

## **CLASS TITLE: FORENSIC NURSING ADMINISTRATOR**

**PURPOSE OF THE CLASSIFICATION:** Under direction acts as the administrator of the forensic nursing programs (Adolescent/Adult Sexual Assault, Drug Endangered Children, and Federal Convicted Offender) of the Tulsa Police Department by providing professional nursing services to individuals affected by violent crime; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Responsible for administering, training, supervising and scheduling the work of a corp of volunteer registered nurses to cover a 24 hour/7day a week forensic nursing program
- Provides training and education on forensic nursing related issues to volunteers, community groups, law enforcement, the legal and medical professionals and other forensic nurses
- Responsible for coordination and implementation of training for other cities, counties and states in order to replicate the nationally recognized forensic nursing programs already in place in Tulsa
- Receives and reviews all reports and records for forensic exams conducted through the programs
- Coordinates and schedules and may conduct follow-up examinations as needed
- Counsels patients regarding related health risks and questions.
- Coordinates with community organizations caring for crime victims to provide referral services
- Researches and develops new programs, trends and techniques in forensic nursing
- Monitors and maintains medical supplies and inventory
- Sets up, operates, maintains, and calibrates medical office area equipment
- Maintains files, computerized medical system records and reports
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college of university with a Bachelor's degree and registration as a professional nurse with the Oklahoma State Board of Nurse Registration and Nursing Education and five (5) years of professional nursing experience with at least 3 years of direct experience in nursing administration, preferably in a forensic setting.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and techniques of professional nursing; considerable knowledge of the principles of forensic nursing and examination; considerable knowledge of the state laws governing sexual assault and other similar violent crimes; considerable knowledge of terms common to the medical field; and considerable knowledge of program administration. Ability to conduct a forensic examination; ability to coordinate large-scale program replication seminars; and the ability to courteously and tactfully communicate with volunteer nurses, law enforcement personnel and the public.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; color vision to interpret test results; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a State of Oklahoma Registered Nursing License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a medical office/hospital setting and may be subject to occasional call-out or stand -by. Position requires significant in and out of state travel.

**Class Code: 2004**

**EEO Code: E-02**

**Pay Code: EX-40**

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**Group: Cultural, Legal, and Science**  
**Series: Medical**

**Effective: September 12, 2002**