Date: 29th August 2014

Job Title : Hospital Play Specialist
Department : Regional Services – Child Disability Services
Location : Waitemata DHB Sites
Reporting To : Charge Nurse Managers Respite & Rehabilitation / Rehabilitation Service Manager

Functional Relationships with
- Internal
  Parents, families and whanau
  Nursing staff - respite and rehabilitation
  Child Disability Services team
  Charge Nurses
  Regional Rehabilitation team
  Maori Cultural Resource Service
  Asian Cultural Support Services

- External
  Ministry of Education
  Other Play and Recreation Departments

Purpose
To implement and provide a comprehensive play and recreation programme for clients of Out of Home Respite and Child Rehabilitation service and their families/whanau

To provide programmes to enhance the understanding of paediatric clients towards their care, treatments, and rehabilitation.

To promote the importance of play and recreation for children, young people, families and whanau using the Wilson Centre and those involved in the care and education of these children, young people and families.
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<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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| Provides play and recreation programmes for children and young people in residential and outpatient areas that promotes growth and development | • During weekdays ensure designated playroom has resources and activities for children and young people available that can be accessed with supervision by parents and nursing staff.  
• Supervised play activities appropriate to the needs of the children and young people using the play room are available each day 2pm – 5pm.  
• Activities appropriate to the needs of the children are provided in the residential areas for children and young people confined to these areas for medical reasons.  
• Play with individual and/or groups of children and young people is facilitated.  
• Families are informed that they may take part in the play and recreation programme and in the normal care of their child.  
• Records are kept daily of children and young people seen, assessments and programmes provided.  
• Any concerns in relation to children’s development and emotional state are discussed with the families, and the rehabilitation or respite team. Concern and discussion to be noted on daily statistics sheet.  
• Information is made available for families on the general issues related to children’s growth and development.  
• Cultural dimension is promoted in the play and recreation programme for children and young persons.  
• Co-ordinates selection, maintenance, and effective utilisation of play equipment and resources in liaison with Rehabilitation Service Manager and Child Rehabilitation & Out of Home Respite Charge Nurse Managers. |
| Administer and implement the comprehensive play and recreation programme. | • Assists Charge Nurse Manager in the development of a budget and overall strategy for the play and recreation programme  
• Responsible for the day to day provision and development of the programme  
• Assists in development of policies and procedures which are consistent with the programme’s goals.  
• Maintains a record of department income and expenditure. |
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| Completes daily statistical information  
  Provides an annual written report as required for the service.  
  Requisitions to ensure that quality play equipment and recreation materials are available.  
  Assists in preparation and dissemination of information concerning the department’s philosophy, programmes and activities. | Activities are provided that encourage individual expression, sense of mastery and self-esteem.  
  Healthcare play is provided and encouraged.  
  Daily records are kept as appropriate that indicate activities have been initiated to reduce the stress of hospitalisation on children, young people and their families.  
  Families who are able are encouraged and supported to be with their child/young person.  
  Siblings support for understanding reasons for admission to the Child Disability service.  
  Families have access to information on the effects of hospitalisation on children and their families. |
| Provides play/recreation programmes to assist children, young people and their families/whanau to cope with the stress of hospitalisation, disability and rehabilitation. | |
| Encourage the child in their understanding of procedures, treatments and rehabilitation. | Healthcare play and appropriate resources are provided to assess children’s and young people’s feelings and understanding of treatments, hospitalisation and rehabilitation.  
  Age appropriate coping mechanisms and required behaviours are facilitated where possible. Other team members are consulted as to the nature and timing of preparation sessions.  
  Children’s and young people’s reactions during play preparations and procedures sessions are recorded in the play programme statistics and in the child’s clinical notes. |
| Functions as part of the Regional Residential Services and Child Disability Services teams. | Functional relationships are developed and maintained with members of the professional teams, including parents, families and whanau.  
  Attends multi-disciplinary team meetings as and when appropriate.  
  Information on the play and recreation programme intervention is recorded on the child’s/young person’s clinical notes.  
  Clear and concise written communication as defined in clinical note guidelines is maintained.  
  Formal and informal meetings with members of the teams are recorded on own daily statistics sheet.  
  The importance of play and recreation for the child and young person is promoted with families and centre staff, through the provision of |
### Key Tasks

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| Maintains professional development | • Knowledge of play for hospitalised children and child development is updated through reading, inservice courses and lectures.  
  • Understanding of healthcare play, play preparation and procedural support is demonstrated in supervisory sessions and in planning of preparation sessions.  
  • Yearly objectives and evaluations are completed with Charge Nurse Manager / Rehabilitation Therapy Team Manager.  
  • Knowledge of the implications of biculturalism in the health care setting is updated by reading and attending inservice courses.  
  • Awareness of diverse ethnic groups is enhanced and support links with ethnic groups are developed  
  • Orientation, inservice and other relevant training are attended.  
  • Through reading and inservice, develop sufficient knowledge of children’s illness and common medical terminology and procedures. |
| Statutory & Treaty of Waitangi obligations | • Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.  
  • Shows sensitivity to cultural complexity in the workforce and patient population |
| To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992 | • Company health and safety policies are read and understood and relevant procedures applied to their own work activities  
  • Workplace hazards are identified and reported, including self-management of hazards where appropriate  
  • Can identify health and safety representative for area |
Adheres to Waitemata District Health Boards 4 Organisational Values of:

**Everyone matters**
Every single person matters, whether a patient / client, family member or a staff member

**With compassion**
We see our work in health as a vocation and more than a job. We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

**Connected**
We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

**Better, best, brilliant**
We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Our standards of Behaviour:

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<th>With Compassion</th>
<th>Connected</th>
<th>Better, Best, Brilliant</th>
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<tbody>
<tr>
<td>Welcoming and friendly</td>
<td>Respect each individual</td>
<td>Listen and understand</td>
<td>Speak up for others</td>
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<td>Compassion for your suffering</td>
<td>Attentive and helpful</td>
<td>Protects your dignity</td>
<td>Reassuringly professional</td>
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<td>Communicate and keep people informed</td>
<td>Explain clearly</td>
<td>Teamwork with patients, whanau and colleagues</td>
<td>Give and receive feedback</td>
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<td>Positive we can make a difference</td>
<td>Improve services and ourselves</td>
<td>Safe practice</td>
<td>Efficient and organised</td>
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Note: This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.
PERSON SPECIFICATION

POSITION TITLE: Hospital Play Specialist

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<th>Minimum</th>
<th>Preferred</th>
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<td><strong>Qualification</strong></td>
<td>Recognised Early Childhood Qualification of Diploma of teaching with experience in the field.</td>
<td>Special Education qualification and experience desirable</td>
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<td><strong>Experience</strong></td>
<td>Experience in teaching or play therapy</td>
<td>Experience working with children with disabilities</td>
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<td><strong>Skills/Knowledge/Behaviour</strong></td>
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