



## Operational procedures and equipment for medical facilities in victim examination suites or Sexual Assault Referral Centres (SARCs)

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**The following information refers to the set of rooms used within a victim examination suite or within a SARC for the forensic medical examinations. The following is generic advice and local practice may vary depending upon particular circumstances.**

### Medical rooms

Suggested dimensions 5.5m x 3.6m

### Operational procedures for victim examination suites/SARCs

1. The suite should be locked when not in use.
2. The suite should only be used for clinical purposes.
3. A log book should be kept indicating all persons who enter the suite and a note made of the date and time and reason for entering (e.g. cleaning, examination, statement). There should be a book containing relevant information; for example, how to call out a cleaner, useful telephone numbers – genitourinary (GU) clinics, social services, etc.
4. The suite needs to be cleaned after each use to prevent DNA (this include waiting room examination room and bathroom) contamination. The cleaning should include the forensic waiting room, the medical examination room, the bathroom and toilet within the facility. Within the medical examination room: the floor, couch (even if covered with a protector at the time of the medical), worktop, writing desk, sink and taps need to be cleaned each time the room is used.
5. Use an alcohol-based wipe with organic content for wiping down vinyl chairs in waiting room area and for the medical examination couch.
6. Use a disinfectant as a general cleaning reagent for all hard work surfaces such as counter tops and sinks. Certain disinfectants are meant to be in contact for at least 10 minutes to be effective. Concentrated solution should be diluted down to a 10% solution. However, once diluted, it has a limited shelf life. A 10% solution is suitable for floors and other surfaces where it is 'left on'. Rubber gloves should be used when handling these products.
7. Use disposable white paper towels for cleaning surfaces with the disinfectant (the coloured varieties can cause fluorescence problems in the DNA process). Surfaces that could potentially collect dust etc. e.g. exposed storage shelves should be cleaned at least once a week.
8. After disinfectant has been used to clean the sinks, they should be wiped with cleaning cloths. The cloths should be used once and restrict their use to one room.
9. The clinical examiners and chaperones should wear disposable powder free gloves.
10. The clinical room in the suite should have a lockable drug cupboard.
11. A named person should have responsibility for checking and restocking the suite on a regular basis (at least once a week). In his/her absence a problem should be reported to the police liaison officer.
12. The modular kits should be stored in appropriately labelled shelves/containers. All unused items from opened kits must be appropriately disposed of.
13. There should be a wall mounted clinical waste bin with foot lever to open. This must be emptied at least once a week, regardless of how full it is.
14. The sharps disposal bin should be replaced when three quarters full.
15. Used towels, gowns etc. will be placed in a linen basket, which will be emptied at least once a week.
16. There should be access to a refrigerator and freezer for storage of samples.

### Waiting room

- Easily cleaned surfaces
- Good heating and ventilation
- Comfortable chairs in washable vinyl fabric
- Coffee tables
- T.V./music centre with remote controls
- Pictures (non-reflective glass)



## Medical room

In addition to the stock items each room should have:

- Desk with laminated surface and drawers underneath
- 4 plastic chairs
- Examination couch (with steps or raising/ lowering facilities) and pillow (disposable covers)
- Screen or suspended curtains (washable/ disposable) around couch
- Store cupboards labelled to identify what they contain
- Drawers in the desk or a suitable file for stationery
- Washbasin with elbow operated taps (preferably mixer). Tiling above wash basin
- Paper towel and liquid soap dispenser
- Mobile examination light with magnifying lens
- Medical stock trolley
- Colposcope with attachments for photo-documentation
- Clock
- Notice board
- Telephone (outside line)
- Waste bin
- Clinical waste bin
- Sharps disposal bin (secure, wall-mounted)
- Good heating, lighting and ventilation
- Scales for weighing patient
- Height measure
- Disposable tape measure
- Ophthalmoscope
- Auroscope
- Stethoscope
- Sphymomanometer
- Disposable thermometer.

## Bathroom facilities

- Easily cleaned surfaces
- Good heating and ventilation
- Shower (non-slip mat/surfaces), toilet, wash basin
- Clean towels, soap (single use), shampoo, combs, sanitary towels and tampons, etc.
- Toothbrushes and toothpaste
- Seat

- Lock on doors which can be opened from outside in an emergency
- Suitable mirror
- Supply of nappies for different ages and pull ups
- Mobile changing trolley and baby changing mat and baby wipes

## Sitting room

- Good heating and ventilation
- Comfortable easy chairs
- Coffee table
- Telephone (outside line)
- T.V./music centre
- Pictures, dried flower arrangements, plants, magazines etc.
- Toys for complainants/accompanying children

## Refreshment facilities

- Kettle
- Cordial, tea bags and instant coffee
- Long-life milk in individual cartons and sugar
- Snacks (biscuits, crisps)
- Crockery and cutlery
- Washing up liquid and disposable paper towel for drying

## Miscellaneous

- Air freshener
- Supply of dressing gowns
- Spare clothing and shoes
- Blankets and pillow cases
- Laundry basket
- Hair dryer
- Toys etc. for children



## VICTIM EXAMINATION SUITE/ SARCS SUPPLIES LIST

### Resuscitation equipment

**All clinical staff should ensure that they are familiar with any equipment that is available and fully trained to use such equipment.**

- Bag-valve-mask with adult and child size facemasks
- Oropharyngeal airways (range of sizes)
- Suction equipment (electrical or hand operated)
- Pocket masks
- Oxygen and oximeters to be considered if not located near to such a supply, i.e. hospital base
- Defibrillator

### Dressing bandages & plasters

- Steristrip closures 6mm Pack 36
- 2 fabric dressing strip 6cm x 1m
- 2 fabric dressing strip 8cm x 1m
- 50 non adherent dressings 9.5cm
- 5 microporous tapes 2.5cm x 5m
- 30 cotton wool 25g
- 5 boxes of assorted adhesive dressings
- Dressing packs x 20 (these contain cotton wool, gauze etc and are not the same as ambulance dressing packs)

### Disinfectant & antiseptics

- 30 antiseptic wipes
- 30 antiseptic sachet 25ml
- 2 liquid soap
- 2 alcohol handrub

### Protective items

- 2 sharps disposal bin 7L (one in use)
- 100 clinical waste bag 200 x 320mm
- 20 clinical waste bag 400 x 800mm
- 50 clinical waste bag 700 x 1000mm
- 3 boxes of each size non-sterile powder free vinyl gloves (small, medium, large)
- 5 pairs of each size of sterile surgical powder free gloves
- Facemasks

### Miscellaneous

- 2 paper towel rolls 250mm (one in use)
- 2 plastic bowls (1 pint)
- 1 scissors dressing 150mm
- Single use lubricating jelly
- 2 boxes tissues
- Low adhesive tape
- Pregnancy test minimum 2
- Disposable vaginal speculum – various sizes
- Disposable proctoscopes small and large minimum 20 of each size
- Saline eye wash x 3
- Urine bottles, gel swabs and chlamydia swabs with appropriate request forms as agreed with local hospital bacteriology department
- Foley catheters

### Forensic kits

- Modular kits for collection of swabs etc. for investigation of sexual assault
- Elimination DNA kit minimum 25
- Blood for alcohol/drugs kit minimum 10
- Urine collection kit minimum 10
- Mouth collection kit minimum 10
- Condom collection kit minimum 3
- 5 fibre collection kits

### Packing

- Paper bin sacs with clear panel (small and large) minimum 50
- Criminal Justice Act labels minimum 50
- Roll of tape for sealing bags
- Biohazard tape

### Stationery

- Letterhead, plain paper and envelopes
- Carbon paper 10 sheets
- Statement paper (1st and continuation sheets)
- Other stationery and complainant leaflets as is in local use
- FFLM head injury instruction pads
- Ruler
- Disposable tape measure
- FFLM pro forma: post-pubertal female and male forensic sexual assault examination, paediatric forensic examination, adult complainant of domestic violence



## Medication

All Forensic Physicians should have available to them a personal doctor's bag containing those drugs normally carried when on call in General Practice, unless this medication is available in the police station/SARC.

The doctor's bag must be checked regularly and its contents kept in date.

## At the examination suite

Provided a suitable locked medicine cabinet is available in the clinical room of the suite a small number of frequently used drugs may be kept as stock items. The contents and management of the stock should be agreed locally by the HCPs involved and checked regularly with respect to expiry date of contents. It is suggested it may include:

1. Paracetamol 500mg
2. Non-steroidal anti-inflammatory e.g. ibuprofen 200mg
3. Co-codamol or similar analgesic
4. Salbutamol inhaler
5. Levonorgestrel 1.5 mg and Ulipristal acetate 30mg
6. Anti-emetic tab
7. Antibiotics for prophylaxis for STDs
8. Post exposure prophylaxis for HIV
9. Hepatitis B vaccine for adults and children
10. Consideration to be given to other medication such as that available in a custody suite as complainants can also be suffering from similar conditions.

If immunisation for hepatitis B is to be given, provision must be made for the treatment of anaphylactic shock should it occur.