

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: ALLEGED SEXUAL ASSAULT ON AN INDIVIDUAL

ANNUAL REVIEW MONTH: November
RESPONSIBLE FOR REVIEW: Director of Legal and Special Services
LAST REVISION DATE: September 2010

The purpose of this procedure is to provide guidelines to assure prompt medical examination, upon consent of an individual or his/her legal representative, when an alleged sexual assault occurs, and for preservation of evidence.

Participants: Service Chief
Attending Physician
Service Clinical Director
Director of Legal and Special Services (LSSO)
CSH Police Department

Responsible Person

Responsibility

Service Chief

1. Ensure that, upon consent, a medical examination is provided when an alleged sexual assault occurs and that the evidence is preserved. Ensure that individuals who are involved in consensual sexual activity (with other individuals) are also provided the opportunity to be examined, with their consent.
2. Ensure that the individual or his/her legal representative signs Form CSH-45 (Rev. 2/88), Consent For Medical Examination Following An Alleged Sexual Assault On A Individual, prior to medical examination.

3. Ensure that the attending physician is advised when the appropriate legal representative cannot be reached to sign Form CSH-45.
4. Ensure that a signed copy of Form CSH-45 accompanies the individual to the Hospital Emergency Room.
5. Ensure that Central State Hospital (CSH) police are notified when an alleged sexual assault occurs.
6. Ensure that the Critical Incident Report form (CIR) is completed in compliance with the DBHDD Policy #03-515 - Incident Management
7. Immediately contact the Hospital's Legal and Special Services Office.

Attending Physician

1. Refer the individual to Oconee Regional Medical Center (ORMC) for medical examination upon consent of individual or legal representative.
2. Consult with service clinical director/chief medical officer when the legal representative of a minor or an adjudicated incompetent adult cannot be reached, or when the individual is not able to make decisions for him/her self.
3. Document in the individual's medical record what actions you have taken to ensure the safety of the individual and to ensure that proper medical treatment is provided.

**Service Chief/
Clinical Director**

1. Ensure that the individual is taken to ORMC-ER, with the appropriate referral documentation, for medical evaluation of alleged sexual assault, and that the evidence is preserved.
2. Obtain appropriate follow-up reports

and immediately forward to the Legal and Special Services Office.

Chief CSH Police Department

1. Immediately respond to the location of the alleged assault.
2. Conduct thorough investigation and provide results to the Regional Hospital Administrator and the Legal and Special Services Office Director.
3. In cases of consented acts between individuals, report to treatment area and interview all individuals involved.

Director of LSSO

1. Process the Critical Incident Report form (CIR) completed in compliance with the Division of Mental Health, DBHDD Policy #03-515 - Incident Management.
2. If warranted, initiate Root Cause Analysis efforts.

Approved:

This procedure has been approved by the RHA and the CSH Clinical Director.