



## Section A. Training Program Staffing

Number of staff who will be providing SAFE training

For each SAFE program faculty, including the Director, submit the following, as appropriate:

1. Name and title of SAFE program faculty member
2. Degrees and licenses/certifications held, and awarding institutions
3. Percent of time or number of hours per week that will be devoted to SAFE training program
4. Proposed role in training program
5. Number of years of training experience
6. Number of years of experience as a sexual assault forensic examiner (if none, so state)
7. Number of SAFE exams completed
8. Year in which last active as a SAFE examiner

Submit an organizational chart that will show the SAFE training program staff, and their relationship to the overall agency.

If your facility provides training in cooperation with other institutions, make sure that the roles and responsibilities of each institution are clearly delineated.

## Section B. Indications of Need for Training Program

In a narrative not to exceed one page, describe:

1. The basis on which you judge there to be a need for an additional SAFE training program;
2. Evidence of any community support for this program, and
3. A description of the intended area from which applicants to the program will be drawn.

## Section C. Training Curriculum

Number of hours of training in curriculum, of which \_\_\_\_\_ are clinical.

Submit a copy of your training curriculum, course schedule and related materials, and check below all components of training that are covered in the curriculum:

- Comprehensive training in the dynamics of sexual assault, types of sexual assaults, myths and facts about sexual assault, post traumatic stress and rape trauma syndrome, reactions of survivors and significant others, and the importance of a victim-centered, cooperative, interdisciplinary approach in the treatment of sexual assault survivors;
- The roles and responsibilities of the sexual assault forensic examiner;
- Identifying the components of crisis intervention and supportive techniques to be used with sexual assault survivors;
- Cultural/community considerations;
- Providing services to individuals with disabilities;

- Injury detection and documentation;
- Identifying the elements of physical assessment and evaluation of the patient reporting sexual assault;
- The collection and handling of forensic evidence;
- Documentation procedures;
- Testing for and treatment of sexually transmitted diseases (syphilis, gonorrhea, chlamydia);
- Testing for and treatment of blood-borne diseases (e.g. HIV, hepatitis B, hepatitis C);
- Pregnancy risk assessment, pregnancy testing, and provision of emergency contraception;
- Use of specialized equipment (colposcope, camera);
- Observing and practicing the clinical skills in completing the exam;
- Relevant laws, regulations and NYS standards;
- Judicial processes and providing courtroom testimony;
- Adolescents: parental rights/patient rights;
- Confidentiality and consent;
- Drug facilitated sexual assault;
- Interviewing skills;
- Ethical issues;
- Long term effects of sexual assault; and,
- Follow-up, referral.

In a narrative not to exceed 3 pages, describe:

1. The course goals and objectives;
2. Testing requirements and pass/fail criteria;
3. Attendance requirements and make-up procedure;
4. The course schedule and teaching strategies that are employed in the training program;
5. The didactic materials that are used;
6. The frequency and methods used to update the curriculum to conform to the latest forensic and medical standards;
7. Course evaluation methods; and
8. Pre- and post-testing of students.
9. If not already included in the curriculum, provide:
  - a. The number of clinical forensic exams to be observed,
  - b. The number conducted under close supervision, and
  - c. The number of forensic exams conducted by each student under general preceptorship.

Describe how the agency will ensure initial and ongoing competency and credentialing of SAFE program training staff, including standards for assessing ongoing competency of staff in providing SAFE services.

#### **Section D. Program Resources**

In a narrative not to exceed three pages, describe the following:

1. Classrooms, laboratories, administrative offices, and how these spaces are sufficient to accommodate the number of proposed students;

2. Equipment and supplies sufficient to accommodate the number of proposed students;
3. Library resources related to the curriculum as needed, and readily accessible to the students;
4. Clinical field experiences and supervised preceptorship opportunities, objectives, evaluation methods, including:
  - a. All clinical sites to be used
  - b. Indications of signed clinical affiliation agreements, as appropriate
  - c. List of clinical preceptors, qualifications, and contact telephone numbers
  - d. Description of method of selection/orientation/supervision of preceptors.

**Section E. Attestations**

Check the following boxes if you attest to each of the statements below:

- The proposed training program will assume oversight responsibility for assessing that each student has completed all key didactic and clinical competencies and can perform a sexual assault exam per New York State guidelines and current standards of practice, and will issue documentation to the student attesting to this. A duplicate of this document will be sent to the Department of Health. A copy of this document will be submitted by students along with their application as a NYSDOH Certified Sexual Assault Forensic Examiner.
- The proposed training program will keep an accurate record of attendance for each segment of the course, and have regular course evaluation and pre- and post-testing of recipients.
- Student files will be available for examination by the State as needed, and will be kept for a minimum of five years, inclusive of attendance records, interim examination results, practical skills examination results, clinical experience documentation, preceptorship notes, counseling notes, and any student correspondence.
- Students will be asked during the application process to this program to attest to the fact that he or she is not currently charged with a crime and has no criminal conviction of any type. Students with charges pending or previous convictions will not be accepted into the training program. This attestation form will be kept in the student's file for a period of five years.

**Assurances**

I, \_\_\_\_\_, \_\_\_\_\_  
Name (please print) Title

as the authorized signatory for

\_\_\_\_\_  
Name of Training Agency

located at \_\_\_\_\_, the applicant for  
Address

certification as a New York State DOH certified SAFE training facility, do hereby attest that the information submitted on this form and attached hereto is complete and correct.

Signed:

--	--	--	--	--	--

Month Day Year

\_\_\_\_\_  
Signature (Authorized Signatory of Training Agency)