

## POSITION DESCRIPTION

<b>Role Title:</b>	<b>Nurse Practitioner</b>
<b>Reports To:</b>	<b>Line Manager</b>
<b>Direct Reports:</b>	<b>To be confirmed</b>
<b>Location:</b>	<b>Otago / Southland</b>

### ROLE OF THE DISTRICT HEALTH BOARD

#### Our Vision:

- Better Health, Better Lives, Whanau Ora.

#### Our Mission:

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

#### Our Values:

<b>Kind Manaakitanga</b>	<b>Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.</b>
<b>Open Pono</b>	<b>Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.</b>
<b>Positive Whaiwhakaaro</b>	<b>Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.</b>
<b>Community Whanaungatanga</b>	<b>As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</b>

#### Our Statutory Purpose:

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.
- Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

**PURPOSE OF THE ROLE****General Purpose of the Nurse Practitioner Role**

The Nurse Practitioner will be expected to deliver, independently, accessible and high quality effective health care that is fully coordinated and integrated with other health services within the primary sector and the Provider arm.

The primary goal for the Nurse Practitioner will be to assist in improving client health and reducing health inequalities and clinical risk for service users with identified high risk and complex health needs by:

- Providing consultancy, clinical leadership and skilled advanced nursing practice in line with the NP competencies to assess, diagnose and treat health service users in the Southern DHB
- Actively work on strengthening partnerships/alliances with NGOs, General Practice teams and other community services by providing specialist consultation and liaison services aimed at increasing their capability to deliver quality treatment to achieve positive outcomes to health service users.
- Development of alternative models of care for service users with identified high and complex needs
- Demonstrating advanced nursing leadership and mentorship to RN colleagues, multidisciplinary teams, and community health worker.

Delivering on the objectives of the national health strategy documents by improving access, outcomes, reducing health disparities and reducing duplication of services provides clinical leadership and develops and influences education, policies and clinical standards at a service, local and national level for specialty population group and Nurse Practitioner issues.

**ORGANISATIONAL COMPETENCIES**

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive for Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

**ROLE SPECIFIC COMPETENCIES**

<b>Interpersonal Savvy</b>	Relates well to all kinds of people, up, down, and sideways, inside and outside the organization, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations comfortably.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions, probes all fruitful sources for answers, can see hidden problems, is excellent at honest analysis, looks beyond the obvious and doesn't stop at the first answers.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably, deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes, hires variety and diversity without regard to class, supports equal and fair treatment and opportunity for all.
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment, most of his/her solutions and suggestions turn out to be correct and accurate when judged over time, sought out by others for advice and solutions.

**KEY RELATIONSHIPS****Internal**

Executive Director of Nursing and Midwifery  
 Nurse Directors, Nurse Manager,  
 Service Manager, Charge Nurse Managers  
 Clinical Leaders; Nurse Educators  
 All Nursing and Midwifery Staff; Allied Health  
 Medical Staff; Clinical Support Staff  
 Infection Prevention and Control  
 Occupational Health & Safety  
 Cultural teams  
 Community and Family Advisors

**External**

Relevant, local regional district and national groups  
 Healthcare providers  
 Healthcare patients/consumer  
 National Speciality groups  
 Relevant professional colleges of nursing and midwifery  
 Nursing Council  
 Tertiary education providers

**KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED****Essential Criteria**

- Be registered with the Nursing Council of New Zealand as a Nurse Practitioner
- Hold a current Nursing Council of New Zealand annual practising certificate.
- Current Drivers licence

**Experience**

- Experience and credibility with the health care team as a professional resource in speciality/practice area.
- Networking effectively in area of speciality/ practice.
- Demonstrated ability to articulate evidence based expertise to a Multidisciplinary Team.
- Minimum of 5 years practice within the defined scope of clinical speciality/practice.
- Establish clinical standing/credibility in and beyond nursing.

**Skills**

- Exercise independent nursing judgement, apply advanced assessment skills, initiate appropriate clinical interventions, evaluate outcomes, advise others and provide sound rationale for actions in area of speciality/practice.
- Work independently and in the interdisciplinary team, using evidence based practice and international best practice, in area of speciality.
- Initiate health promotion activities to encourage productive health behaviours and foster the strengths and potential of patients/consumer and staff.
- Be a professional leader and role model, with proven ability to inspire, motivate and develop others, in area of speciality.
- Be champions for, and promote the profession of nursing.

**Knowledge**

- Contemporary evidence based practice / research in area of speciality
- Current issues for nursing and health in NZ and international context.
- Current government policies, codes, guidelines, and legislation impacting on area of speciality.
- Current nursing professional standards and codes.
- Southern DHB current vision, goals and objectives.
- Principles of the Treaty of Waitangi and biculturalism.

**Fitness**

- A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
<p>Clinical practice and performance will be consistent with Nurse Practitioner competencies 2 (clinical) and 4 (prescribing) demonstrating advanced practice that is autonomous and collaborative.</p>	<ul style="list-style-type: none"> <li>• Is demonstrating advanced clinical practice and decision making processes with population group when:</li> <li>• Assessing the client’s health status/needs</li> <li>• Ordering/using and interpreting diagnostic tests</li> <li>• Making differential and definitive diagnosis</li> <li>• Decision making is based on an advanced level of clinical judgment, scientific evidence, critical reasoning and client determined outcomes</li> <li>• Implements appropriate interventions based on a systematic decision making process</li> <li>• Uses a formal approach to monitor and evaluate client responses to interventions</li> <li>• Co-ordinates and supports the transition back into the community clients who have required an in-patient assessment.</li> <li>• Rapidly anticipates change</li> <li>• Demonstrates an extensive knowledge base in the area of speciality area.</li> <li>• Demonstrate culturally safe practice</li> <li>• Demonstrates family involvement</li> <li>• Recognises limits to own practice and consults appropriately</li> <li>• Manages complex clients/situations</li> <li>• Where appropriate will undertake role of Responsible Clinician under the MHA</li> <li>• Role models innovative and creative practice</li> <li>• Consistently involves the client in decision making processes and uses client information to determine management strategies.</li> <li>• Undertakes ongoing professional supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Scope of Practice documented &amp; Peer Attestation attesting to advanced NP level of clinical skills and performance of interventions relevant to clinical population. This includes having:</li> <li>• Demonstrates the ability to manage complex clinical situations (evidence of cases reviewed)</li> <li>• Evidence of a recent practice innovation</li> <li>• Described how best practice is supported, role modelled and developed</li> <li>• Accepts responsibility for all aspects of clinical decision-making</li> <li>• Demonstrates a clear process for consultation and collaboration with other health professionals.</li> <li>• Evidence of consulting / working collaboratively with medical colleagues and other members of the MDT</li> <li>• Evidence of appropriate referral.</li> <li>• Evidence of positive shared-care arrangements/relationships</li> <li>• Evidence of acceptable waiting lists</li> <li>• Describes integration of current &amp; appropriate philosophies/principles into practice at an advanced level (e.g., reducing stigma and social exclusion, recovery)</li> <li>• Evidence/ Record of ongoing supervision</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Takes leadership roles within the MDT/service to achieve positive outcomes for specific population group and nursing issues</li> <li>• Is available as a resource and advisor for specific population group (as</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of clinical leadership activities within team and related services</li> <li>• Teaching provided</li> <li>• Evidence of mentoring/coaching</li> </ul>

	<p>defined above) and complex presentations</p> <ul style="list-style-type: none"> <li>• Provides leadership to related community services to achieve positive health outcomes for population group.</li> <li>• Contributes to and participates in service, local and national health initiatives for population group</li> <li>• Demonstrates skilled mentoring/coaching of health care colleagues/those involved in care of population group</li> <li>• Actively participates in education and teaching within the service aimed at providing quality nursing care and service provision</li> <li>• Shows leadership in professional activities such as research, scholarship and policy development</li> <li>• Initiates change and responds proactively to changing systems</li> </ul>	<p>and provision of supervision</p> <ul style="list-style-type: none"> <li>• Demonstrates ability to be a resource,</li> <li>• Demonstrates involvement with projects/service development</li> <li>• Evidence of involvement in Nurse Practitioner developments at both a local and national level.</li> </ul>
<p>Promotes effective alliances with community service providers and has a strong preventative and health promotion perspective.</p>	<ul style="list-style-type: none"> <li>• Supports community services (General Practice teams, NGOs/RACFs, relevant community organisations) to develop their capacity and capabilities to manage/support population group through the provision of health education, development of management protocols and preventative approaches.</li> <li>• Promotes opportunities to achieve equity of health outcomes, including consideration of the impact of the wider determinants of health including emerging health policy and funding and modifies practice accordingly.</li> <li>• Fosters a culture of inquiry, reflection, evidence based practice/service provision and positive change</li> <li>• Initiates/Involvement in projects that will improve health of population group and nursing practice</li> <li>• Determines evidence-based practice through scholarship and practice.</li> <li>• Increases interest and activity related to research and evidence-based practice in the service.</li> <li>• Contributes to and participates in service development, clinical</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of education sessions provided to: Service; Primary Health Care Teams; Community Service Providers; Other Health Professionals</li> <li>• Positive attendee feedback</li> <li>• Pt/Service satisfaction surveys</li> <li>• Evidence of taking a lead role in treatment plans with community organisations</li> <li>• Evidence of proactive medication reviews</li> <li>• Evidence of comprehensive knowledge of community services and resources related to population group</li> <li>• Evidence of positive relationships/alliances with related community groups</li> <li>• Participation in evidence-based education</li> <li>• Attendance and presentation at conferences</li> <li>• Provides examples of dissemination of evidence based knowledge/literature within teams/services</li> <li>• Evidence of fostering a culture of</li> </ul>

	<p>standards and policy in the specialty area.</p> <ul style="list-style-type: none"> <li>Evaluates health outcomes of population, and in response, helps to shape nursing practice / service delivery</li> <li>Demonstrates commitment to quality improvement activities within the service</li> </ul>	<p>inquiry, evidenced-based practice and reflection</p> <ul style="list-style-type: none"> <li>Evidence of involvement in service and policy development based on outcomes and quality improvement initiatives within the organisation</li> </ul>
Prescribing	<ul style="list-style-type: none"> <li>Uses professional judgment and evidence based/best-practice guidelines to prescribe medications and to effectively manage drug-therapy</li> <li>Demonstrates accountability and responsibility in prescribing practices</li> <li>Prescribes and administers medications within legislation, codes &amp; area of practice according to established prescribing processes and New Zealand guidelines</li> <li>Works collaboratively with clients and significant others when prescribing; providing accurate medication information</li> <li>Demonstrates an understanding of the use, implications, contraindications (including age related issues) and interactions of prescription medications and with any other medications.</li> </ul>	<ul style="list-style-type: none"> <li>Scope of Practice documented &amp; Peer Attestation attesting to NP prescribing competencies, including:</li> <li>Demonstration of autonomous prescribing relevant to area of practice and effective management of medications, including taking remedial action and/or referring as appropriate</li> <li>Demonstration of the ability to manage complex clinical situations with appropriate collaboration with colleagues</li> <li>Demonstrates an ability to limit and manage adverse reactions/emergencies/crises</li> <li>Can articulate situations of drug misuse, underuse and overuse in relation to client population and what action would be taken as required</li> <li>Articulates and demonstrates appropriate collaborative and educative approach when prescribing to clients and significant others</li> <li>Can describe the regulatory and legislative frameworks, contractual environment, subsidies, professional ethnics and roles of key government agencies associated with prescribing.</li> </ul>
Articulates the ethical, cultural and statutory requirements of practice and initiates / responds to changes from the internal and external environment.	<ul style="list-style-type: none"> <li>Provides input into, and helps interpret requirements of new legislation /guidelines.</li> <li>Supports clinicians in identifying ethical dilemmas working through a decision making framework.</li> </ul>	<ul style="list-style-type: none"> <li>Attends and provides input into and feedback from relevant committees.</li> <li>Nursing specialty submissions are made in the development of relevant organisational and national policies.</li> <li>Actively assess and manages clinical risk.</li> </ul>

		<ul style="list-style-type: none"> <li>Assess the quality of nursing practice in the clinical setting. Collaborates on any changes required.</li> </ul>
<b>To demonstrate effective interpersonal relationship skills</b>	<ul style="list-style-type: none"> <li>Establishes, maintains and concludes therapeutic interpersonal relationships with patient.</li> <li>Practices nursing in a negotiated partnership with the patient/consumer and family/whanau where and when possible.</li> <li>Communicates effectively with patients and family/whanau and members of the health care team.</li> <li>Maintains privacy and confidentiality in accordance with HIP –Code, DHB policies and procedures etc.</li> <li>Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team.</li> </ul>	<ul style="list-style-type: none"> <li>Communicates in an appropriate and professional manner, verbal and written.</li> <li>Privacy Act, Informed Consent and Code of Rights adhered to.</li> <li>Abides by NCNZ Code of Conduct and Professional Boundaries guidelines.</li> </ul>
<b>To participate in inter-professional health care</b>	<ul style="list-style-type: none"> <li>Leads nursing and interdisciplinary groups in designing and implementing innovative, cost effective patient care and evidence-based change.</li> <li>Provides a primary point of contact within the speciality for patients/consumer and health professionals.</li> <li>Initiates referrals to other members of the health care team in a timely manner.</li> <li>Evaluates results of interventions using recommended criteria, revises management/ treatment and initiates timely referral/care with relevant services/agencies.</li> <li>Contributes to research and the dissemination of findings where possible.</li> <li>Contributes to the development of interdisciplinary standards of practice and evidence-based guidelines Demonstrate leadership in establishing collaborative relationships within and across departments, hospitals, primary and secondary health to promote optimal patient health and safety and continuity of care.</li> </ul>	<ul style="list-style-type: none"> <li>Initiates timely referrals to other services in a timely and thorough manner.</li> <li>Engages in team and MDT meetings as appropriates.</li> <li>Initiate appropriate audit processes.</li> <li>Consistently leads /participates multi-disciplinary team meetings and family conferences, representing the nursing perspective of patient needs, and enacting outcomes appropriately.</li> <li>Leads/participate in activities which monitor/audit delivery of quality patient care e.g. Certification processes, and current or retrospective nursing audits.</li> <li>Engages in submission processes.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>Collaborates in the development of education programmes related to the</li> </ul>	<ul style="list-style-type: none"> <li>Participates in the educational plan for the speciality.</li> </ul>

<p>Assists in providing for the educational needs of staff within the specialised area of practice.</p>	<p>area of speciality knowledge and skill.</p> <ul style="list-style-type: none"> <li>• Develops and maintains professional networks locally, nationally and internationally to maintain current knowledge of trends and developments in specialty area.</li> <li>• Participates in collaborative educational networks to meet professional and service needs.</li> <li>• Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in nursing forums where relevant to area of practice.</li> <li>• Colleagues are informed of relevant nursing professional trends and issues.</li> <li>• Assists in evaluating educational programmes offered, that focus on the area of speciality practice, to ensure content is evidence based and reflective of current thinking.</li> <li>• Nurses are kept informed of relevant evidence based practice and issues, including ethical issues</li> </ul>
<p>Provides educational support for healthcare providers and patients.</p>	<ul style="list-style-type: none"> <li>• Disseminates specialty knowledge at both a Local and National/International level to ensure healthcare providers and consumers are informed about the service NPs provide, hence facilitating access to the speciality support they require.</li> <li>• Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.</li> <li>• Acts as a resource person for patients and health professionals.</li> <li>• Collaborates with Nurse Educators, CNSs and line managers to identify staff training needs and to develop an educational plan to address these needs.</li> <li>• Provides clinical guidance and mentoring to nursing and allied health colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching sessions are provided for health care providers e.g. general practitioners, practice nurses, staff in rural areas etc, as relevant to area of speciality.</li> <li>• Education programmes are developed for patients/consumers to assist them to achieve their best clinical outcomes. This may include health promotion / wellness activities.</li> <li>• Assists in the compilation of resource material for educational purposes for patients/consumer, families and healthcare professionals updating as required, to promote the sharing of current evidence-based information.</li> </ul>
<p>Demonstrates own knowledge and skill relevant to area of speciality practice and advanced nursing practice position.</p>	<ul style="list-style-type: none"> <li>• Education plan is in place and pursued.</li> <li>• Participates in annual performance appraisal.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops and maintains a professional portfolio.</li> <li>• Maintains own clinical competence within specialty area.</li> </ul>
<p><b>Research</b> Promotes quality nursing care through research-based practice</p>	<ul style="list-style-type: none"> <li>• Relevant nursing and related research is read, critiqued and discussed as a means of supporting the development of quality nursing practice.</li> <li>• Participates in education forums relevant to area of speciality, as agreed by line manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents research which challenges practice at local and national forums.</li> <li>• Information is communicated to staff within Southern DHB, to maximise the benefit for the patient/consumer and organisation.</li> </ul>



<p>Role models the application of evidence based best practice principles in own practice, and assist others in research related activities.</p>	<ul style="list-style-type: none"> <li>• Demonstrates ability to interpret and implement research findings relevant to area of speciality practice.</li> <li>• Provides research based clinical management options for complex clinical situations / issues.</li> </ul>	<ul style="list-style-type: none"> <li>• There is evidence of staff participation in research related activities where appropriate and authorised.</li> </ul>
<p><b>Treaty of Waitangi</b></p>	<p>The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</p> <p>Committed to and practices in a way that meets obligations under the Treaty of Waitangi, giving effect to the principles of Partnership, Participation and Protection and apply these principles to practice. Understands cultural safety as embracing and encompassing a wide range of beliefs and ethnicities, gender, sexuality, religious beliefs.</p>	<p>Have attended cultural education training as per organisational requirements.</p> <p>Familiar with NCNZ cultural safety document.</p> <p>Works collaboratively with Pacific Island and Maori Health workers.</p> <p>Utilises cultural resources to meet patient/whanau needs.</p>
<p><b>Health and Safety</b></p>	<p>Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times.</p>	<p>Demonstrates competence in emergency procedures, e.g. fire, and CPR.</p> <p>Completes Fire, CPR training and updates regularly as required by DHB's policies and procedures. Identifies, take appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents.</p>
<p><b>Quality and Performance</b></p>	<p>Maintain professional and organisational quality standards.</p> <p>Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</p> <p>Continuously identify improvement opportunities to perform job in most effective manner.</p> <p>Investigate opportunities to achieve goals in a more efficient way.</p>	<p>Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards. Satisfaction survey results indicate that staff are encouraged and supported in their work as it relates to the area of speciality practice</p>

<p><b>PERSON SPECIFICATION</b></p> <p><b>Nurse Practitioner – Mental Health, Addictions and Intellectual Disability Services</b></p>
<p><b>Specific Purpose of this Position</b></p> <p><i>The primary purpose of this position is</i></p> <ul style="list-style-type: none"> <li>• Responsibility for providing specialist mental health treatment to people with an Intellectual Disability who are accessing the SDHBs (Otago site) community mental health teams by taking clinical responsibility for this population group and providing consultancy and clinical leadership within the teams</li> <li>• Responsibility for providing mental health assessment and treatment alongside the consultant psychiatrist in the Clutha rural community mental health team. Provide consultancy and clinical leadership within the teams</li> <li>• Responsibility for providing specialist mental health treatment to people with a mental illness who are accessing PACT residential services by taking clinical responsibility for this population group and providing consultancy, education and clinical leadership to the Service co-ordinators and recovery workers at the PACT sites</li> </ul>
<p><b>Work Experience/Qualifications (Relevant to the speciality)</b></p> <ul style="list-style-type: none"> <li>• Be registered with the Nursing Council of New Zealand as a Nurse Practitioner</li> <li>• Hold a current Nursing Council of New Zealand annual practising certificate.</li> <li>• Minimum of 5 years practice within the defined scope of clinical speciality/practice.</li> </ul>
<p><b>Skills/Knowledge (Relevant to the speciality)</b></p> <ul style="list-style-type: none"> <li>• Responsible and accountable for the assessment, planning, delivery and evaluation of safe and appropriate patient centred patient care</li> <li>• Contributes to teaching /education, support, service delivery and the provision of services.</li> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrated time management skills</li> <li>• Demonstrated ability to work within a team</li> <li>• Demonstrated competence with computers</li> <li>• Demonstrated commitment to complete longer term education required within the area</li> <li>• Commitment to be actively involved in quality processes, including audits</li> <li>• A high degree of self-motivation, willingness and self-responsibility to maintain and extend knowledge within the area and to share this knowledge with colleagues</li> <li>• Interest in research and applying knowledge to clinical area</li> </ul>

*Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.*

*I have read and understand the above job description:*

Employee: \_\_\_\_\_ Employer \_\_\_\_\_

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

