year of starting the adult/adolescent class. Individuals who have concerns about completing all of the requirements within this timeframe should contact the OAG SANE Administrator prior to the one year deadline

PRIOR CLINICAL EXPERIENCE

Individuals who have prior clinical experience equivalent to the clinical requirements may request a waiver. Applicants must provide documentation of the prior clinical experience to be considered for the waiver. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

STEP FIVE – COURTROOM OBSERVATION

To be eligible for Certification, an individual must complete the courtroom observation requirement - 16 hours of in person courtroom observation. To gain the most experience, individuals should attend cases related to sexual assault or other criminal proceedings that involve expert testimony. Courtroom observation for traffic violation will not be accepted. Courtroom observation provides an introduction to the courtroom environment, as well as an opportunity to observe criminal justice proceedings and witness testimony.

Applicants seeking both CA SANE and CP SANE Certification are only required to complete 16 hours total of courtroom observation.

DOCUMENTING COURTROOM OBSERVATION

Applicants must document completion of the courtroom observation requirements using the **SANE Courtroom Observation Form**. Courtroom attendance must be verified by courtroom personnel as indicated by the courtroom personnel signature on the form. When documenting courtroom attendance the applicant should round the time up to the nearest quarter hour.

Applicants will need to make additional copies of the form to document all of courtroom hour requirements. Applicants must include their name at the top of each form and provide the following information:

- Box 1 – Date applicant observed the appropriate courtroom proceedings
- Box 2 – Courtroom personnel type (e.g., Bailiff, Defense Attorney, Prosecutor or staff)
- Box 3 – Courtroom personnel name (Printed)
- Box 4 – Courtroom personnel signature

The OAG SANE Administrator may contact the applicant, an applicant's SANE supervisor or coordinator, or the courtroom personnel to resolve any questions regarding the courtroom observation or to request additional information.

TIMEFRAME FOR COURTROOM OBSERVATION

All courtroom observation requirements must be completed within one year of starting the adult/adolescent class. Individuals who have concerns about completing all of the requirements within this timeframe should contact the OAG SANE Administrator prior to the one year deadline.

PRIOR COURTROOM EXPERIENCE

Individuals who have prior courtroom experience equivalent to the courtroom requirements may request a waiver. Applicants must provide documentation of prior courtroom experience to be considered for the waiver. Requests may be approved on a case-by-case basis. Contact the OAG SANE Administrator for more information.

STEP SIX – COMPLETE APPLICATION PACKET

Applicants must provide sufficient information to the OAG regarding nursing qualifications, training, clinical requirements and courtroom observation before the OAG can make a determination regarding Certification. Individuals seeking Certification must submit a **complete application packet** prior to the one year deadline of starting the Training Course. Late applications will only be considered with prior notification and approval from the OAG SANE Administrator. A **complete application packet** consists of:

- a. **SANE Certification Application**
- b. **Copy of Training Course Certificate**
- c. **SANE Clinical Requirements Form(s)**
- d. **SANE Courtroom Observation Form(s)**
- e. **SANE Verification Form**

[\(See Appendix 2- Complete Application Packet Checklist.\)](#)

Applicants must retain a copy of the **complete application packet** throughout the application process. This includes all documents sent in support of the application. Applicants who receive Certification must also retain a copy of the packet and supporting documentation throughout the Certification period.

CERTIFICATION APPLICATION

The OAG will review and verify the information provided in the application to determine eligibility for Certification. The OAG will use information from the application to contact applicants if additional information is needed to process the application.

NOTE: The information provided in the application and in the supporting documentation may be subject to disclosure under the Texas Public Information Act. (See Texas Government Code Chapter 552).

SUPPORTING DOCUMENTATION

Applicants must provide documentation as described in this guide to demonstrate completion of all the requirements for Certification – training, clinical requirements, and courtroom observations – as part of the application for Certification. This includes:

- **Certificate of Training Completion**
- **SANE Clinical Requirement Form(s)**
- **SANE Courtroom Observation Form(s)**

Applicants must also submit a **Verification Form** signed by the applicant and the SANE supervisor or coordinator as part of the packet. This form documents that the applicant meets the nursing qualifications, has provided accurate information, and has completed all other requirements for Certification as required by the OAG.

INCOMPLETE APPLICATION PACKETS

All forms should be filled out completely and accurately. Applicants who do not submit a **complete application packet**, as described above, or who have not completed all the requirements prior to submission will not be considered for Certification.

Applicants will be provided written notification if the application is incomplete. Applicants who receive this notification may contact the OAG SANE Administrator for more information on providing the missing information.

SUBMITTING A COMPLETE APPLICATION PACKET

The **complete application packet** can be submitted via:

1. Email: sapcs@texasattorneygeneral.gov
2. Fax: (512) 370-9802
3. Mail:
Office of the Attorney General
Crime Victim Services Division
SAPCS SANE Program
P.O. BOX 12548 MC 011-1
Austin, TX 78711-2548

For security purposes, the OAG cannot accept applications submitted by walk-in, hand delivery, or same day courier services.

The OAG accepts no responsibility for delays in mailing. Applicants are strongly advised to allow for and anticipate any delays by sending the application as early as possible.

APPLICATION REVIEW PROCESS

The OAG or any agent or representative of the office has the right to review, investigate and verify the information provided by applicants seeking Certification. Providing false, misleading, or intentionally incomplete information may result in the application being denied or the revocation of an OAG SANE Certification or other action as required by law.

All forms should be filled out completely and accurately. The OAG will review the application and supporting documentation to verify that the applicant completed the Certification requirements and that the forms have the proper signatures.

During the review and verification process, the OAG SANE Administrator may contact an applicant to resolve questions regarding the submission and may request additional information. In addition, the OAG may contact other organizations or individuals with information relating to the application as needed, including an applicant's SANE supervisor or coordinator.

The OAG will notify applicants in writing of its decision regarding Certification. Applicants approved for Certification will receive an OAG certificate, information regarding maintaining Certification, and other program information. Applicants denied Certification will receive information regarding the appeals process should the applicant wish to appeal the OAG decision. Applicants who have been denied may reapply.

ONCE CERTIFIED

All SANE Certifications are valid for two years unless there has been an adverse action taken by the OAG. OAG SANES must continue to maintain nursing licensure during the Certification period to maintain eligibility.

Participants in the SANE Certification program are subject to audit by the OAG and must maintain all information and documentation submitted in support of the Certification throughout the duration of the Certification period.

RENEWING CERTIFICATION

To renew Certification, refer to the **OAG SANE Certification Application Renewal Guide**. To be considered for renewal, the application must be received before the current Certification expires.

SUSPENSION, PROBATION, OR DECERTIFICATION

An OAG SANE Certification is subject to suspension, probation, or decertification in cases where the individual no longer meets the eligibility requirements or the individual submits fraudulent information to the OAG.

Individuals seeking Certification and currently certified SANEs must notify the OAG about pending actions that would impact their nursing licensure. Written notice must be provided within five calendar days of the event or of receiving notice from the BON of a pending disciplinary matter. Information must also be provided to the OAG regarding the outcome of any enforcement actions or investigations surrounding the licensure. The OAG may also investigate any information received about an OAG SANE in making a determination on the Certification. Failing to report a possible change in eligibility may result in suspension or revocation of an OAG SANE Certification.

APPEALS PROCESS

Individuals will be notified in writing by certified mail of any decision to deny, decertify, suspend or probate a Certification. The notice will contain the specific facts or conduct alleged and the basis for the action. The notice will also include information regarding available administrative remedies. The OAG may request additional information needed to overturn the decision.

Individuals who disagree with the decision may appeal by providing a written request to the OAG to reconsider the decision. The request must provide information regarding why the individual disagrees with the OAG's determination.

The written request for reconsideration must be provided to the OAG **within 30 days of the date of the notification**. The OAG will send written notice that the appeal has been received and information regarding the next steps in the appeals process. Individuals may send the OAG any additional information to support the request for reconsideration within 30 days. A hearing officer from the Crime Victim Services Division will review the appeal, as well as any additional evidence provided by the individual.

The hearing officer will make a final decision regarding the Certification after reviewing the reconsideration request and any additional information provided. Once a decision has been made, the OAG will provide written notification of that decision within 10 business days.

Appeals may be denied if an individual fails to submit information within the time limits. To appeal a decision made by the OAG, send the appeal request in writing by mail or fax.

MAIL:
Office of the Attorney General
Crime Victim Services Division
Appeals and Legal Counsel
P.O. BOX 12548 MC 011-1
Austin, TX 78711-2548

Fax:
512-370-9435

For questions regarding the appeals process, contact the Appeals and Legal Counsel Section at **(512)-936-1599**.

CONTACT INFORMATION

For questions regarding this information or at any time during the application process, contact the OAG SANE Program Administrator at:

1. Phone: 512-936-1270
2. Email: sapcs@texasattorneygeneral.gov
3. Fax: (512) 370-9802
4. Mail:
Office of the Attorney General
Crime Victim Services Division
SAPCS SANE Program
P.O. BOX 12548 MC 011-1
Austin, TX 78711-2548

APPENDIX 1 – TERMS

The following terms, when used in this Guide and for the purpose of implementing the OAG SANE Certification, shall have the following meanings:

Acute Sexual Assault Medical Forensic Examination – An examination conducted on a patient who presents with an acute complaint of sexual assault within 120 hours of occurrence.

Adolescent - A child who is 17 years of age or younger and at least a stage three of Tanner Classification of Sexual Maturity (onset of menses in the female). The adolescent patient may present for an acute or non-acute sexual assault medical forensic examination.

Adult – A person who is 18 years of age or older.

Adult Medical Forensic Examination Simulation – A simulated sexual assault medical forensic examination conducted on an adult patient actor. The exam must be completed in the same manner and utilizing the same clinical requirements as an acute sexual assault medical forensic examination. The examinations must be completed in the presence of a SANE and the SANE supervisor or coordinator, and must be signed by a preceptor.

Authorized Signatory – an individual with the appropriate authority to sign legal documents submitted in support of approval of the SANE Training Program or Sexual Assault Training Program applicant.

Case Review – A critical assessment of the sexual assault medical forensic examination with one or more health care professionals for the purpose of practice performance improvement. The assessment may include reviews of photographs and documentation related to the examination.

CA-SANE – A Certified Adult/Adolescent SANE who demonstrates a currency of practice in the care and treatment of adult and adolescent patients who present with a complaint of sexual assault or abuse.

Clinical Requirements – Examinations required by the OAG to establish currency of practice. Examinations include pelvic examinations, well-child examinations, and sexual assault medical forensic examinations. Clinical requirements are broken into two levels: basic and advanced. An applicant cannot begin advanced clinical until the basic clinical requirements have been met.

Continuing Education – Additional training for the purposes of maintaining currency of practice. Continuing education includes continuing education activities and case reviews. All continuing education activities **must be directly related to the content specified in the OAG SANE Curriculum Requirements** and the

content must be relevant to care of the patient presenting with a complaint of sexual assault or abuse. Activities can be obtained through:

- Continuing Nursing Education (CNE) activity hours approved through TNA or another approver of continuing education accredited by the American Nurses Credentialing Center's Commission on Accreditation (ANCC); or
- Non-accredited CNE hours pertaining to appropriate content matter.

The following activities are not acceptable: Basic Cardiac Life Support, Advanced Cardiac Life Support, and any CE obtained regarding basic nursing education.

Courtroom Observation – In-person observation required to develop an understanding of the legal system and what is required of a SANE during courtroom proceedings – including testimony.

Courtroom Personnel – Individuals employed at or by a court who can verify courtroom attendance, including but not limited to bailiffs, prosecuting attorneys or staff, court clerk, or judicial staff.

CP-SANE - A Certified Pediatric SANE who demonstrates a currency of practice in the care and treatment of pediatric patients who present with the complaint of sexual assault or abuse.

Currency of Practice – Maintaining experience and practical skills for nursing care and treatment of a patient who presents with a complaint of sexual assault. This includes clinical requirements and continuing education.

OAG SANE Certification Application – The application used by applicants who do not hold a current OAG SANE Certification. This includes applicants who have never been certified by the OAG, who have expired Certifications from the OAG, or who are seeking reciprocity.

Non-Acute Sexual Assault Medical Forensic Examination – An examination conducted on a patient with a delayed complaint of sexual assault beyond 120 hours.

Office of the Attorney General – The Texas Attorney General. (Also referred to as the OAG).

OAG Approved SANE Training Course – A Training Course that provides instruction on nursing care and treatment of a patient with a complaint of sexual assault that meets the minimum standards set by the OAG and that has been formally approved by the OAG. (Also referred to as a Training Course).

OAG SANE Curriculum Requirements – The minimum standards for training topics for an OAG Approved SANE Training Course. The OAG shall publish guidelines for adult/adolescent and pediatric classes.

OAG Sexual Assault Nurse Examiner – A person who holds an OAG SANE Certification. (Also referred to as an OAG SANE).

OAG SANE Certification – The formal process by which the OAG reviews and approves requests for OAG SANE Certification from applicants who meet the Certification requirements established by the OAG. Certification is based on currency of practice requirements. Certified individuals receive a **Currency of Practice Certification**. (Also referred to as Certification).

OAG SANE Certification Renewal – The application used by applicants who currently hold Certification from the OAG and are seeking to continue that Certification.

OAG SANE Program Administrator – the person employed by the OAG to oversee the administration of the OAG SANE Certification process.

OAG Sexual Assault Nurse Examiner Training Program Certification – The formal process by which the OAG reviews requests for OAG SANE Training Program Certification from qualified applicants. Entities receiving Certification must provide an OAG Approved Training Course and make provisions as required by the OAG to support applicants in the completion of clinical requirements and courtroom observations.

One year - To comply with the deadline, a person must complete the certification requirements prior to the one year anniversary of the first day of the Training Course. For example, if the Training Course begins on January 15, 2013, individuals have until January 14, 2014, to complete the requirements.

Pediatric - A child who is 17 years of age or younger.

Pelvic Examination – Visual inspection and palpation of the external (vulva) and internal structures of the adult/adolescent female genitalia with the use of a vaginal speculum to assess for normalcy, disease processes or trauma. A vaginal speculum inserted into the vagina allows for visual assessment of the internal genital structures: vaginal vault and the cervix. Inspections must be performed on a patient who is not presenting with an acute complaint of sexual assault or abuse.

Medical models may be used for any or all of the required adult pelvic examinations.

Preceptor – An experienced health care professional or practitioner who provides guidance and expertise to individuals as they complete clinical requirements. Preceptors should be should be a licensed health care professionals selected by a health care organization in its routine course of business to observe or precept individuals during the completion of clinical requirements.

- For **basic clinical requirements**, common preceptors include health care professionals with experience conducting pelvic or well-child examinations, such as RNs without forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).
- For **advanced clinical requirements**, common preceptors include health care professionals with experience conducting sexual assault medical forensic medical examinations such as SANEs with OAG or other national SANE Certification, non-certified RNs with forensic experience, physicians (MD or DO), advanced practice nurses/nurse practitioners (APN/NP), or physician assistants (PA).

Prepubescent – A female child who is pre-menarcheal or a male child who is Tanner Classification of Sexual Maturity Stage two or less.

Registered Nurse – A person who holds an active, unencumbered professional nursing license as a registered nurse issued by the Texas Board of Nursing, including an RN who practices in Texas pursuant to any multistate licensure privilege. (Also referred to as RN).

Sexual Assault Medical Forensic Examination – A specialized examination provided pursuant to Texas Government Code, Chapter 420, that uses an OAG-approved evidence collection kit and protocol. This examination encompasses the care and treatment of a patient who presents with a complaint of sexual assault – including a medical history for the purpose of diagnosis and treatment, head-to-toe examination to assess for trauma, detailed anogenital examination to assess for trauma, and collection of forensic evidence as indicated by history and findings. If an individual is applying for CA-SANE, one examination may include an adult medical forensic examination simulation.

Sexual Assault Nurse Examiner – A nurse who conducts sexual assault forensic medical examinations but does not hold an OAG SANE Certification. (Also referred to as a SANE).

Texas Board of Nursing (BON) – The Texas state agency responsible for regulating the practice of professional nursing, pursuant to the Nursing Practice Act, Texas Occupations Code.

Texas Evidence Collection Protocol – As authorized by Texas Government Code, Chapter 420, Texas Evidence Collection Protocol provides recommendations to medical, legal, law enforcement, advocacy, and forensic science professionals on the identification, collection and preservation of physical evidence and the minimization of physical and psychological trauma for survivors of sexual assault.

Well-Child Examination – Examination of a pediatric patient focusing on growth and development according to the age of the patient:

- Cognitive
- Linguistic
- Neurological
- Psychological
- Appearance
- Genitalia physiology according to maturity

Examinations should be conducted on a variety of age groups to learn more about the different stages of growth and development. (Ages are approximate as growth and development varies with each individual child.)

- Infant (birth – 1 year of age)
- Toddler (1 – 3 years of age)
- Preschool child (3 – 6 years of age)
- School-aged child (6 – 12 years of age)
- Preadolescent child (12 – 13 years of age)
- Adolescent child (13 – 17 years of age)

APPENDIX 2 – COMPLETE APPLICATION PACKET CHECKLIST

1. Nursing Licensure

- Hold a current and unencumbered license with the Texas Board of Nursing

2. Nursing Experience

- Have a minimum of two years direct contact with patients (active practice) as an RN within the last five years at the time the application for Certification is submitted

3. Training Requirements

- a. Complete an OAG approved Training Course
- b. Complete the adult/adolescent class before taking the pediatric class
- c. Complete appropriate class before beginning clinical requirements

4. Clinical Requirements

a. CA-SANE

- i. 15 Pelvic Examinations
- ii. 8 Sexual Assault Medical Forensic Examinations

b. CP-SANE

- i. 15 Pelvic Examinations
- ii. 20 Well-Child Examinations
- iii. 10 Sexual Assault Medical Forensic Examinations

5. Courtroom Requirements

- 16 hours of courtroom observation

6. Complete Application Packet

- a. SANE Certification Application
- b. Copy of Training Course Certificate
- c. SANE Clinical Requirements Form(s)
- d. SANE Courtroom Observation Form(s)
- e. SANE Verification Form