

INTERNATIONAL ASSOCIATION OF FORENSIC NURSES SEXUAL ASSAULT NURSE EXAMINER COURSE REVIEW

<input type="checkbox"/> Planning Table	<p>Use standardized SANE Course educational planning table, pre-populated with required topical outline from the SANE Education Guidelines. Complete the sections related to time (in minutes), presenters names (with credentials) and teaching methods.</p> <p>Note: Ensure that the titles of the topics used in the planning table match the titles of the topics listed in the agenda.</p> <p>Note: Course name should match the course name on the planning table in all documents – the agenda, the Relevant Financial Disclosure forms, the attendance tracking sheet, and the course certificate, on marketing documents, and on the evaluation</p>
<input type="checkbox"/> Course Agenda	<p>Provide course agenda or for enduring materials, course outline.</p> <p>Note: Agenda/outline must outline topics and timeframe. The agenda/outline must correlate with the Planning Table using the same amount of time and the same topics.</p>
<input type="checkbox"/> Relevant Financial Disclosure Form	<p>Attach a Relevant Financial Disclosure Form for each individual (names AND credentials) who is in a position to control the content of the SANE training (e.g., planners, presenters, faculty, authors, and/or content reviewers).</p> <p>Note: Submit one completed form per person (presenter, nurse planner, committee, content experts). May use IAFN’s Relevant Financial Disclosure form or the form from approved Provider or Approver of Continuing Nursing Education for the course.</p>
<input type="checkbox"/> Attendance Tracking	<p>Enclose a copy of attendance sheets/student tracking mechanism for each day of training. If the training is online, explain the tracking process and provide an appropriate example.</p> <p>Note: Include the attendee’s name and email address (as the unique identifiers).</p>
<input type="checkbox"/> Certificate	<p>Enclose a copy of the Certificate of Completion each attendee will receive after course completion that meets all requirements from the most recent American Nurses Credentialing Center on Accreditation criteria for certificate of attendance for individual learning activities.</p> <p>Note: Include the course title, date, location, attendee name, and contact hours.</p> <p>Note: Include the accrediting body statement of contact hours issued or the academic equivalent. Academic equivalent means: 1 semester hour = 15 contact hours; 1 quarter hour = 12.5 contact hours</p> <p>Note: Differentiate an adult/adolescent from a pediatric/adolescent SANE course by title. For a combined course, identify all populations served.</p>
<input type="checkbox"/> Marketing Material or Brochure	<p>Attach a copy of all marketing material (screenshot or copy or print) that meets all requirements from the most recent American Nurses Credentialing Center on Accreditation criteria for marketing of individual learning activities.</p> <p>Note: Include the accreditation statement and the total number of contact hours given.</p>
<input type="checkbox"/> Evaluation	<p>Attach a copy of the Evaluation Template (blank form or link to an online evaluation) that meets all requirements from the most recent American Nurses Credentialing Center on Accreditation criteria for evaluation of individual learning activities.</p>