

## **Healthcare Assistant / Hospital Driver**

**(TEMPORARY, FULL TIME)**

### **Particulars of Office**

#### **1. Appointment**

The appointment is whole time, temporary and pensionable.

#### **2. Salary**

Remuneration is in accordance with the salary scale approved by the current Department of Health Consolidated Salary Scales. These particulars are subject to change in line with overall public pay policy. Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

#### **3. Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

#### **4. Duties**

The Healthcare Assistant / Hospital Driver will perform such duties as are outlined in the attached Job Description.

#### **5. Hours of Work**

The normal hours of work associated with the whole time post are 39 hours per week usually discharged between the hours of 8.00 am and 8.00 pm on a Monday to Sunday (seven day) basis to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009).

You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Flexibility on hours of attendance in response to service needs will be a requirement e.g. assist others to cover patients whereby the post holder may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours. Any work outside the normal hours must be authorised by the Head of Department/ Line Manager or their deputies.

#### **6. Retirement**

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

## **7. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the post holder and the Head of Department.

## **8. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

## **9. Termination of office**

The employment may be terminated at any time by four weeks' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

## **10. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

## **11. Confidentiality and Data Protection**

In the course of your employment you must meet the requirements of the Data Protection Act and General Data Protection Regulation (GDPR) at all times. You may have access to or hear information concerning the medical or personal affairs of patients and/or staff, organisational or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required. Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

## **12. Hygiene and Infection Control**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies, procedures and guidelines are adhered to at all times. All employees have responsibility to prevent transmission of infection and to support the NRH's commitment to preventing and controlling Healthcare associated infections (HAI) All employees have responsibility to adhere to and implement optimal hand hygiene and adhering to the Hospital's

Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

### **13. Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. All members of staff have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events and compliance with the National Rehabilitation Hospital Vulnerable Adults and Children Safeguarding Procedures. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

### **14. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection legalisation.

### **15. Diversity, Equality and Promoting Dignity at Work**

Equality and Diversity are at the heart of the National Rehabilitation Hospital values. As an Equal Employment Opportunity Employer, the NRH is committed to promoting an environment free from discrimination and harassment in accordance with the Employment Equality Acts 1998 and 2004.

The Hospital recognises the benefits of having a workforce that reflects the community we serve. We expect staff to value and respect the diversity of those who use or contact our services. We are committed to equality of access to positions within the Hospital. The NRH does not discriminate in its recruitment activity or employment practices. All qualified applicants will receive consideration without regard to their race, color, creed, religion, national origin, age, disability, gender or sexual orientation.

### **16. NRH Influenza (flu) Vaccination Programme**

As a health-care provider, we have a professional and ethical obligation to protect our patients, The NRH offers the influenza (flu) vaccinations for all staff, including all contracted, agency and temporary employees, students and volunteers.

### **17. HR Department Privacy / GDPR Policy**

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all

necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer ([dpo@nrh.ie](mailto:dpo@nrh.ie)). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

## Healthcare Assistant / Hospital Driver

(TEMPORARY, FULL TIME)

### HOSPITAL DRIVER

#### 1. Eligibility Criteria

	<b>Essential Requirements</b>	<b>Advantageous Criteria</b>
	The candidate must, on the latest date for receiving application for the position, possess the following Essential Requirements necessary for the safe and effective performance in the role:	The candidate, on the latest date for receiving application, may possess the following Advantageous Criteria, and where available, would contribute to immediate performance in the role:
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Hold a QQI Level 5 qualification or comparable relevant equivalent qualification of at least level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI) specifically Health Care Assistant, Rehabilitation, Physiotherapy/Occupational Therapy/ Speech and Language Therapy Assistant.</li> <li>Manual handling and patient handling training certificate recognised by the National Rehabilitation Hospital or have the ability to attain same.</li> <li>Full Clean Drivers Licence.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a Healthcare Environment.</li> <li>Demonstrates evidence of experience of working with patients in a Hospital / other Healthcare setting.</li> </ul>	<ul style="list-style-type: none"> <li>Be currently employed in Healthcare system.</li> <li>Demonstrates evidence of experience of working in a rehabilitation environment.</li> </ul>
<b>Professional Knowledge &amp; Skills:</b>	<ul style="list-style-type: none"> <li>Reliability and punctuality</li> <li>Ability to perform physical components of the jobs such as transportation of patients, goods &amp; services.</li> </ul>	<ul style="list-style-type: none"> <li>Clear knowledge and understanding of how rehabilitation applies/integrates into role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work and communicate with internal and external patients and stakeholder to meet their needs in a polite, courteous and co-operative manner.</li> <li>• Ability to work quickly but calmly in emergencies</li> <li>• Emotional resilience –to work in a rehabilitation setting.</li> <li>• Responds appropriately to supervision and co-operates with supervisor /Manager</li> <li>• Basic Life Support / CPR, as a Health Care provider, required as part of the induction process and willingness to complete this training.</li> <li>• Ability to apply theoretical knowledge and understanding of the role to competently carry out each task</li> </ul>	
<b>Communication Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates basic English competency skills</li> <li>• Good numeracy and literacy skills</li> <li>• Communicates effectively and work collaboratively both orally and in writing.</li> <li>• Demonstrates ability to listen effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Having basic information and communication technology skills</li> </ul>
<b>Planning and Organising Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of effective planning, organisation and delivery of tasks, paying particular attention to meeting the needs of patients.</li> <li>• Demonstrates flexible approach to work.</li> <li>• Demonstrates ability to source and organise information effectively.</li> </ul>	
<b>Teamwork:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to work collaboratively within an interdisciplinary team to support patients to achieve goals.</li> <li>• Demonstrates a willingness to embrace change initiatives and promote a positive working environment in a rapidly changing service.</li> </ul>	

<b>Patient/ Customer Focus</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to work in a patient focussed environment.</li> <li>• Demonstrates understanding of and use of appropriate health and safety practices</li> </ul>	
<b>Self and Professional Development</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to take responsibility for one's own learning and progress.</li> <li>• Willing to maintain competency in all areas by contributing to and attending training.</li> <li>• Demonstrates an ability to reflect on and evaluate the quality of own learning and achievement.</li> </ul>	
<b>Initiative</b>	<ul style="list-style-type: none"> <li>• Demonstrate a high level of initiative towards all areas of their work to ensure effective delivery and running of day-day service.</li> </ul>	
<b>Problem Solver</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to problem solve.</li> </ul>	

## 2. Health

Candidates or any person holding the office must be fully competent and capable, must be free from any medical condition, which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Defects reported as a result of this examination must be remedied before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

## 3. Character

Candidates for and any person holding the office must be of good character.

## **Healthcare Assistant / Hospital Driver** **(TEMPORARY, FULL TIME)**

<b>Job Title:</b>	Healthcare Assistant / Hospital Driver
<b>Purpose of the Position:</b>	<p>The role of the Healthcare Assistant / Hospital Driver is to primarily provide transportation to and from The National Rehabilitation Hospital for non-emergency patients who require a responsive level of care and assistance.</p> <p>The Healthcare Assistant / Hospital Driver will be required to assist in the transportation of goods and services in the campus such as Hospital Records as required; and drive the Patient Transport Vehicle (Hospital Ambulance) and other Hospital vehicles as appropriate to the role.</p> <p>The Healthcare Assistant / Hospital Driver may also have to work in the Clinical Units / areas as necessary and if not required to undertake Hospital Driving duties. The post holder will undertake role and responsibilities for this aspect of their role as per NRH Healthcare Assistant Job Description.</p>
<b>Accountable to:</b>	The post holder will be accountable to the Director of Nursing or nominee. They will work independently under the direction and regular supervision of the Clinical House Cover Manager and A/DON.
<b>Key Working Relationships:</b>	The proper performance of these duties will require a high degree of liaison and communication with all stakeholders of the Hospital in the course of normal duties and responsibilities.



**Liaison/Communication:**

Liaison and communications will be with patients, their family and/or carers, nursing team, the Interdisciplinary team including Medical and Health & Social Care Professionals and all other professionals and teams with the NRH as required. The post holder will also be expected to liaise and communicate with members of the public, NRH Volunteers, Community Staff, Contractors, external agencies as required.

**Location:**

The post holder will be based In the NRH. However whilst the role will predominately involve working in the main hospital campus, the post holder will be required to travel as necessary to other Hospitals and setting for patient medical or other appointments.

## **Healthcare Assistant / Hospital Driver** **(TEMPORARY, FULL TIME)**

### **Overview of the Role**

The Healthcare Assistant/ Hospital Driver will:

- Work as an active member of the Interdisciplinary Rehabilitation Team, providing the transportation to and from The National Rehabilitation Hospital for non-emergency patients who require a responsive level of care and assistance.
- Work under the direction of Head of Department in the performance of a variety of tasks and use own initiative, to support the efficient running of the Hospital, this includes time management.
- Post holder shall be required to drive to any county within in Ireland and be available to work flexible hours if required.
- The Post holder will be expected to maintain good time management by planning their trip in advance, considering the patient appointment time and the time to travel to destination, parking requirements etc.
- Ensure required paperwork, stock and equipment are maintained, reviewed, and ordered to facilitate service delivery with patients.
- Following the appropriate training, the postholder will be required perform patient handling duties such as transferring of patient from bed to trolley, pushing patients in wheelchairs, pushing of stretcher, trolleys etc.
- The successful candidate will undertake any other duties as may be reasonable and requested by Director of Nursing or nominee from time to time.
- The successful candidate will be expected to train in areas around wheelchair and equipment safety to ensure proper and safe execution of this function.
- The duties and responsibilities detailed for the post may vary depending on the hospital requirement. Therefore, the post holder may be required to undertake such other duties provided the general character of the duties or level of responsibility remains unchanged.

### **General Accountability**

The post holder must:

1. Adhere to and demonstrate behaviour consistent with the Mission, Vision and Values and objectives of the NRH.
2. Comply with Health and Safety legislation, as well as the Road Traffic Act.

3. Complete the NRH Driving for Work Application Form and provide a copy of relevant documents on an annual basis including a copy of full Driver's license.
4. Complete the appropriate NRH- Daily Vehicle Checklists and NRH patient transport checklist prior to all journeys. All completed checklists must be submitted to Line Manager after each journey.
5. Attend safety and health training as required by the employer or by safety and health legislation and undergo an assessment as maybe required e.g., Decision Driver Training, Parfit tie down training.
6. Any changes in driving licence status, including loss of same, must be reported immediately to the Line Manager. The post holder must report if they are in receipt of an endorsement / penalty points on their licence and must immediately advise his/her Line Manager and the Risk Management.
7. The post holder is accountable for their actions in the delivery of patient care for which they have been trained.
8. Complete checks on emergency equipment, present in the Hospital Vehicles and refill the stock as required before and after a trip.
9. Hold a Valid full driver's license and safe driving record.
10. Not have any health conditions that may impair ability to drive safely.
11. To use equipment properly, in accordance with any relevant safety instructions.
12. Everyone should be treated with dignity and respect and works towards a Positive Working Environment. The post holder must ensure practice is reflective of this.
13. The post holder must adhere to relevant traffic and parking regulations at all times.
14. The post holder must adhere to the NRH driver safety policy and the NRH Disabled persons transport procedure policy at all times.
15. The post holder must be cognisant of and comply with all relevant NRH policies, procedures, and guidelines. All staff when working offsite, are bound by NRH policies and procedures.
16. All staff must undertake competency assessment with their manager at least every 12 months. The job description will be reviewed as part of the annual competency process and will be used as the basis of setting objectives. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, to maintain progress in the service delivery.
17. All staff must attend and participate in all training and development programmes required, achieving, and maintaining competency in all areas identified as part of an ongoing personal professional development.
18. In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital buildings and vehicles is not permitted.
19. In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations, requirements, and audits.
20. Represents the profession and organisation both at work and outside the hospital, in a positive manner.
21. To exercise good time management skills, punctuality, and consistent reliable attendance, through prioritisation of tasks and reprioritisation of clinical and administrative tasks throughout the day based on urgency of need.

22. Correctly and accurately complete appropriate written/electronic documentation, records, and statistics in a concise, accurate and timely manner in line NRH policies, procedures, and practices
23. The NRH is making increased use of computer technology. Most employees (both clinical and non-clinical) should expect to use automated information systems in their work (including but not limited to email, electronic health records) to improve quality and co-ordination of services, and to enable faster and more certain communication within the NRH. Necessary training will be provided.
24. Maintain NRH Dress Code Policy expectations.

### **Principal Duties and Responsibilities:**

1. Transferring patients to and from specific locations, as specified or allocated by Clinical House Manager (CHM) on a day-to-day basis.
2. Driving and attending to the care of patients, accompanying staff to appointment and undertaking duties as appropriate in support of the service. Support care needs of patients during transfers and or during journeys as required, e.g. assist with personal care needs.
3. Maintaining regular contact with the Clinical House Cover Manager to ensure that all work is covered.
4. Dealing with patients in a caring, attentive, and professional manner.
5. Complete relevant training to ensure that the post holder has sufficient knowledge on wheelchair, stretcher, and equipment safety to ensure proper and safe execution of this function including the transfer of patients
6. Liaising with hospitals/care staff efficiently and professionally.
7. Completing necessary paperwork in a timely manner.
8. Be accountable for all vehicles, tools, stock or equipment under his/her control and ensure that all such equipment is maintained in the proper state of repair in accordance with safety standards.
9. Inspecting and recording conditions of vehicle at start and finish of shift and ensuring the vehicle is properly maintained and roadworthy daily prior to transporting.
10. Operate vehicles safely and perform/record checks prior to start of shift e.g., tyre pressure, battery charging levels, lights, wipers and report any defects to supervisor.
11. Reporting damages, losses and any problems and issues to Line Manager or nominee daily.
12. Attending and successfully completing all training courses associated with this post.
13. Ensure the safe and efficient delivery, decanting and collection of goods as required throughout the site.
14. Maintain and clean relevant areas in accordance with agreed NRH policy.
15. Such other duties appropriate to the position as may be required by the Manager
16. Ensure vehicles are locked and parked in the appropriate designated area when not in use.
17. Liaise with the relevant stakeholders as appropriate i.e., arranging patient leave transport.
18. Always maintaining the professional image of NRH.
19. Be responsible for such duties as are assigned by the Nursing Management Team.

## **General Duties and Responsibilities:**

### **(1) Communication and Relationships**

Communication skills will be used to provide a quality service to patients, colleagues, and the public in a courteous and effective manner. The Healthcare Assistant / Hospital Driver has important obligations in relation to maintaining confidentiality and must observe strict confidentiality in respect of any information regarding patients or information relating to the Clinical Programmes or the wider organisation. This applies to information accessed through interactions with patients and their relatives or through interactions with other staff. There is also an obligation on the Hospital Driver to report to the relevant authority, any information that may indicate the potential of harm occurring to any person.

The Healthcare Assistant / Hospital Driver will:

- Treat everyone in a manner in which they themselves would like to be treated.
- Operate in accordance with the values of the Hospital. These values include integrity and openness, respect, and support, caring, commitment and loyalty to the organisation.
- At all times, maintain patient's confidentiality and adhere to the confidentiality requirements and related policies.
- Respond to patients, colleagues, and visitors appropriately. Be courteous in all dealings with patients, carers, families, staff, students, volunteers, visitors, and team members at all times, whilst ensuring language is professional and inclusive at all times.
- Demonstrate a range of listening skills appropriate to the context of different patient, visitor, unit, and therapy situations.
- Contribute to the efficiency and effectiveness of the organisation by participating in constructing a physical environment that communicates peace, comfort and care to patients, families, and visitors.

### **(2) Maintaining a safe and clean environment**

All Staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with the NRH health and safety policies including Risk Management policies, procedures, and guidelines. The management of Risk, Infection Control, Hygiene Services and Health and Safety is the responsibility of everyone and will be achieved within a progressive, honest, and open environment.

- The Hospital Driver will assist in maintaining a safe environment by ensuring a safe environment is maintained for patients, staff, and visitors, understands, and adhere to all the Health and Safety regulations and apply them in the workplace.
- Maintain a safe and healthy environment for one's own self and others in accordance with infection control policies, procedures and regulations including practicing standard precautions and special isolation techniques.

- Be familiar with organisational / Infection Control standards on storage and disposal of toxic and non-toxic chemicals and other wastes as appropriate to the role.
- Demonstrates knowledge and skill on appropriate usage of equipment according to instructions.
- Participates in the evaluation and recommendation of new equipment as required.
- Responsibility to report spillages, as necessary, as quickly as possible to prevent accidents and to report any incidents/accidents/emergencies/ near miss/ hazards involving patients, visitors, staff, students, contractors, or member of the public to appropriate team members/line managers immediately.
- Is familiar with clinical and non-clinical waste procedures and adheres to all relevant waste management policies and procedures when working with waste.
- To escort / transport patients within or outside the hospital campus when necessary and take sole responsibility for the welfare and safety of patients as necessary and appropriate to the role.

### **(3) Personal Professional Development**

The Health Care Assistant / Hospital Driver must:

- Be familiar with and have undertaken the legislative, job specific and organisation education, training, and support to enable them to meet their role responsibilities
- Take responsibility to maintain continuous professional development in order to meet competency requirements for the role by undertaking an annual competency and development review with their line manager, which will include drawing up a personal development plan and reviewing the job description.
- Undertake relevant activities to meet the training objectives identified with your supervisor.

### **(4) Other Duties that may be required**

The Healthcare Assistant /Hospital Driver may perform other duties appropriate to the role which may be assigned by your designated Manager.

The responsibilities of the post may change over time and will be the subject of ongoing review between the post holder and line manager.

### **Patient Safety & Quality**

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework

that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

***The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.***

***This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.***

***I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.***

***To be signed by the post holder.***

***Employee Name:*** \_\_\_\_\_ ***Line Manager Name:*** \_\_\_\_\_

***Employee Signature:*** \_\_\_\_\_ ***Line Manager Signature:*** \_\_\_\_\_

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