

The Turning Point (Rape Crisis Center of Collin County)

Job Description

Title: Forensic Nursing Program Manager

Reports To: Executive Director

Summary:

The Forensic Nursing Program Manager (FNPM) is responsible for managing forensic nursing staff and performing medical forensic exams. In conjunction with Executive Director, the Program Manager develops and implements policies, programs, systems, services, and processes for the forensic nursing program (FNP) that align with the Mission and Vision of The Turning Point (TTP). Responsibilities include maintaining a high functioning program, acting as a resource to TTP staff on sexual assault issues, and working with community agencies to increase the efficacy of local responses to sexual assault victims.

Duties & Responsibilities:

- Establishes and maintains a reporting structure to the Executive and Medical Directors.
- Prepares and provides orientation and performs annual evaluation of personnel in the FNP.
- Establishes competency guidelines utilizing best practice for FNP team. Promotes comprehensive, compassionate, trauma informed, and survivor centered care to patients.
- Assist with the design and maintenance of policies, processes, systems, and services aimed at providing Sexual Assault Forensic Exams.
- Identify funding opportunities for FNP and help coordinate contracts with local hospitals and law enforcement agencies, and related billing.
- Recruit and train forensic nurses; ensure the supervision and scheduling of all FNAP staff.
- Provide back up support as a forensic nurse, performing exams; serve in a primary rotation in this role as needed.
- Collect statistics related to forensic patients; oversee ongoing modifications to enhance data collection, working in conjunction with the appropriate database administrator/s; ensure that data is accurate and updated according to agency expectations.
- Testify in court and assist forensic nursing staff in preparing for court appearances.
- Maintain knowledge of current clinical concepts and practices and ensure that forensic nursing staff do the same.
- Maintains supplies and equipment as needed to conduct forensic examination.
- Acts as a resource in current state legislation and maintains knowledge to ensure program functioning.
- Demonstrate exceptional interpersonal skill while representing TTP on community-wide task forces related to sexual assault and with local hospitals. Maintain TTP's vision and leadership in these groups. Works with criminal justice and medical systems to increase the effectiveness of local responses to sexual assault, advocate for survivors' rights, and support the development of community-based collaborations.
- Assist with agency and community trainings, including with local partners such as law enforcement, prosecutors, and community agencies.
- Adhere to the TTP Confidentiality Policy.
- Inform the Executive Director immediately of any existing risks to clients, staff, volunteers, and/or the organization.
- Special projects and other duties as assigned.

Physical Demands and Work Environment

- With reasonable accommodation, this position requires: the manual dexterity to sufficiently operate phones, computers, and other office and medical equipment; ability to communicate clearly and accurately to convey information using the English language, both verbally and in writing; possess visual acuity capable of drafting, editing, reviewing, and/or comprehending materials in a standard typeface size 10 font or above, are required.
- Be capable of sitting and standing for extended periods of time, as well as be able to intermittently push, pull, or lift 10+lbs. of force.
- Occasional exposure to adverse working conditions, including the performance of work in cramped and/or awkward positions, and exposure to safety hazards, loud noise, traffic, and inclement weather conditions is possible.
- Must pass all required criminal history background checks; have a valid Texas driver's license and provide Department of Public Safety proof of driving record acceptable to agency insurers for the past three years; and must submit to pre-employment drug screen and TB test as well as random drug screens when directed.
- Regular travel between hospitals and community agencies.

Education and Experience:

- An experienced Registered Nurse who has completed the forensic nurse training program and has an interest in promoting forensic nursing in the community.
- Bachelor of Science in Nursing, ADN, or Diploma graduate with minimum 5 years' experience in nursing. Previous supervisory experience, teaching, or leadership experience preferred.
- Registered nurse in the state of Texas or compact licensure.
- Must possess current and valid SANE certification.
- Membership in International Association of Forensic Nurses within 6 months of hire.
- Current BLS certification.
- Meets all FNP qualifications to participate in on call rotation *when coverage necessitates*.
- Demonstrates ability to facilitate collaborative efforts with multidisciplinary teams, communicate program needs, and work with peers to establish smooth functioning.
- Vaccination for
 - Measles, mumps, rubella x2, or positive titer
 - Varicella x2, positive titer, or medically documented history of having the disease
 - Current seasonal flu vaccine or a signed declination
 - Hepatitis B x3, positive titer, or a signed declination
 - Tdap vaccination or a signed declination
 - COVID-19

Knowledge, Skills and Abilities:

- Drives the Mission and Vision of The Turning Point
- Knowledge of issues related to sexual assault and exploitation, domestic violence and child abuse, with particular expertise in sexual assault.
- Demonstrates appropriate skill level and capability in the operation of computers and general office software programs, including word-processing, spread sheet, and database software, as required in your department.
- Works cooperatively with external partners and constituencies.
- Exhibits flexibility and resilience when faced with difficult situations and fosters these qualities within the FNP team.

- Effectively organizes work to meet frequent and/or multiple deadlines, handle multiple tasks simultaneously, and manages ambiguity well.
- Energy and ability to innovate, collaborate and champion change with stakeholders both inside and outside of the organization.
- Ability to learn quickly, multi-task, and prioritize in a dynamic and often crisis-driven environment.
- Excellent written, verbal, and interpersonal communication skills.
- Responsive to the needs of clients with a diverse array of backgrounds and experiences, and values differences.
- Impeccable integrity, judgment, and decision quality; cooperates and instills trust in work with external partners and constituencies.
- Presence and maturity to influence and lead others internally, as well as to represent the organization positively in local community and at a statewide level.
- Ability and desire to learn about the broader services of the organization, and to think and work strategically in order to advance the goals of FNP and the organization as a whole.

Date Written/Revised

August 8, 2017/October 21, 2021