


## How to Obtain and Use the Sexual Assault Kit/Cart


### Required Equipment:

Sexual Assault Cart-contains sexual assault kit and all necessary equipment for the Medical provider/Sexual Assault Nurse Examiner (SANE) to perform a sexual assault examination

### Key Points:

1. **The examination/collection of evidence should be performed in a room with a door.**
2. **All completed Sexual Assault Kits are handed off to the transport courier for delivery to the Department of Health (DOH) during DOH hours. The handoff is documented on the chain of evidence form and a copy is given to the transport courier.**
3. **Advocates from Day One (Sexual Assault and Trauma Resource Center) may be called to provide support to patients if the patient gives permission for them to be called.**

Procedure Step	Responsible Person	Points of Emphasis
1. Obtain light tan Evidence Cart and Sexual Assault Kit from supply. 	Registered Nurse Unit Secretary	Secretary contacts Unit Assistant to obtain the cart. If there is no Unit Assistant on duty, the charge nurse opens the equipment room door
2. Open the cart (code is 243) to check necessary equipment is present and that no equipment (blood tubes, sexual assault kit) has expired.	Physician (or RN assisting MD) SANE	Replace/obtain any missing equipment. The camera is in the top drawer. The Evidence Boxes and Chain of Evidence Forms are in the 5 <sup>th</sup> drawer. Paper bags are in the cart.
3. Obtain key for the sexual assault refrigerator from B Side Omnicell, found under “keys” and clip the keys to your ID badge.	Registered nurse (for medical provider) or SANE	
4. Print 25 patient labels for specimens and clothing bags.	Unit Secretary	
5. Remain in the room until the examination/evidence collection is completed.	Physician (or RN assisting MD) SANE	Any compromise to chain of evidence negatively impacts the integrity of evidence collection.
6. Seal and sign all evidence using seal tags in kit.	Physician or SANE	Once sealed and signed, evidence must be kept continuously by the physician/SANE who conducted the exam until it is handed off to the Assistant Clinical Manager (ACM) or charge RN.

Procedure Step	Responsible Person	Points of Emphasis
<p>7. Secure the completed kit/clothing bags with obtained key in the sexual assault refrigerator located in the Educator's office on the B side (room1.035).</p>	<p>ACM or charge nurse</p>	
<p>8. Initiate a chain of evidence form.</p>	<p>ACM or charge nurse</p>	<p>Place initiated form in pocket on the front of the sexual assault refrigerator.</p>
<p>9. Wear the refrigerator key continuously and pass the key from shift to shift to the oncoming ACM/charge nurse. Passing of the key is documented on the chain of evidence form.</p>	<p>ACM or charge nurse</p>	<p>Any breach must be reported to Risk Management and documented in the record objectively.</p>
<p>10. Call Central Transport (4-5461) for a courier to pick up the sexual assault/kit/evidence.</p>	<p>Unit Secretary</p>	<p>If the assault occurred outside the state and police request the evidence, the ACM/charge RN documents (if permission is granted to release the evidence):</p> <ul style="list-style-type: none"> <li>• Name, badge number and department of the officer</li> <li>• Material released</li> </ul> <p>The police officer must sign the chain of evidence form indicating the receipt of the evidence.</p>
<p>11. Scan original chain of evidence form into medical record, and send original to Healthcare Information Services department.</p>	<p>Unit Secretary</p>	