#

|  |
| --- |
| JOB DESCRIPTION**Job Title Advanced Clinical Nurse Practitioner** **Department(s) Renal Assessment Unit & ANP Team Lead** |

|  |
| --- |
| 1. **JOB PURPOSE**

The post holder will work as an expert clinical practitioner responsible for providing expert clinical care and management of both the stable and acutely unwell patients and their family, making complex, autonomous decisions using advanced skills and knowledge. They will have overall responsibility for the assessment of care needs and the delivery of advanced nursing care, to a level equivalent to that of medical staff. The post holder will be an experienced clinician, who acting within their professional boundaries will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. The ANP must demonstrate competence within all four pillars of advanced practice and make professional, autonomous decisions for which they are accountable.The post holder will provided the assessment, examination, diagnosis, management and treatment in a wide range of clinical conditions when patients present to Renal Assessment Unit, 4A, 4C and 4D as planned or emergency admissions. They will also act as first responders to medical emergencies as well as review patients within the renal inpatient wards. As senior clinicians within the department the ANPs will also play an important part in leadership and teaching for both nursing and medical staff. The post holder will provide leadership, clinical support and advice to nursing and junior medical staff, making appropriate referrals to, and co-ordinating the contribution of other members of the multi-professional team as well as providing specialist education, training to nurses ,AHNP’s ,students and junior medical staff,The post holder will commit to demonstrating critical thinking whilst providing safe, competent clinical decision-making skills. In order to work at this level, NMC requirements for advanced practice must be met. The ANP will provide direct patient management in collaboration and consultation with consultants and referring consultants.Working Arrangements – The ANP would provide a service within the renal assessment unit and ward areas and will be clinically accountable to the Consultant group.  |

|  |
| --- |
| ORGANISATIONAL POSITION **Professional accountability Clinical accountability**Chief NurseLead Nurse Advanced Practice  Clinical Director   Consultants (Consultant mentor)**Post Holder**Key relationshipsANP Team Lead(ANP Mentor)    RAU/ANP Team Allied Health   |

|  |
| --- |
| **3. SCOPE AND RANGE*** The post is clinically based requiring self-direction and discretion in response to the clinical needs of the complex patients and their families.
* The post holder will work closely with medical, nursing and AHP colleagues, to ensure that patients appropriate assessment, investigation, intervention and treatment are initiated during and out-with working hours.
* The post holder will apply high-level decision making and assessment skills to formulate appropriate differential diagnoses on a wide range of undifferentiated patients across the full age spectrum, based on synthesis of clinical findings. This takes account of managing clinical risk in dealing with undifferentiated client groups across the age spectrum.
* The post holder has the freedom and authority to request, where indicated using judgement and clinical reasoning, all appropriate diagnostic tests /investigations based on differential diagnoses. The post holder will interpret diagnostic results and formulate treatment plan based on interpretation.
* The post holder formulates an action plan for the treatment of the patient, synthesising clinical information based on the patient’s presentation, history, clinical assessment and findings from relevant investigations, using appropriate evidence based practice.
* The post holder will aim to deliver a high standard of patient care using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base.
* The post holder will be directly involved in the strategic development of these roles and is required to ensure the highest standards of care are provided for the patients. They will actively participate in the development of policies for service development that may be used for hospital wide.

 * The post holder will be involved in research projects, quality improvement initiatives, use advanced clinical audit methods and will be expected to publish and present findings.
* The post holder will be held accountable and responsible for their own clinical practice and decision-making.
* The post holder will demonstrate autonomy in clinical decision making within their role, to support their team and the patient experience.
* The post holder will participate in advanced physical examination and patient assessment and perform advanced clinical procedures according to standards and protocols
* Post holder will demonstrate autonomy in clinical decision making within their role.
 |

|  |
| --- |
| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical*** Performs advanced and autonomous comprehensive physical examination and assessment, plans and initiates medical and nursing care and advanced treatment modalities.
* Prescribes medication in accordance with current guidelines for non-medical prescribers. Including use of electronic prescribing and discharge prescriptions
* Request all radiological investigations for patients and can rationalise reason for requests.
* Interpretation of x –ray’s and other investigations in order to start immediate treatment.
* Performs very advanced, complex clinical procedures in response to needs of patients.
* Provides support and advice to patients and their carers relating to clinical interventions.
* Using advanced and autonomous professional judgement to refer patients to other members of the multidisciplinary team, community teams and all receiving specialities. Completing discharge summaries for all patients who are discharged.
* Has the freedom and authority to admit, transfer and discharge from identified clinical areas, depending on patient need at time of review.
* Identifies need and leads the development of clinical standards.
* Having established a differential diagnosis, initiate and undertake advanced therapeutic and complex clinical procedures using expert clinical judgement and decision making skills guided by agreed local policies and guidelines.
* Identifies need and leads the development of clinical standards in emergency care
* Ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriate
* To practice clinically, coordinating, supervising and evaluating practice. Ensuring that all patients within the area have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
	+ Undertake a wide variety of complex clinical procedures, requiring advanced levels of knowledge and highly developed manual dexterity skills requiring accuracy. These will include but will not be limited to the advanced clinical competency framework and underpinned by a theoretical course of study at master’s level. removal of blood samples both venous and arterial by puncture.
* Conduct advanced analysis and interpretation of physiological data including laboratory results, ECG interpretation and radiological investigations.
* Ensure record keeping is timely and accurate at all times ensuring patient confidentiality is maintained and is compliant with NMC guidelines.
* Provides statements for the police and attends court when cited to provide professional clinical accounts.
* Regularly demonstrates competence by engaging in SIMs and recording a log of clinical practice.
* Maintains current educational standard: participates in case reviews ,M&M and journal reviews
* To participate in ward round, providing up to the minute information on each patient’s nursing and medical progress. To actively discuss and aid in decisions regarding treatment plans and goals whether facilitating patient recovery or ensuring a dignified death.
* To ensure safety of all patients and staff by being available to respond to clinical emergencies, adverse incidents, or unpredictable events whilst prioritising the needs of other patients and staff appropriately

Leadership/Management* Manage own time to meet the various demands of the role, including clinical, educational and administrative elements.
* Participate in clinical supervision for other members of the multidisciplinary team including junior medical staff.
* Assume responsibility for the co-ordination and provision of safe and effective patient care.
* Contribute to and formulate division wide policies and procedures to support advanced clinical practice to support and develop new and existing role.
* Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.
* Participate in the recruitment of new staff into the advance practice team.
* To be conversant with the departments clinical IT packages that support practice.
* Participates in unit/ departmental / CPD meetings
* In partnership with the multidisciplinary team, develop, implement and maintain policies, procedures, standards and protocols of Advanced Clinical Practice Team; ensure adherence to these in order to deliver the highest possible level of patient care within available resources.
* Ensure that all nursing staff and members of the multidisciplinary team are aware of, and work within policies and procedures to ensure that safe working practices are maintained for both patients and staff
* To co-ordinate and be responsible for the safe and efficient management of the Renal Assessment Unit whilst on duty.
* To be aware of and comply with local, organisational and national policies and to ensure these are being adhered to.
* To manage efficiently the use of resources, including the use of staff overtime, specialist agency nurses, drugs, equipment, stores and supplies.
* To assist the senior nurse in leading and monitoring the performance and work of the nursing team.
* Works at the forefront of practice innovation. Determine how to deal with ambiguous or unique problems and ensure key drivers are at the forefront of change.
* To contribute towards the development and production of the GG&C strategy in line with the divisional strategic aims and the local delivery plan.
* Assume responsibility for maintaining the live functionality of learn pro and local clinical procedures in accordance with local policy
* Contribute to the development of an effective team and the culture of shared clinical governance.
* Provide leadership in clinical practice and acts as a resource and a role model to nursing, paramedical, junior medical and ANP staff.
* Manage risk, violence and aggression appropriately
* Provides leadership in clinical practice and acts as a resource and a role model to nursing, paramedical and junior medical staff.
* Supports and encourages the development of best practice
* Monitor the effectiveness of the role by implementing appropriate research, quality improvement and audit measures.
* Assume responsibility for one’s own ongoing professional development.
* Contributes to a safe working environment for colleagues, patients and relatives.
* Contributes to the implementation of the units’ strategic objectives and business plan.
* Contributes to professional and health policy at local, regional and national level.
* Works competently in the role of advanced nurse practitioner, being aware of the boundaries of the role, referring patients appropriately to other healthcare professionals as required.

**Education and Training*** Identify training and educational needs of individual nursing, medical and AHP staff
* In support of the Line Manager, participate in the on-going personal development and professional education of all members of the Advanced Nurse Practice Team nursing team utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff to be met;
* Lead, develop, and evaluate the development and delivery of specific educational programmes for the ongoing professional development of nurses;
* Participate in the provision of study days and in-service education programmes for staff within NHS GG&C, including presenting in classroom settings; sign off competency for other advance practice practitioners, lead simulation and classroom conference teaching.
* Support the provision of clinical practice opportunities for pre registration and post registration learners, to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided.
* Attend all mandatory training sessions
* Recognise the need to develop the roles of other team members at all levels, supporting them in gaining the appropriate competencies, by developing organisational and training agenda’s.
* To participate in personal objective setting and review, including the creation of a personal development plan.
* Develop and assess the effectiveness of the ANP role and present, disseminate information to other members of the multi-disciplinary team. This will involve poster presentations, informal teaching sessions and classroom presentations.
* Attend relevant study days/lectures where appropriate, to both update and increase knowledge
* Underpin practice by completion of the Masters programme in advanced practice.

Research and AuditCritically analyse research and incorporate evidenced based practice into care of the client group.* Undertake research, develop research proposals, evaluate and publish research findings by critique of relevant clinical studies.
* Lead the development policy/protocol development and implementation for the service.
* Lead an ongoing programme of audit, research and quality improvement to facilitate evaluation of the service and lead the implementation of change as appropriate.
* Critically evaluate current practice, developing innovative ideas to improve effectiveness and efficiency of care;
* Develop clinical audit research and quality improvement programmes to support ongoing assessment of practice to ensure improvements in care and best practice;
* Undertake research, develop research proposals, and evaluate research findings by critique of relevant clinical studies. The prime driver shall be the attainment of excellence in clinical practice by integrating scientific evidence into practice
* In collaboration with clinical and academic partners, government and professional bodies initiate programmes of clinical audit and advanced methodologies.
* Participates in and academically and continually evaluates appropriate audit methodology and outcome measures to demonstrate the effectiveness of the role within the organisation and beyond
* Participate in conducting, disseminating and publishing of emergency medicine research in particular the evaluation of these innovative roles which shapes and advances practice, education pathways and national policy.
* In collaboration with clinical and academic partners, government and professional bodies initiate programmes of clinical advanced audit, research and quality improvement methodologies that will ensure the post holder can impact on the planning and implementation of the strategic direction of emergency medicine.
* Participates in and academically evaluates appropriate audit methodology and outcome measures to demonstrate the effectiveness of the role within the organisation and beyond
* Demonstrates the outcomes of audit, research and quality improvement and role evaluation and uses it to assist in the planning and direction of future service provision that will impact on Renal Services strategic workforce plan in the acute service division

**Communication*** Communicates highly sensitive highly developed and often complex controversial clinical information on cases that generate ethical and legal debate.
* Ensures that plans developed to support patient care are communicated to other members of the multi-disciplinary effectively.
* Communicates highly complex contentious clinical information via referrals to the multi disciplinary team, managing conflicting views, reconciling inter and intra professional differences of opinions to facilitate optimum patient care.
* Will communicate highly sensitive, highly emotive condition related information to patients and their families, using a high degree of tact and sensitivity: including terminal illness, prognosis and organ donation.
* Critically analyse the role and ensure the team are kept informed of progress, and provide opportunities for constructive review, comment and feedback to, improve the efficacy of the role

**Health and Safety** * Ensure equipment used in the working area is utilised, cleaned, stored and maintained correctly and that any faults/ defects are reported
* Ensure that at all times the team work in a safe and responsible manner by demonstrating a knowledge and compliance with health and safety policy
* Fire regulations
* Infection Control
* COSHH Regulations
* Moving and Handling
* The post holder will frequently be exposed to highly unpleasant working conditions involving exposure of uncontained body fluids, foul linen etc and should be conversant with infection control policies
* The post holder may be exposed to verbal / physical abuse and should be fully conversant with the policy for managing violence and aggression

Professional Conduct* To adhere at all times to uniform policy, dress codes in restricted areas
* To conduct oneself in a manner perceived by others as constructive.
* To address personal concerns constructively through appropriate routes.
* To adhere to NMC policy in relation to professional conduct and ensure that local incidents, complaints and issues are dealt with according to policy
* Review will be annually by formal performance appraisal, personal development plan and objective setting.
 |

|  |
| --- |
| 1. **EQUIPMENT & MACHINERY**

To safely operate a range of equipment including (this will vary dependant on AP working environment):* Trolleys – hydraulic/manual
* Clinical pendant
* Adult resuscitation equipment
* Computers/printers /Servers/AV equipment
* Ultrasound
* Clinical observation equipment –Monitors/NIRs etc.
* ECG machine
* Syringe driver
* Pacing devices
* Blood gas analyser/Blood glucose
* Pneumatic tube system
* Moving and handling aids
* Waste disposal system
* Infusion devices.
* Highly complex diagnostic and treatment devices – such as renal replacement therapy
* Defibrillators – manual, semi automatic and automatic
* Portable and fixed invasive and non-invasive monitors
* Any other new devises that are appropriate to the job
 |

|  |
| --- |
| 1. **SYSTEMS**

To safely operate a range of systems including:* Systems for manual recording of client / patient relevant clinical / non clinical information;
* Systems for routine data collection and performance monitoring;
* Implement the agreed systems and processes for clinical supervision, mentoring, and eKSF / TURAS
* Use of Information technology to input and produce data and reports (Word, Excel, Email, Electronic Patient Information Systems), ensuring compliance with data protection policy, standards for information governance
* Laboratory and PACS system
* Maintenance of patient records and hospital databases
* Trakcare
* Clinical Portal
* HEPMA

  |

|  |
| --- |
| 1. **DECISIONS & JUDGEMENTS**
* Make highly complex clinical and professional decisions on every shift regarding the medical management of patients and are accountable for immediate care
* Assess and monitor the outcome from personal clinical decision making with regard to patient’s ongoing health needs care and re-evaluating treatment plans based on patient outcomes.
* Act as patient’s advocate to ensure their rights are upheld;
* Post holder has the autonomy to proactively identify and resolve operational and clinical issues that impinge on service needs/ patients safety;
* The ability to quickly assess and respond to patient needs in urgent and emergency situations and may be required to perform infrequent procedures.
* Advises and supports others where standard protocols do not apply
* Identifies monitors and reviews deficiencies in procedure and implements remedial action.
* Review will be annually by formal performance appraisal, personal development plan and objective setting.
* The Post Holder will have a Professional Personal Development Plan and be reviewed by their line manager.
* Aspects of work related to service development and training will be assigned through senior management teams.
* Advanced and complex medical physical and biochemical assessment skills including the ordering, removal and interpretation of laboratory investigations, and likewise with radiological investigations such as chest X-rays
* Prioritisation of workload based on clinical need, often urgent medical emergencies
* Advanced physical assessment and complex management of ill patients
* Independently review and make decisive, professional clinical decisions based on advanced patient assessment
* As non-medical prescribers, confidently and independently prescribe all

Medications. Also start/stop/change dosing of medication depending on the clinical  Condition of the patient. Prescribe discharge medications for patients* Independent and Autonomous decision making regarding initial management plan, deciding to admit, transfer or discharge patients.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **COMMUNICATIONS & RELATIONSHIPS**

**Internal:**

|  |  |  |
| --- | --- | --- |
| Who post holder communicates with:Nursing Staff / AHPMedical StaffPeers/senior staffStudent nursesAdmin / Clerical staffPatients and relativesPharmacy / Medical physics staffVisiting teams | What communication is about:Patient related clinical and managerial issues / information / concerns /conflicts.Clinical and managerial issuesSpecialised care Requesting services and advice.Often complex emotional and sensitive informationRequesting services, advice and expertise.Providing information required to the team | Any difficulties encountered:Time factors / differing clinical priorities.Differing expectations and opinions. Time and availability.Anxiety of studentLimited access out of hours.Inability to communicate verbally and non-verbally, poor understanding and lack of acceptance.Unrealistic exceptions.Advice not been adhered to.Differing priorities of others.Patient centred approachLimited access out of hoursGathering information and providing time to the team, whilst having clinical commitments and competing pressures |

* The post holder will:
* Provide and receive complex, sensitive and/or contentious information regarding patient’s conditions
* Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations, dealing with situations where patients do not easily understand their care packages due to cultural, language, physical or learning disability or where there is denial or anger;
* Communicate effectively to help establish good working relationships with colleagues, patients and their families, and the general public
* Liaise with other Health Care Professionals and disciplines from within and out with the organisation to support quality patient care;
* Senior/Junior nursing staff – discussion and feedback on patient care, request and offer of support and discussion of workload issues between team members
 |

|  |
| --- |
| 1. **DEMANDS OF THE JOB (physical, mental, emotional)**

Continuously required to make advanced autonomous and highly accurate, concise often urgent clinical decisions with constant pressure on time management. The post holder must have care knowledge and skills, which requires constant theoretical and clinical updating. The post holder will be involved in clinical, research and education activities and may frequently be required to move between tasks at short notice to meet the needs of the service.**Physical Skills:*** Advanced physical full body assessment – respiratory, cardiovascular, neurological, gastrointestinal, genitourinary, muscoskeletal, metabolic, oncology.
* Can rapidly assess a patient using an ABCDE approach and intervene clinically in a timeframe that reflects the risk
	+ Removal of blood samples both venous and arterial by puncture, advanced wound care, male catheterisation.
* Administer intravenous, intramuscular, medicines where applicable

**Physical Demands:** * Patient movement with use of mechanical aides, manoeuvre patients to gain appropriate access
* Stand/walking for most of shift
* Insertion/ removal of blood samples and patient assessment may require working in cramped conditions for short periods frequently throughout the shift.
* Attending cardio respiratory arrests and other medical emergencies
* Deal with violent and aggressive and/or confused patients

**Mental Demands:*** Intense frequent concentration required daily when:
* Carrying out advanced physical assessment and examination
* Advanced interventions and infrequent procedures
* Critically analysing examination findings, signs and symptoms, test results and patient history to establish diagnosis and select treatment pathways.
* Concentration required when reviewing documents/patient notes and prescribing drugs, whilst subject to frequent interruptions in a busy emergency l care environment
* Concentration required when managing aggressive and violent patient behaviours, which may be unpredictable and a risk to staff, patient and relatives.
* Concentration is frequently disrupted in response to constantly changing clinical priorities, frequently moving between tasks and responding to clinical emergencies.
* Direct involvement with patients who have may have severely challenging behaviour
* Demands also prevalent when performing physical assessment of ward-based patients. Effective utilisation of human resources including the decision to involve senior medical staff
* Concentration required to meet the changing pace and demands of the job
* Mental demands associated with this advanced nursing role and changing responsibilities necessary to meet the reduction in junior doctors hours and high unit activity

**Emotional Demands:*** Communicating with distressed/anxious/worried relatives
* Caring for the terminally ill.
* There is a requirement to deal with complicated family dynamics and high levels of public expectation.
* Regular exposure to distressing and emotional situations
* Clinical supervision of junior medical and nursing staff and encouraging the acceptance of new and advanced roles
* Discussion and promoting the acceptance of change with junior and senior medical and nursing colleagues
* Challenges to confidence when developing and accepting responsibilities of advanced practice

**Working Conditions:*** Frequent exposure to body fluids, blood, wounds
* Occasional exposure to aggressive behaviours
* Frequently working in unfamiliar clinical environments
* Unpredictable working hours
 |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Frequent concentration throughout shift on service user related activities, unpredictable pattern. Unpredictable service user demands;* Working as an autonomous practitioner making complex decisions around assessment and appropriate treatment of complex patients across the age spectrum
* Managing time and competing demands of own workload and that of others.
* Maintaining effective communication with patients, relatives and carers
* Teaching and supervising junior medical staff, nurse learners and pre-registration nursing students whilst working within a busy clinical environment / service.
* Dealing with violence, aggression and abusive behaviours from service users, relatives and members of the public
* Working independently and autonomously in the absence senior doctors
* Working to improve relationships and reduce conflict with medical and nursing colleagues in promoting change and accepting the post holder’s new role, which is out with traditional boundaries, and roles.
* Carrying out challenging advanced clinical interventions, which carry significant clinical risk, lead on decision making when no protocol exists
* Advanced clinical decision making based on in depth medical examinations skills, interpretation of findings in order to establish working diagnosis and treat appropriately
* Striving to update and develop these new and innovative advanced skills often attributed to the medical profession.
 |

|  |
| --- |
| 1. **KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB**
* Will be operating at Masters Level.
* Be able to demonstrate knowledge of NHS Scotland’s Leadership Qualities framework or equivalent framework.
* Management knowledge gained through experience and continuous professional development.
* Professional, leadership and managerial experience within speciality / area of practice that demonstrates the required breadth of knowledge required to lead safety, effectively and efficiently.
* Extensive knowledge of clinical guidelines and standards within the health care agenda.
* Experience of assessing training needs.
* Experience of resource management i.e. financial; human; capital.
* Experience in service planning, project management and performance monitoring/reporting.
* Knowledge and experience of needs assessment and analysis/interpretation of related data.
* A proven track record in sound and effective leadership.  Ability to think strategically, corporately and act as a team player.
* A proven track record in developing innovative solutions in meeting organisational requirements and motivating staff to affect change.
* A proven track record in developing teams/services and integrated solutions to complex and challenging problems.
* Working knowledge of basic information technology.
* Masters degree in Advanced Practice
* Independent non medical prescriber
* Evidence of training in major/ minor injury
* Teaching experience
* GCP Certificate
* Blood transfusion/Prescription
* Additional LearnPro modules (IR(ME)R, HEPMA, MRI e.t.c.)
* Demonstrable evidence of continuing up to date education in field of work
* The post holder will possess excellent team working/leadership skills and have the ability to motivate others and work using own initiative.
* Effective listening, communication and interpersonal skills.
* Effective time management skills.
* Critical reasoning skills
* Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role
* Evidence of working autonomously and as part of a team
* Previous experience of managing or developing a team
* Advanced Life Support Provider
 |

**NHS GREATER GLASGOW**

**Regional Services**

**PERSON SPECIFICATION (for trainee level entry)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Training** | **QT1** | First level registered nurse with comprehensive post registration experience within renal medicineFirst level degree | Advanced Life supportBe recorded as a Nurse Independent/Supplementary Prescriber (V300) with the NMC |
| **Experience** | **E1** | Evidence of professional/clinical knowledge in specialised area and of continuing professional and academic development.Teaching experience.Management knowledge gained through experience and continuous professional development. | Band 6 experiencePrevious experience of managing or developing a team |
| **Skills/Abilities/****Knowledge** | **SA1** | Evidence of highly developed communication and management skillsExcellent team working/leadership skills and have the ability to motivate others and work using own initiative.Ability to use specialised computer skills to access and input data related to practice research/audit and analyse/interpret data.Evidence of development of programmes of care, protocols and clinical audit.Knowledge of clinical guidelines and standards within intensive care. | Extensive knowledge of nursing Renal patients  |
| **Aptitudes** | **A1** | Ability to work under pressure and prioritise, to meet targets relating to clinical issues including time management.Able to work flexible hours. |  |

|  |
| --- |
| **Job Description Agreement****Job Holder’s Signature** **Print Name** **Date****Head of Department Signature** **Print Name** **Date** |