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## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is made and entered into this \_\_\_\_day of \_\_\_\_, 2024  
 by and between:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
 (RN Name)  (Organization/Hospital Name)

**Purpose**

To enter into this MOU and memorialize an understanding and agreement as to each party’s respective commitments and obligations regarding the Sexual Assault Nurse Examiner (SANE) Clinical Practicum experience following the SANE Adult/Adolescent 40-hour Didactic Training.

**Definitions**

Sexual Assault Nurse Examiner (SANE) – From the National Protocol on Sexual Assault Medical Forensic Examinations:

* Perform the medical forensic examination
* Gather information for the medical forensic history
* Collect and document forensic evidence and pertinent physical findings from patients
* Offer information, treatment, and referrals for sexually transmitted infections and other non-acute medical concerns
* Assess pregnancy risk and discuss treatment options with the patient
* Coordinate with advocates to ensure patients are offered crisis intervention, support, and advocacy before, during, and after the exam process

**The parties hereby agree as follows:**

Duties of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization/Hospital Name)

* Provide the clinical training necessary to become a SANE. Clinical training begins following successful completion of the SANE 40-hour didactic training.
* Inform the RN of additional educational opportunities that may enhance and strengthen their training experience.
* Review SANE cases and give feedback as necessary.
* Interview RN candidate prior to entrance into SANE 40-hour didactic training course.
* Provide sufficient opportunities for RN to meet clinical requirements in timeframe as set forth in the “SANE Adult/Adolescent Clinical Practicum Requirements” document.

Duties of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RN Name)

Prior to beginning the clinical component of SANE training, the RN will:

* Provide a copy of the SANE 40-hour didactic training certificate to the SANE Coordinator/Manager.
* Provide a copy of active and unrestricted Georgia RN license to SANE Coordinator/Manager.
* Provide proof of malpractice insurance to the SANE Coordinator/Manager per agency protocol.
* Provide a copy of CPR certificate to SANE Coordinator/Manager.
* Undergo any additional requirements including confidentiality agreements, background check, fingerprinting, etc. as part of compliance with the organization/hospital protocol.

Throughout the course of the clinical practicum experience, the RN will:

* Work the hours assigned according to a schedule that is mutually acceptable between the RN and the organization/hospital.
* Comply with all requirements that are mandatory to be trained at the organization/hospital as set forth in this MOU and per organization/hospital protocol.
* Be prompt and reliable in reporting to calls for the SANE exam.
* If unable to cover an assigned shift, inform the SANE Coordinator/Manager or SANE preceptor as soon as possible of the change in availability.
* Maintain the standards and guidelines of confidentiality.

Upon completion of clinical practicum and in order to receive the Clinical Practicum Certificate from the Criminal Justice Coordinating Council, the RN will:

* Return original copy of “SANE Adult/Adolescent Clinical Practicum Requirements” form and any addendum forms of additional SANE examinations performed to:

Criminal Justice Coordinating Council

C/O Statewide SANE Coordinator – Sarah Pederson

104 Marietta Street NW, Suite 440

Atlanta, GA 30303

* Provide copy of “SANE Adult/Adolescent Clinical Practicum Requirements” to SANE Coordinator/Manager and retain copy for personal file.

**SANE Coordinator/Manager, Check boxes that apply:**

Upon successful completion of the SANE clinical practicum and program requirements, the RN agrees to commit to a SANE contract/call position within my organization/hospital.

The minimum requirement for time committed is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (length of time required)

**OR** check box if no minimum length of time is required

This MOU is for providing a clinical practicum training experience only. The RN will not  
 contract with this center/hospital upon the completion of training. The RN will pursue a   
 SANE contract/call position with:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(center/hospital name)

**OR** check box if undetermined at time of MOU

The parties acknowledge the execution of this MOU as of the day and year first set forth above.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print RN Name) Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Print SANE Coordinator/Manager Name) Signature**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document Instructions:**

Original: SANE Coordinator/Manager

Copy: Submitted by RN with registration.

Copy: RN

***Note:*** *Registration will not be approved without this completed form.*