AUCKLAND DISTRICT HEALTH BOARD  
Te Toka Tumai  
POSITION DESCRIPTION

Position Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Hospital Play Specialist</th>
<th>Department</th>
<th>Play and Recreation</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Team Leader</td>
<td>Location</td>
<td>Starship Children’s Health</td>
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<tr>
<td>Date</td>
<td>June 2014</td>
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Purpose of Position

To provide a comprehensive therapeutic play, recreation and educational programme for infants, children & young people so as to promote growth and development and minimise the stress associated with illness and hospitalisation.

Key Accountabilities

1 Promotes growth and development
   - Plans appropriately to meet the developmental needs of children.
   - Ensures that activities appropriate to the needs of the children using the playroom are set out in the playroom each day.
   - Appropriate activities are taken to children confined to their rooms.
   - Activities are maintained so that the environment is safe, welcoming and stimulating for the children using the playroom.
   - Play with individual children and/or groups of children is facilitated.
   - Families are made aware that they can use the playroom, verbally or by notices.
   - Records are kept of children seen, as required.
   - Concerns in relation to children’s development and emotional state are discussed with Team Leader and/or other staff as appropriate.
   - Families who are interested are informed of general issues related to children’s growth and development.
   - Equipment is maintained in a safe condition and the Team Leader is informed of requirements for maintenance and/or replacement.

2 Provides play/recreation programme to assist children and their families to cope with the stress of hospitalisation and illness.
   - Activities are provided to encourage self-expression, mastery and self-esteem.
   - Activities are culturally appropriate.
   - Medical play is provided and encouraged.
   - Families who are interested are informed of the effects of hospitalisation and illness on children.
- Liases with other healthcare professionals to facilitate a multidisciplinary approach to the care of children and families.

3 Encourages children’s understanding of procedures.
- Assesses children’s understanding of and response to hospitalisation by observation of children’s play, especially healthcare play.
- Age appropriate toys and visual aids are used to prepare children, through play, for procedures, and for post-procedural play sessions.
- Understanding of medical play and play preparation is demonstrated in supervisory sessions and in planning of preparation sessions.
- Relevant staff are consulted as to the nature and timing of anticipated procedures before preparing a child.
- Age appropriate coping mechanisms and required behaviours are facilitated where possible.

4 Functions as part of healthcare team.
- Functional relationships are developed and maintained with all staff working in the ward.
- Attends case conferences (where appropriate) and relevant staff meetings, for both Play Department and the ward.
- Written and verbal communication is clear and concise.
- Advocates for the psychosocial needs of hospitalised children, particularly children’s need to play, with staff and families.
- Demonstrates commitment to bicultural policies of Auckland District Health Board.
- Contributes to the overall function of the department by sharing with other Play Department staff any additional duties that may be required to ensure effective provision of play programmes throughout the hospital.

5 Supports and supervises volunteers and/or students.
- Adequate supervision and support of volunteers and/or students is provided, if required, in agreement with Team Leader.

6 Effects a quality working relationship with Te Kahurangi & Pacific Island Family Support
- Maintains liaison with Kaiatawhai and Pacific Island Family Support working on the ward.
- Relationship with Te Kahurangi and Pacific Island Family Support is regularly evaluated.

7 Maintains professional development.
- Knowledge of play and child development is updated through reading, courses and lectures.
- Individual and departmental supervision sessions are attended.
- Implications of biculturalism in a healthcare setting are understood.
- Orientation, in-service and other relevant training sessions are attended.
- Sufficient knowledge regarding children’s illnesses and common medical terminology and procedures is acquired.
- Knowledge of how to prepare children for procedures is developed and maintained.

8 Will present teaching sessions for professionals, students and community groups as required. (Note: This function is not expected of new staff members until sufficient experience and confidence has been established).
- Teaching sessions on the development and psychosocial needs of children in hospital and their families are given, as agreed with the Team Leader.
- Training and support of new staff is provided, as agreed with the Team Leader.
- Supervises volunteers and/or students, as required.

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<tr>
<th>Relationships</th>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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<td>Community Early Childhood services or agencies if appropriate</td>
<td>Parents and whanau</td>
<td>Relevant Support Groups</td>
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<td>Ministry of Education</td>
<td>Hospital Play Specialist Services staff</td>
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<td>Charge Nurse and nursing</td>
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<td>Education Review Office</td>
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<td>Medical and other staff</td>
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<td>Hospital School Teachers</td>
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<td>Students and volunteers</td>
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**PERSON SPECIFICATION**

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<th>Education &amp; Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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| **Education/Achievements**  | • A recognised early childhood qualification (preferably the Diploma of Teaching (ECE) or equivalent.  
• At least provisional teacher registration | • Additional qualifications and/or experience in education, special needs, psychology, creative arts, te reo Maori, etc may be relevant. |
| **Experience/Knowledge**    | • Demonstrate ability to provide appropriate play programmes for children of mixed age groups and from a variety of cultural backgrounds.  
• Demonstrates a strength/interest in infants. | • Relevant additional experience could include professional or volunteer experience: in multicultural and/or healthcare settings.  
• With children with special needs.  
• Providing support for families.  
• Teaching adults. |
| **Specific Competencies**   | • As above. | |
| **Personal Qualities**      | • Relates to people with warmth and sensitivity.  
• Respects and provides for individual differences in cultural and family values.  
• Has sufficient maturity and professional judgement to work effectively with children and families who are experiencing considerable stress.  
• Communicates well with children, families and professionals.  
• Can be relied upon to work independently but is also an effective team member. Is flexible and adaptable.  
• Organises time well.  
• Has a commitment to establishing and building relationships within a variety of teams. | |
WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP
All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Māori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP
We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB’s objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT
All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT
As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require.