

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>	
<b>Employee Name</b>	<b>Division</b> DSH-Patton			
<b>Position No / Agency-Unit-Class-Serial</b>	<b>Unit</b>			
<b>Class Title</b> Psychiatric Technician - Medication Room Nurse	<b>Location</b>			
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b>	<b>Work Week Group:</b>	<b>Pay Differential</b>	<b>Other</b>
<p><b>MAJOR TASKS, DUTIES, AND RESPONSIBILITIES</b></p> <p>Under administrative and professional direction of the Nursing Coordinator and immediate supervision of the Unit supervisor in a state hospital forensic facility, the Psychiatric Technician assigned to the Medication Room is responsible for the management of medication room, administering medications and treatments and ensure physician's orders comply with policies for completeness (e.g., date, time, name of medication, form of medication, dose etc.), diagnosis/indication, and prescriber's signature/badge number, and be knowledgeable about all medications/treatments and any special precautions or contraindications.</p> <p>Psychiatric Technician is responsible to maintain order and supervise the conduct of patients, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to patients who are mentally disordered offenders; and to participate in the overall psychiatric treatment program. Psychiatric Technician is also responsible to provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.</p>				
60%	<p><b>MEDICATION ROOM DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Provide a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed clients/patients commensurate with age of clients/patients served.</li> <li>• Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas and taking and charting vital signs.</li> <li>• Transcribe new orders to the Medication Treatment Record (MTR) and other forms as appropriate.</li> <li>• Scan orders to the pharmacy and File pharmacy approval notices, and update MTRs according to physician orders.</li> <li>• Stamp and sign orders that have been scanned and place original order on patient's chart.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Follow procedures for taking telephone/verbal orders including documentation requirements (noting in Telephone Order Log and MTR)</li> <li>• Review physician's order for recent changes.</li> <li>• Ensure physician's orders comply with policies for completeness (e.g., date, time, name of medication, form of medication, dose etc.), diagnosis/indication, and prescriber's signature/badge number. Clarify any orders as required, particularly if dosages are higher than guidelines.</li> <li>• Ensure medications are administered within one hour before or within one hour after the scheduled time and follow three checks process and eight rights.</li> <li>• Observes and records signs, symptoms, behavior, and client response to medications and nursing care per Department of State Hospital-Patton's policies and procedures.</li> <li>• Conduct medication room inspection and participates in unit environmental inspections and maintains a clean and safe environment.</li> <li>• Maintains controlled medication logs and manages the medication room supplies.</li> <li>• Checks manufacture's expiration date for medications, and ensure expired, damaged and/or contaminated medications or treatments have been properly discarded.</li> <li>• Helps to identify training needs for self and the unit</li> <li>• Other duties as assigned or listed in the Medication Room Management policy.</li> </ul>
30%	<p><b>PROVISION OF CARE</b></p> <ul style="list-style-type: none"> <li>• Observes clients/patients' conditions and behavior, noting changes in the interdisciplinary notes.</li> <li>• Reports significant changes in behavior or health status to the Registered Nurse, the Shift Lead, or other appropriate staff.</li> <li>• Records response or lack of response to treatment plan according to hospital policy.</li> <li>• Collaborates with members of the nursing team in the development and implementation of nursing care plan interventions.</li> <li>• Follows the nursing care plan interventions to assist the client/patient regain or improve adaptive skills and decrease maladaptive behaviors.</li> <li>• Provides the Registered Nurse with information pertinent to the clients'/patients' response to nursing care plan interventions.</li> <li>• Participates with other disciplines, as part of the treatment team, to provide an overall treatment program for the client/patient.</li> </ul>

	<ul style="list-style-type: none"> <li>• Enters as part of the patient's medical record, progress notes summarizing health status and progress or lack of progress in attainment of the nursing care plan/psychiatric treatment plan objectives</li> <li>• Supervises client/patient activities, including unit routines and specific group activities, as outlined in nursing care plan.</li> <li>• Provides, structures, and maintains a therapeutic milieu in collaboration with the clients/patients and other staff.</li> <li>• Uses therapeutic interventions and modalities to assist clients/patients regain or improve their adaptive skills and decrease maladaptive behavior.</li> <li>• Leads groups.</li> <li>• Applies mental health principles in establishing effective therapeutic relationships with clients/patients.</li> <li>• Assists rehabilitation therapists in occupational, recreational and industrial therapy program for clients/patients.</li> <li>• Motivates and assists clients/patients to develop self-reliance in activities of daily living.</li> <li>• Escorts clients/patients' intra-hospital and to outside facilities per hospital policy.</li> <li>• Participates in quality assessments of nursing interventions for the biophysical, psychosocial, environmental, self-care and educational needs of clients/patients.</li> <li>• Provides data in accordance with hospital policy to authorized individuals or committees as assigned.</li> </ul>
10%	<b>SAFETY/SECURITY:</b> <ul style="list-style-type: none"> <li>• Adheres to all policy and procedures concerning health and safety of the environment and protection of clients/patients and staff from physical and environmental hazards.</li> <li>• Observes DSH-Patton safety and security measures and initiates/assists in security functions.</li> <li>• Participates in unit safety and security inspections.</li> <li>• Exercises skills in crisis intervention, including recognizing, management and redirecting problem behaviors for the protection of people and property.</li> </ul>
Required Competencies	<b>SUPERVISION RECEIVED:</b> Psychiatric Technicians (PT) work under administrative direction of the Nursing coordinator and direct supervision of Unit Supervisor. Lead: Senior Psychiatric Technician and/or Registered Nurse Shift Lead and a Health Services Specialist.  <b>SUPERVISION EXERCISED:</b> None
Knowledge and Abilities	<b>KNOWLEDGE OF:</b>

	<p>Fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures.</p> <p><b>ABILITY TO:</b> Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p>
Required Competencies	<p><b>SITE SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Demonstrates how to turn on the oxygen tanks.</li> <li>• Demonstrates the titration of the SHARE.</li> <li>• Demonstrate how to turn on the AED.</li> <li>• Verbalize how to check that the electrode and AED pads are not expired and how to order if expired.</li> <li>• Verbalize the correct utilization and implementation of the CPAP/BiPAP machine, including physician order, pressure parameters, and maintenance or the machine.</li> <li>• Administer medication and treatments.</li> </ul> <p><b>TECHNICAL PROFICIENCY (SITE SPECIFIC)</b> Demonstrate knowledge of medication administration, and how to manage the Med-Select machine. Demonstrates knowledge and competencies of the following Cardiopulmonary resuscitation (CPR), PCX Glucometer, Emergency Equipment, Computer Skills and knowledge of applications (i.e. Outlook, Microsoft Word, WARMSS, etc.)</p> <p><b>ANNUAL HEALTH REVIEW:</b> All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.</p> <p><b>INFECTION CONTROL:</b> Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p>

	<p><b>HEALTH AND SAFETY:</b> Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><b>DIVERSITY, EQUITY, AND INCLUSION</b> Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.</p> <p><b>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION</b> Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.</p> <p><b>AGE SPECIFIC</b> Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.  <input checked="" type="checkbox"/> Young Adult (17-29)   <input checked="" type="checkbox"/> Adolescent (30-50)   <input checked="" type="checkbox"/> Adult (51-79)   <input checked="" type="checkbox"/> Geriatric (80+)</p> <p><b>THERAPEUTIC STRATEGY INTERVENTION AND THERAPEUTIC OPTION (TSI/TO):</b> Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p><b>CPR</b> Maintains current certification</p> <p><b>RESTRAINT/SECLUSION:</b> Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.</p> <p><b>CULTURAL AWARENESS:</b> Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p><b>THERAPEUTIC RELATIONSHIP/ RELATIONSHIP SECURITY:</b> Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
License or Certification	<p><b>Psychiatric Technician License</b> It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:</p>



	Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.
Training	<b>TRAINING</b> -Training Category= Full Contact PT The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p><b>WORKING CONDITIONS:</b> The employee is required to work any 12-or-8-hour shift and schedule, in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee Signature                      Print Name                      Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor Signature                      Print Name                      Date</p> <p>_____ Reviewing Supervisor Signature                      Print Name                      Date</p>

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<b>Employee Name</b>	<b>Division</b> DSH-Patton			
<b>Position No / Agency-Unit-Class-Serial</b>	<b>Unit</b>			
<b>Class Title</b> Licensed Vocational Nurse - Medication Room Nurse	<b>Location</b>			
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b>	<b>Work Week Group:</b>	<b>Pay Differential</b>	<b>Other</b>
<p><b>MAJOR TASKS, DUTIES, AND RESPONSIBILITIES</b></p> <p>Under administrative and professional direction of the Nursing Coordinator and immediate supervision of the Unit supervisor in a state hospital forensic facility, the Licensed Vocational Nurses (LVNs) assigned to the Medication Room is responsible for the management of medication room, administering medications and treatments and ensure physician's orders comply with policies for completeness (e.g., date, time, name of medication, form of medication, dose etc.), diagnosis/indication, and prescriber's signature/badge number, and be knowledgeable about all medications/treatments and any special precautions or contraindications.</p> <p>Licensed Vocational Nurses (LVN) is responsible to maintain order and supervise the conduct of patients, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to patients who are mentally disordered offenders; and to participate in the overall psychiatric treatment program. LVN is also responsible to provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of patients.</p>				
60%	<p><b>MEDICATION ROOM DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Provide a basic level of general and psychiatric nursing care to mentally ill and emotionally disturbed clients/patients commensurate with age of clients/patients served.</li> <li>• Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas and taking and charting vital signs.</li> <li>• Transcribe new orders to the Medication Treatment Record (MTR) and other forms as appropriate.</li> <li>• Scan orders to the pharmacy and File pharmacy approval notices, and update MTRs according to physician orders.</li> <li>• Stamp and sign orders that have been scanned and place original order on patient's chart.</li> </ul>			

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10%	<p><b>SAFETY/SECURITY:</b></p> <ul style="list-style-type: none"> <li>• Adheres to all policy and procedures concerning health and safety of the environment and protection of clients/patients and staff from physical and environmental hazards.</li> <li>• Observes DSH-Patton safety and security measures and initiates/assists in security functions.</li> <li>• Participates in unit safety and security inspections.</li> <li>• Exercises skills in crisis intervention, including recognizing, management and redirecting problem behaviors for the protection of people and property.</li> </ul>
Required Competencies	<p><b>SUPERVISION RECEIVED:</b>  Licensed Vocational Nurses (LVN) work under administrative direction of the Nursing coordinator and direct supervision of Unit Supervisor.  Lead: Senior Psychiatric Technician and/or Registered Nurse Shift Lead and a Health Services Specialist.</p> <p><b>SUPERVISION EXERCISED:</b>  None</p>
Knowledge and Abilities	<p><b>KNOWLEDGE OF:</b>  Fundamentals of nursing care; general behavioral and psychiatric procedures; client/patient behavior and mental health principles and techniques involved in</p>

	<p>the care and treatment of individuals or groups of mentally disordered clients/patients; custody procedures; public and property protection policies; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures.</p> <p><b>ABILITY TO:</b> Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p>
Required Competencies	<p><b>SITE SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Demonstrates how to turn on the oxygen tanks.</li> <li>• Demonstrates the titration of the SHARE.</li> <li>• Demonstrate how to turn on the AED.</li> <li>• Verbalize how to check that the electrode and AED pads are not expired and how to order if expired.</li> <li>• Verbalize the correct utilization and implementation of the CPAP/BiPAP machine, including physician order, pressure parameters, and maintenance or the machine.</li> <li>• Administer medication and treatments.</li> </ul> <p><b>TECHNICAL PROFICIENCY (SITE SPECIFIC)</b> Demonstrate knowledge of medication administration, and how to manage the Med-Select machine. Demonstrates knowledge and competencies of the following Cardiopulmonary resuscitation (CPR), PCX Glucometer, Emergency Equipment, Computer Skills and knowledge of applications (i.e. Outlook, Microsoft Word, WARMSS, etc.)</p> <p><b>ANNUAL HEALTH REVIEW:</b> All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.</p> <p><b>INFECTION CONTROL:</b> Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p>

	<p><b>HEALTH and SAFETY:</b> Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p><b>DIVERSITY, EQUITY, AND INCLUSION</b> Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.</p> <p><b>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION</b> Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.</p> <p><b>AGE SPECIFIC</b> Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.  <input checked="" type="checkbox"/> Young Adult (17-29)   <input checked="" type="checkbox"/> Adolescent (30-50)   <input checked="" type="checkbox"/> Adult (51-79)   <input checked="" type="checkbox"/> Geriatric (80+)</p> <p><b>THERAPEUTIC STRATEGY INTERVENTION AND THERAPEUTIC OPTION (TSI/TO):</b> Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p> <p><b>CPR</b> Maintains current certification</p> <p><b>RESTRAINT/SECLUSION:</b> Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.</p> <p><b>CULTURAL AWARENESS:</b> Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.</p> <p><b>THERAPEUTIC RELATIONSHIP/ RELATIONSHIP SECURITY:</b> Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p>
License or Certification	<p><b>Licensed Vocational Nurse License</b> It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:</p>

	Possess a valid license to practice as a Licensed Vocational Nurse issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.
Training	<b>TRAINING</b> -Training Category= Full Contact LVN The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p><b>WORKING CONDITIONS:</b>  The employee is required to work any 12-or-8-hour shift and schedule, in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____  Employee Signature                      Print Name                      Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____  Supervisor Signature                      Print Name                      Date</p> <p>_____  Reviewing Supervisor Signature                      Print Name                      Date</p>