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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| --- | --- | --- | --- |
| **JOB DETAILS** | | | |
| **Job Title** | | Advanced Critical Care Practitioner ACCP | |
| **Reports to** | | Clinical Lead Northern & Consultant ACCP | |
| **Band** | | 8A | |
| **Department/Directorate** | | Surgery & Critical Care | |
|  | | | |
| **JOB PURPOSE** | | | |
| * In this advanced role the post holder will provide expert clinical management and care to patients requiring levels 1-3 care in critical care in a role traditionally performed by medical staff. * The post holder will function on the medical rota covering Intensive Care. * The post holder will provide enhanced continuity and high standard of management for deteriorating patients across all areas of the trust. * Working autonomously as an Advanced Critical Care Practitioner within the Intensive Care Team at Royal Devon University NHS Foundation trust based on Northern site and provide a high level of expertise to ensure patient-centred clinical care. * As this a novel post at Northern services, and the role is primarily based at Intensive Care at Northern services, the postholder will also spend time in the Intensive Care at Eastern services. Eastern services have a well-established Advanced Critical Care Practitioner team who with provide clinical, continuing professional development, training , mentorship and line management. * Exercise advanced clinical expertise, levels of judgement, discretion and decision making whilst undertaking the skills of assessment, examination to provide a diagnosis and formulate timely treatment plans within an agreed scope of practice. * Evaluate investigations and revise treatment plans according to patient need and assess impact and outcome. * Provide expert professional advice to patients, carers and colleagues. * Monitor and lead improvements to standards of care through; supervision of practice, clinical audit, implementation of evidence-based practice, teaching and support of colleagues and the provision of professional leadership. * Lead the implementation of new evidence-based practice and contribute to the development of the evidence through research, audit and collaboration with clinical or academic staff. * Contribute to clinical governance by leading quality improvement, audit and research projects as part of the multidisciplinary service-wide performance and quality agenda. * Role model the Trust’s values and behaviours, demonstrating a person-centred approach to service delivery and development whilst maintaining a professional portfolio that supports their scope of practice. | | | |
| **KEY WORKING RELATIONSHIPS** | | |  | |
| * Clinical area – Intensive Care Unit * Surgical Directorate * Multi-disciplinary Team in ICU * Anaesthesia * Emergency department * All wards within the Trust | | | | |
| **ORGANISATIONAL CHART** | | | | |
|  | | | | |
| **FREEDOM TO ACT** | | | | |
| The post holder will manage own workload within areas of individual competency in Intensive Care to diagnose in order to choose appropriate evidenced based treatment options. This will include:   * Utilising advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality * Interpreting broad policy and establishing standards. * Acting as a lead specialist within their sphere of expertise. * Working within their professional code of conduct. * Assimilating risk / benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge. * Seeking out advice and support from consultant colleague when required. * Supporting the writing of polices and maintaining standards within the critical care specialty. | | | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | | | |
| The postholder will:   * Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for this specialist area. * Act as a mentor/clinical supervisor as appropriate. * Be required to provide and receive highly complex and sensitive information to patients, carers and colleagues in often complex and stressful situations. * Be required to communicate effectively where patients or relatives have special needs, learning disabilities or where there may be barriers to understanding in often stressful circumstances. * Be required to demonstrate advanced persuasive, reassurance and empathy skills. * Maintain accurate and up to date clinical records. * Be able to communicate effectively and develop effective relationships within the multidisciplinary team to ensure seamless care across traditional boundaries and barriers to optimise quality care. * Communicate promptly and without barriers with the Clinical Lead Northern and / or Consultant Advanced Critical Care Practitioner any ACCP related activities, safety concerns or any issues identified during their work. * Act as a role model to inspire and motivate colleagues at all levels within the multidisciplinary team.   . | | | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | | | |
| The postholder will:   * Make operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required. * Frequently apply advanced skills in communicating complex, sensitive and emotive information to patients and carers. This includes discussion about diagnosis, disease progression or end of life * Identify own personal development needs to work as an advanced practitioner, in accordance with the Trust Framework for Advanced Practice, and take appropriate action to ensure these needs are met to maintain qualification at masters level. * It is mandatory that the postholder will work cross site to meet any training and Continuing Professional Development requirements as an Advanced Critical Care Practitioners at the Eastern site. * Advanced clinical judgements required on complex facts requiring interpretation and comparing options. * Skills for assessing and interpreting specialist patient conditions and take appropriate actions. * Assessment of specialist clinical conditions which require analysis, interpretation and comparison of a range of options. * Assessment of specialist clinical conditions which may contain conflicting information or indicators. | | | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | | | |
| The post holder will:   * Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the clinical lead to ensure practice development and improved care for patients. * Maintain an active learning environment and have an ongoing teaching role across the multi professional team. * Attend and present at relevant clinical / professional meetings, seminars and conferences. * With the support of the consultants, makes representation as appropriate at various meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility. * Apply theory to practice through appropriate clinical decision-making models and be able to justify their decision making. * Apply the principles of therapeutics and safe prescribing. * Plan and organise own specialist care packages for critical care patients which will require formulation and adjustment as required in response to patient’s conditions. * Will be required to respond rapidly to changing priorities to meet patient requirements. * Will be required to formulate educational programmes for clinical and other staff which may include patients and relatives. | | | | |
| **PHYSICAL SKILLS** | | | | |
| * Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients. This would require moderate physical effort over short periods. * The post holder will required to travel to a variety of locations to meet service requirements, training, continuing professional development, mentorship and to attend leadership meetings. * Requires effective hand eye coordination and fine motor skills for performance of advanced and technical clinical procedures such as airway management, CVC insertion, arterial cannulation, peripheral cannulation with and without ultrasound guidance and insertion of catheters. Some of which may be time critical due to patient condition. * Requires effective keyboard skills. | | | | |
| **PATIENT/CLIENT CARE** | | | | |
| The post holder will:   * Provide advanced level holistic practice to clinical area of practice, working collaboratively with all members of the multi professional team to meet the needs of patients. * Ensure consistent high standard evidence based clinical intervention and decision making informed by local protocols and national guidelines. * Work in accordance with the Trust Framework for Advanced Practice, HEE and speciality standards and credentials in undertaking advanced specialist skills in the assessment, planning, implementation and evaluation of care for patients referred. This includes managing complete episodes of patient care, requesting and interpreting appropriate investigations within the scope of practice. * Advise patients, their carers and staff on the promotion of health and prevention of illness. * As a Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, and Trust policy and service protocols. * Contribute to the co-ordination and effective management of admission and discharge processes taking a lead in areas of complexity. * Apply specialist knowledge in providing advice and support to patients or carers to facilitate informed choice, self-efficacy, psychological adjustment and recovery. * Act as an expert nursing / therapy / pharmacist (delete as appropriate) resource in specialist field. * Develop knowledge and skills and scope of practice in a structured and supported process, supported by assessment and ongoing learning with an educational / clinical supervisor. * Direct high-level contact with critically ill patients assessing, initiating and managing episodes of care both within the Intensive Care unit and in ward areas as an ICU responder. | | | | |
| **POLICY/SERVICE DEVELOPMENT** | | | | |
| The post holder will:   * Conduct, and lead on the quality improvement to ensure delivery of a safe high-quality service according to national guidance and best practice Trust policies, protocols and service strategy. * Conduct clinical risk assessments, commence secondary prevention, provide health promotion advice and plan post-hospital interventions for patients in accordance with service protocols and Trust policies. * Act as a resource for health care professionals working within the Trust as required providing specialist advice and support around the assessment and management of patients with critical care conditions. * Contribute to the management of the specialist service by providing periodical reports as per divisional requirements. * Participate in operational and strategic planning for the development and delivery of the service, including the development of evidence based clinical guidelines to promote good practice. * Develops protocols for specialist area considering impact on other services and develop policies as required. * Demonstrate compliance with professional policies and procedures at all times, working to local and national evidence-based guidelines. * Follows trust and national policies within their own role and will be expected to propose changes to working practices within their own area of expertise. * Will be required to develop protocols for critical care and patients at risk of deterioration around the organisation which may impact on other clinical areas and other members of the multi-disciplinary team. * Ensure user views are received and interpreted into service delivery. * Appraise and interpret policy and apply suggestions into clinical practice and policy development. * Required to promote change to develop professional practice and enhance patient care. | | | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | | | |
| * Personal duty of care in relation to equipment used in the line of work across both sites. * Required to be aware of cost and resource requirements. * Maximise the efficient use of resources and alert budget holders where treatment regimes change. * Maximise the efficient use of resources for working and developing, both in person and virtually, cross-site. | | | | |
| **HUMAN RESOURCES** | | | | |
| Management:   * Provide representation on Trust committees / meetings as required. * Supervise clinical practice as appropriate of identified members of the clinical team. * Demonstrates leadership and management skills to lead specific practice and service developments or evaluations within a service strategy to which they also actively contribute as a senior clinician. * Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the clinical lead to ensure practice development and improved care for patients. * Take part in and contribute to recruitment processes in the service as required. * Will be required to allocate work to support and junior staff. * Teaching is a fundamental requirement of the role. * To teach and deliver core training in own discipline of ACCP and to junior medical staff on rotation to ICU to include teaching and assessing junior medical trainees on rotation through ICU in advanced practical skills. * Provide clinical supervision to other staff / students from all professional groups as required. * Develop and review systems to ensure good communication and team effectiveness. * Ensure record keeping is timely and accurate at all times ensuring patient confidentiality is maintained. * Undertake appraisal for junior and trainee ACCPs as required according to Faculty of Intensive Care Medicine standards for ACCPs in ICU. | | | | |
| **INFORMATION RESOURCES** | | | | |
| * Records personally generated information, maintains patient / client records to high information governance standards at all times. * Records and processes research results and disseminate effectively at appropriate levels. * Uses appropriate computer software to support information analysis in relation to research data. * Ensures effective documentation in the reporting of incidents using the approved channels. | | | | |
| **RESEARCH AND DEVELOPMENT** | | | | |
| * Seeks out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences. * Review and disseminate new information to relevant staff. * Evaluate clinical practice in relation to its evidence base and clinical effectiveness. * Participate/leads in research within scope of professional practice, to include active participation in research and audit projects and Quality Assurance projects. Expected to lead Quality Improvement Projects within their service. * Use audit skills to enable the specialist team and other health professionals to improve quality of care by undertaking audits of clinical practice and actively contribute to the implementation of the findings / recommendations. | | | | |
| **MENTAL EFFORT** | | | | |
| The post holder will:   * Clinically lead a team of staff and deal with challenge and conflict. * Be flexible to the demands of the work including unpredictable work patterns. * Frequently be able to concentrate with persistent interruptions, managing patients with complex needs and supporting members of the team. * Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format. * Produce and interpret documents, reports and briefings to support, develop and lead specialist service area. * Frequently require long periods of concentration, particularly when using a VDU. * Identify strategies to motivate patients who are complex, have cognitive impairment or have limited communication to comply with their treatment plan. * Represent the service, profession and organisation in a variety of meetings / forum. | | | | |
| **EMOTIONAL EFFORT** | | | | |
| The post holder will:   * Work with patients/service users, and carers, to optimise outcomes or who have a poor / life limiting prognosis including the communication of distressing news. * Use clinical leadership skills to support decision making and resolve conflict. * Be able to make calm, rational decisions under stressful situations. * Use highly developed communication, negotiation and persuasive skills at a range of levels across a variety of professional groups and organisations. * Be able to motivate and negotiate with staff using highly developed listening and persuasive skills to implement change within the service and manage any other impact on other service areas. * Deal effectively and efficiently with issues of complaint and concern. * Demonstrate listening and empathic skills with the ability to resolve potential contentious issues. | | | | |
| **WORKING CONDITIONS** | | | | |
| * Working with patients with a wide range of complex conditions which may involve exposure including contact with bodily fluids such as blood, sputum, urine, vomit; fleas and lice. * There will be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression. * Ability to work in shared space with often noisy and frequent interruptions. * Ability to work cross-site, for service requirements, training, continuing professional development and mentoring. | | | | |
| **OTHER RESPONSIBILITIES** | | | | |
| * Take part in regular performance appraisal as well as an annual review of competence and progress (ARCP). * Actively contribute to the continue professional development study days which are based at Eastern services. * Establish and maintain clear lines of communication between ACCPs at Eastern and Northern services. * Adopt, implement and work to the Standard Operating Procedures for ACCPs for RDU * As required, under the supervision of the Clinical Lead Northern / Eastern and Consultant Advanced Critical Care Practitioner, review, amend and implement for Northern services as required so they become unified and integrated across the Trust. * Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling. * Contribute to and work within a safe working environment. * You are expected to comply with Trust Infection Control Policies and conduct themself at all times in such a manner as to minimise the risk of healthcare associated infection. * As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and / or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. * You must also take responsibility for your workplace health and wellbeing:   + When required, gain support from Occupational Health, Human Resources or other sources.   + Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.   + Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.   + Undertake a Display Screen Equipment assessment (DES) if appropriate to role. | | | | |
| **GENERAL** | | | | |
| This is a description of an ACCP role based on Eastern services considerable experience for implementation at Northern services. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the line manager and Clinical Lead Northern in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  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 Trust’s Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Royal Devon University NHS Trust is the result of integration of Eastern and Northern services, combining the RD&E’s track record of excellence in research, teaching and links to the university with North Devon’s innovation and adaptability. Working together gives us the opportunity to offer unique and varied careers across our services.  T*his is* | | | | |
| **POST** | Senior ACCP | | | |
| **BAND** | 8A | | | |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION / SPECIAL TRAINING** |  |  |
| Professionally Registered - Nurse/ AHP / Pharmacist | E |  |
| Evidence of MSc Advanced Critical Care Practice or equivalent (mapped to all outcomes of the Multiprofessional Advanced Practice Framework HEE / FICM ACCP Curriculum). | E |  |
| Evidence of achievement Faculty of Intensive Care Medicine membership as an ACCP [current member]. | E |  |
| Post Grad Teaching qualification or equivalent |  | D |
| Management qualification/leadership qualification |  | D |
| Non-Medical Prescribing (supported as part of ACCP pathway) | E |  |
| FICM ACCP Advanced Airway OSF - willingness to work towards |  | D |
| Completion of NHSBT non-medical authorisation of blood products. |  | D |
| **KNOWLEDGE / SKILLS** |  |  |
| Previous knowledge and experience of working within speciality | E |  |
| Ability to manage own patient caseload | E |  |
| Good communication skills | E |  |
| Established Teaching skills | E |  |
| Knowledge of Quality improvement and research methodology | E |  |
| **EXPERIENCE** |  |  |
| Extensive experience in caring for Intensive care patients | E |  |
| Experience of Innovation and change management | E |  |
| Experience in applying research findings to practice | E |  |
| Understanding of health promotion and counselling | E |  |
| Experience of providing clinical supervision in practice | E |  |
| **PERSONAL ATTRIBUTES** |  |  |
| Effective communication and leadership skills | E |  |
| Ability to motivate self and others to meet timelines | E |  |
| Committed to service development | E |  |
| Ability to work autonomously and in a Multidisciplinary team | E |  |
| Flexible working practice | E |  |
| Effective organisational skills | E |  |
| **OTHER REQUIRMENTS** |  |  |
| Committed to further personal and professional development | E |  |
| Able to understand requirement to manage resources effectively | E |  |
| The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E |  |
| Ability to work in shared space with often noisy and frequent interruptions. | E |  |
| Demonstrates an enthusiasm for North Devon as a place to work and live | E |  |
| Ability to work at both Northern and Eastern services | E |  |
| Ability to travel independently between Northern and Eastern services as required | E |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/Occasional/ Moderate/Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/ |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  |  | Y |
| Blood/body fluids | Y/N |  |  |  | Y |
| Laboratory specimens | Y/N |  |  | Y |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  | YY |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y |  | Y |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  | Y |  |  |
| Animals |  |  | N N |  |  |
| Cytotoxic drugs | Y |  | Y Y |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N | Y |  |  |  |
| Driving | Y/N | N |  |  |  |
| Food handling | Y/N | Y |  |  |  |
| Night working | Y/N |  |  |  | Y |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  | Y |  |  |
| Challenging behaviour | Y/N |  |  | Y |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🗹 |
|  | Group 2 | | 🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🗹 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🗹 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🗹 | The importance of good clinical record keeping | 🗹 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🗹 | Antimicrobial Prudent Prescribing | 🗹 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🗹 |
|  | Group 7 | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🗹 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🗹 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🗹 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🗹 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🗹 |  |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: |  |
| Line Manager's Name: |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
|  | | |
| Explain why this structure change is required, and how this has come about: | | |
|  | | |
| Have any other options been considered? If so what? | | |
|  | | |
| Describe impact if this decision is not supported: | | |
|  | | |
| Any other information to support this application: | | |
|  | | |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: |  |
| Line Manager's Name: |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
|  | | |
| Explain the service needs for the re-banding | | |
|  | | |
| Explain why this re-banding is required | | |
|  | | |
| Explain how this re-banding will improve the structure and add value: | | |
|  | | |
| Have any other options been considered? If so what? | | |
|  | | |
| Describe impact if this job is not re-banded: | | |
|  | | |
| Any other information to support this application: | | |
|  | | |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |