



CLASS TITLE | FORENSIC NURSING ADMINISTRATOR

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 2004

Effective Date : 07/13/2022

PURPOSE OF THE CLASSIFICATION: Under direction acts as the administrator of the forensic nursing programs (Adolescent/Adult Sexual Assault, Drug Endangered Children, and Domestic Violence, Nurse Practitioner at DVIS Shelter, Lethality assessment program and Traumatic Brain injury Program.) of the Tulsa Police Department by overseeing and 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, legal and medical professionals and other forensic nurses
- Supports the development 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, and coordinates with community organizations caring for crime victims to provide referral services
- Coordinates and schedules and may conduct follow-up examinations as needed
- Counsels patients regarding related health risks and questions.
- 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, and maintains files, computerized medical system records and reports
- Identifies and writes grants to support the function of the forensic nursing programs.
- Maintains the program statistical information and develops the appropriate 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from an accredited college or university with a bachelor's degree in nursing; **and**,
(b) Registration as a professional nurse with the Oklahoma State Board of Nursing; **and**,
(c) Four (4) years of professional nursing experience; **including**
(d) Three (3) years direct experience in nursing administration, preferable in a forensic setting.
(e) *A Master's degree in nursing is preferred.*

Knowledge, Abilities and Skills:

Knowledge of:

- 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:

- Ability to conduct a forensic examination
- Ability to coordinate large-scale program replication seminars
- Ability to courteously and tactfully communicate with volunteer nurses, law enforcement personnel and the public



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- Ability to provide education courses that meet American Nursing Credentialing Center (ANCC) accreditation
- Ability to remain calm in stressful situations
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Skill in:

- Skill in professionally and calmly handling difficult persons or situations
- Skill in communicating effectively, verbally and in writing

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 the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. 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.

EEO Code: N-02

Group: Cultural, Legal, and Science

Series: Medical