|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Diagnostic Radiographer Apprentice**  |
| **Band:** | **Paid annex 21 - 70% of top of band 5 in year one and 75% of top band 5 in year two** |
| **Responsible To:** | **Principal Radiographer** |
| **Accountable To:** | **Radiology Services Manager** |
| **Section/Department/Directorate:** | **Radiology/Radiology/Clinical Support and Specialist Services** |

**Job Purpose:**

To Work within the Radiology department as a trainee Radiographer under the MSc Diagnostic Radiographer Apprenticeship programme; this is a fast track programme for those who already have attained a Batchelor degree in either science or engineering.

Undertake their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team.

Works under the guidance of a Registered Practitioner

Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently

Delivers high standards of compassionate, dignified care, managing time, tasks and resources effectively

Undertakes training, assessment and facilitation of peers and other staff as required

Ensures that the environment is clean, safe, tidy and welcoming for patients and visitors

To undertake rotational work within the department as / when required.

|  |
| --- |
|  |
| **Context:**As part of the multi-disciplinary team, the post holder will provide a key role in providing imaging, care and support to individuals as specified in standard radiographic protocols, or written care or service plans, in a range of environmentsUtilises highly complex, specialist equipment to provide diagnostic imaging / treatment, where requiredTo act as a role model for other staff membersContributes to the management of a safe working environment by minimising radiation hazards and clinical risksRecords patient information accurately using Trust software systemsEnable and empower individuals to develop, sustain and improve their overall health and wellbeing. |
| The **Diagnostic Radiographer Apprentice** will be based in the Diagnostic Imaging Department at the North Devon District Hospital.They will be workplace based for four days (equivalent) per week.One day per week they will have protected study time – either local to the apprentice or at a regional hub.The post holder will fulfil all tasks and work as part of a team responsible for providing an efficient imaging service in the Diagnostic Imaging Department.To meet the needs of the service, the post holder may be required to work in other areas and hospitals as appropriate, as directed by the line manager. *This may be required for certain elements of the course where facilities are not available at the North Devon District Hospital, such as nuclear medicine and PET CT.*The post holder will be expected to take part in the extended working day and 7 day rotation system.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Working Relationships:**To establish effective communications amongst all staff within the service thus creating conditions conductive to good patient care.

|  |  |  |
| --- | --- | --- |
| **To work collaboratively with:**  | **Frequent**  | **As Required**  |
| Radiographers | x |  |
| Radiologists |  | x |
| Radiology Departments Assistants | x |  |
| Radiology managers |  | x |
| Radiology Nurses |  | x |
| Radiology Nursing Assistant Practitioners |  | x |
| Porters | x |  |
| NDHT ward staff-all levels  | x |  |
| Consultants |  | x |
| Cardiologists |  | x |
| Patients, relatives and carers | x |  |

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

 |
| **Organisational Chart:** |
|  |
| **Key Result Areas/Principal Duties and Responsibilities**To work as part of a team responsible for providing an efficient imaging service in North Devon.Attend mandatory block weeks/attendance days for the Diagnostic Radiographer Apprenticeship programme at the University of Exeter.Make a commitment to study both within working hours and at home during the duration of the apprenticeship course.Attend virtual tutorials and webinars and complete all e-learning as instructed by the University of Exeter.To perform a range of radiographic imaging procedures, as detailed within the apprenticeship programme, within the Diagnostic Imaging department under the supervision of a qualified radiographer at all times.To ensure that the Ionising Radiation Regulations 2017, IRMER 2017 and associated codes of practice and guidance notes together with the Health and Safety at Work Act are understood and adhered to in respect of staff, patients and members of the public. Works within the boundaries of existing competence, adhering to the NDHT Radiation Safety Policy and national and local standard operating procedures/protocols.To immediately report any fault errors to the supervising radiographer. To make appropriate entries in the fault log. |
| **Communication and Relationship Skills**This role requires excellent communication skills including verbal, written and use of ITAble to exchange information with patients/clients requiring support, tact and reassurance.Form professional relationships with patients/clients and communicates and cooperates with them in a way that respects their views, autonomy and culture.Constructively manage barriers to effective communication and works cooperatively with patients and team members. Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate. Understand the safeguarding adult’s issues and act within the guidance of the policy to keep adults within their care safe. Able to keep accurate contemporaneous documentation using and supporting the organisation’s documentation.Report effectively to the relevant team on patients’ progress.Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress.Attend meetings and feedback relevant information.Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.To provide patients with an explanation of their procedure prior to commencing the examination.To communicate effectively, empathically and persuasively with patients in order to facilitate accurate positioning of patients and obtain diagnostic images. This will include dealing with patients (and their relatives or carers) who may have communication difficulties e.g. deafness or who speak a foreign language.To give advice to other healthcare workers and professionals on general radiation protection issues and be able to explain the general risks of radiation to patients whilst knowing when to defer to a qualified radiographer.**Analytical and Judgement Skills**Carries out delegated assessment of patients and their condition and monitors the patient’s response to intervention. Undertake delegated risk assessments providing accurate feedback to the team as necessary elegated nt team on patients’ ps as approrpaite. r memebrs of teh ircumstnacesRecognise the need for further advice, guidance and support as appropriate. To acquire knowledge and learn to apply this in a practical setting e.g. assessing the patient’s clinical need and level of cooperation (especially elderly and trauma patients), prior to performing any radiographic procedures in order to ensure the highest possible quality diagnostic image is produced at first attempt with minimal radiation risk to the patient.To use all equipment in accordance with manufacturer’s instructions, recognising and reporting faults occurring to any equipment to a senior radiographer in that area.To liaise and discuss requests with the supervising radiographers to ensure appropriate clinical procedures are performed within departmental protocols and national guidelines. **Planning and Organisational Skills**The post holder will be expected to:Be able to plan and successfully undertake the academic components of the Diagnostic Radiographer Apprenticeship course whilst continuing to achieve clinical competencies.To plan and undertake their continued studies both in the workplace and at home.To assist staff to ensure the department is working effectively at all times by contributing towards good control of workflow and maximising the use of all available x-ray rooms and facilities.Prioritise own tasks under the appropriate delegation of the registered practitioner.To actively participate in departmental meetings.Participate in the regular QA testing of all protective equipment used in the department (as required by IRR 2017), including protective lead aprons, screens and other such related equipment. **Physical Skills** A range of clinical skills including; dexterity and accuracy for diagnostic imaging.Ability to undertake training to provide high quality diagnostic images within the defined scope of practice.Be able to help to move patients using a range of manual handling aids and hoists as required.To use Radiography systems in accordance with departmental protocols ensuring patient data and images are correctly inputted and correlated.**Responsibility for Patient and Client Care**To work within clearly a defined accountability framework.To demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio relevant to the service specification.To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitionerTo ensure that the department’s identification policy is adhered to and that all patients are correctly identified prior to undergoing irradiation.To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on datix.**Responsibility for Policy and Service Development**To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).To maintain Trust Standards of Clinical Governance.To support Professional Standards of PracticeThe post holder will work in accordance with departmental policies, protocols and procedures. **Responsibility for Financial and Physical Resources**The post holder has no budgetary responsibilities but is responsible for the safe and correct use of expensive image acquisition equipment.Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed. Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported Demonstrate and instruct the use of equipment to ensure safety. **Responsibility for Human Resources**Supporting peers, including bank and agency staff in the clinical area.Maintaining own professional development and attending training, including all mandatory training to enhance the role within the clinical area.Be prepared to share knowledge and experience both formally and informally. Take a flexible approach in supporting colleagues during times of workload pressures. Participate in the training and induction of other staff/students as appropriate. Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Plan. Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post. **Responsibility for Information Resources** Inputting, storing and providing information on relevant IT systems and patient records.Accurately completing and maintaining effective patient records including confidentiality issues.To be able to work with the departments’ PACS system and Radiology Information (CRIS) system.**Responsibility for Research and Development** The post holder will be required to contribute to developing his / her own team’s evidenced based practice including research. To engage in active participation in data collection for audit and quality assurance purposes.**Decision Making**Adhere to professional and organisational standards of practice, policies and procedures and work within guidelines under the supervision of a qualified (HCPC Registered) radiographer. Work alone at times in a variety of settings, under the direction of the Registered Practitioner with access to support and supervision. May be required to take decisions alone and then escalate to the Radiographers.**Physical Effort**Daily work involves frequent sitting/standing, walking, moving equipment and manual handling. Imaging procedures may necessitate working in restricted positions or limited space.Moving & handling of patients and equipment in order to perform diagnostic imaging procedures. The post holder will learn to position / transfer and manoeuvre the patients’ body in order to obtain high quality, diagnostic images.Undertake training to use and manipulate equipment on a daily basis to produce diagnostic images.**Mental Effort**The post holder will sometimes be expected to cover the duties of colleagues in posts of the same pay band or lower and within the range of the post holders knowledge and skills.There will be periods of occasional intense concentration when dealing with very ill, critical or badly injured patients.Must be able to produce high quality images or contribute to procedures as standard on patients with variable levels of mobility and understanding whilst keeping radiation doses to a minimum under the As Low As Reasonably Practicable (ALARP) principle.Must be willing to undertake the training involved in this post in order to become a qualified Diagnostic Radiographer. Being able to undertake some study in own time whilst continuing to work within the Diagnostic Imaging Department.Work in an unpredictable pattern when required Read and decipher patient information.Help patients to make appropriate choices.Help to encourage / motivate patients for positioning and image acquisition.Have the ability to communicate with the appropriate response and manner to both patients and carers/family during emotional times.Ability to use and concentrate for long periods using IT.**Emotional Effort**There will be occasional periods of emotional intensity when dealing with very ill, critical or badly injured patients in the emergency department, fluoroscopy or cross sectional imaging rooms. This may include supporting patients, relatives and carers in dealing with emotional circumstances.Working with patients with mental health, learning disabilities and challenging behaviour.Ability to cope and deal with areas of conflict. **Working Conditions**Frequent contact with bodily fluids, infection and unpleasant smells. Occasional aggressive behaviour / verbal abuse from patients and relatives (more likely when working in the Accident and Emergency Department). Due to risks from ionising radiation, the post holder must adhere to the Ionising Radiation Regulations 2017 (IRMER 17), Ionising Radiation Regulations 2017 (IRR 17) and associated codes of practice and guidance notes, and the Health and Safety at Work Act. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Diagnostic Radiographer Degree Apprentice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :A Batchelor Degree in Science or Engineering at a 2:1 grade or aboveA-level science grade BLevel 3 qualification (e.g. NVQ 3, QCF 3)GCSE English and Maths grade C or 4.Willingness / commitment to undertake the training required for this post. |  E EEEE | Application form / interview |  |  |
| KNOWLEDGE/SKILLS:Good Knowledge of the Radiology Management system.Knowledge of relevant national standards, e.g IR(ME)R 2017, IRR’17 and associated codes of practiceIV cannulation competencySound knowledge of a range of clinical presentations and how to escalate concerns.Knowledge of correct assessments of patients and their condition and monitors the patient’s response to intervention.Knowledge of accountability, relevant SOP’s policies and importance of patient documentation.Knowledge of client conditions related to the setting.Health, safety and risk awareness.Safeguarding and MCA understanding.Demonstrates a commitment to lifelong learning.Knowledge / understanding of promoting patient’s independence.  | DD  DD DDDEEE D | Interview |  |  |
| EXPERIENCE:Proven experience of working in an appropriate health care setting. Experience of working directly with patients providing care or treatment interventions.Experience of training others in technical skills/life skills | EED | Application form |  |  |
| PERSONAL REQUIREMENTS:Good hand/eye co-ordination skills and aptitude for precisionGood communication skills, written and verbal.Ability to work autonomously.Ability to work under pressure and with flexibility.Empathetic and demonstrates patient focus.Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.Basic computer skills.Understand the need for professional conduct.Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.Competent listening and observation skills.Positive interpersonal skills.Good co-ordination/organization skills.Ability to work positively and professionally as part of a team.Able to contribute to the training of other staff/students.Willingness/commitment to undertake training.Understands and demonstrates commitment to the Trust’s values. | EEE EEEEEEEEEEE  D E  | InterviewPortfolioInterview |  |  |
| OTHER REQUIREMENTS:The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.Flexible working re: working in a range of clinical settings and environments and shift patterns.Able to travel to meet needs of the jobAble to manage the moving and handling duties required of working with patients in various settings. | EEEE | Interview |  |  |

\*Essential/Desirable

|  |
| --- |
| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients | X | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation | x | Challenging Behaviour | x | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working | X |  |  |

**Supplementary Job Description Information**

**Post Title:** Diagnostic Radiographer Degree Apprentice

**Ward/Dept and Site:** DiagnosticImaging Department, NDDH

**Date Completed:**

Please indicate in the boxes with a tick whether the post holder will be expected in or be directly exposed to the following boxes. **For all boxes ‘YES’ is ticked the guidance document must be used to provide relevant details – a copy can be found in the Trust’s ‘Guide to writing/updating job descriptions/ Person specifications and supplementary information’.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working Conditions** | **Yes** | **No** | **Details** |
| Inclement weather |  | **x** |  |
| Excessive temperatures |  | **x** |  |
| Unpleasant smells/odours | **x** |  | Rarely Assist with procedures on patients in poor state. |
| Noxious fumes |  | **x** |  |
| Excessive noise/vibration |  | **x** |  |
| Use of VDU more or less continuously | **x** |  | Booking and confirming patients on RIS *several occurrences each working day*. |
| Unpleasant substances /non household waste | **x** |  | Occasionally body fluids, faeces, vomit. |
| Infectious waste/ Foul linen | **x** |  | Occasionally from infectious/ contagious patients.  |
| Body fluids/faeces/vomit | **x** |  | Occasionally when dealing with ill patients and injured patients from A&E, wards and OPD’s. |
| Dust/dirt |  | **x** |  |
| Humidity |  | **x** |  |
| Contaminated equipment or work areas | **x** |  | Blood when assisting in trauma situations |
| Driving/ being driven in normal situations |  | **x** |  |
| Driving/ being driven in emergency situations. |  | **x** |  |
| Fleas or lice | **x** |  | Very seldom but possible. |
| Exposure to dangerous chemicals/substances in/not in containers | **x** |  | Processing chemicals. |
| Exposure to aggressive verbal behaviour where there is little /no support | **x** |  | Rarely dealing with A&E patients that may be injured, drunk. Carers that may be stressed and other patients due to the nature of their condition. |
| Exposure to aggressive physical behaviour where there is little/no support | **x** |  | As above |
| **Comments** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical effort** | **Yes** | **No** | **Details** |
| Processing(e.g. typing/transmitting) news of highly distressing events  |  | **x** |  |
| Giving unwelcome news to patients /clients/carers/ staff |  | **x** | . |
| Caring for the terminally ill |  | **x** |  |
| Dealing with difficult situations/circumstances | **x** |  | Dealing with patients that may have just been given bad news by other health professionals and following up patients with potentially serious outcomes. |
| Designated to provide emotional support to front line staff |  | **x** |  |
| Communicating life changing events |  | **x** |  |
| Dealing with people with challenging behaviour | **x** |  | Dealing with the full spectrum of patients including physically disabled, with learning difficulties, elderly, young children, severely injured, and language barriers.  |
| Arriving at the scene of an accident |  | **x** |  |
| Comments: |
|  |
| **Physical Effort** | **Yes** | **No** | **Details** |
| Working in uncomfortable/ unpleasant physical conditions |  | **x** |  |
| Working in physically cramped conditions | **x** |  | Occasionally in theatres / ward single rooms  |
| Lifting weights, equipment or patients with mechanical aids | **x** |  | Regularly moving x-ray equipment. Assist in helping to move patients. |
| Lifting weights/ equipment without mechanical aids |  | **x** |  |
| Moving patients without mechanical aids | **x** |  | Occasionally assisting in moving patients who are unable to help themselves for x-ray examinations.  |
| Making repetitive movements | **x** |  | Operating X-ray equipment often above the operator. *Several times a day.* |
| Climbing or crawling |  | **x** |  |
| Manipulating objects | **x** |  | Manipulating x-ray equipment to obtain diagnostic images. |
| Manual digging |  | **x** |  |
| Running |  | **x** |  |
| Standing/sitting with limited scope for movement for long periods |  | **x** |  |
| Kneeling, crouching, twisting bending or stretching | **x** |  | Moderately to manipulate the x-ray equipment to optimise range of examinations preformed.  |
| Standing/ walking for substantial periods of time | **x** |  | Undertaking radiographic procedures, moving around department.  |
| Heavy duty cleaning |  | **x** |  |
| Pushing/pulling trolleys or similar | **x** |  | Occasionally assist in moving trolleys and beds short distances for patients that are immobile.  |
| Working at heights |  | **x** |  |
| Controlled constraint i.e. Jobs requiring training/ certification in this. | **x** |  | Minimum requirement for radiography is foundation degree in radiography or equivalent. |
| Comments: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mental Effort** | **Yes** | **No** | **Details** |
| Carry out formal student/trainee assessments |  | **x** |  |
| Carry out clinical/social care interventions |  | **x** |  |
| Analyse statistics |  | **x** |  |
| Operate equipment/ machinery  | **x** |  | Expected to operate a wide range of x-ray equipment including range of manufacturers. *Many times a day.* |
| Give evidence in a court/ tribunal/formal hearing |  | **x** |  |
| Attend meetings (describe role) | **x** |  | Rarely attend meetings for process mapping discussions. |
| Carry out screening tests/ microscope work |  | **x** |  |
| Prepare detailed reports |  | **x** |  |
| Check documents | **x** |  | Check imaging department requests for legality and appropriate examinations. |
| Drive a vehicle |  | **x** |  |
| Carry out calculations |  | **x** |  |
| Carry out clinical diagnosis |  | **x** |  |
| Carry out non-clinical fault finding  |  | **x** |  |
| Comments |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Freedom to Act** | **Yes** | **No** | **Details** |
| Does the post holder generally work with the supervisor/ manager close by/available | **x** |  |  |
| Does the post holder generally work with the supervisor/manager contactable by bleep or phone |  | **x** |  |
| Is the post holder the lead specialist in their field |  | **x** |  |
|  |  |  | **Less frequent** (state how often) |
| How often on average is guidance/advice given |  |  | Frequently whilst training. |
| How often is your work checked/ monitored/assessed |  |  | Constantly whilst training. |
| Comments: |
| **This post is a trainee post and as such the holder is very closely supervised.** |

**Please attach any additional information on a separate sheet.**

**Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by line manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_**