

JOB DESCRIPTION

Job Title:	Play Specialist
Division/Department:	PAEDIATRICS
Responsible to:	Matron
Accountable to:	Matron
Band:	Band 4
Hours:	37.5
Location:	Northwick Park Hospital

In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

We are looking for a highly motivated and enthusiastic Hospital Play specialist to join our team. You will be an integral part of providing high quality care to the children of Brent, Harrow and Ealing. The successful applicant will work closely with the MDT to support children, young people and their families throughout the paediatric department.

We have a 27 bedded inpatient unit, an 8 bedded Assessment unit, two 4 bedded day care units, a POSCU center and 2 outpatient areas which makes up our very busy unit. We have 1 play specialist and 1 play worker and are very keen to expand this very important part of our team.

You will need to be able to easily engage with children of all ages and communicate well with their families. Effectively communicate with the MDT and use therapeutic play techniques creatively throughout the department.

Responsibilities will include preparing children for procedures and providing distraction during procedures. Help children and families manage anxiety effectively during their time with us. Organize entertainment and activities during inpatient stay.

We are a very child/young person friendly ward and have a sensory room, adolescent room and a garden with equipment for all ages. The ward pet therapy rabbits also live in this area and are another important tool to help with your work.

KEY RESPONSIBILITIES

- To provide a stimulating environment in which to encourage the children's learning, understanding and development through play and other activities.
- To be responsible for the children while in their care, reporting any signs of illness or changes to the child to the nurse in charge.
- To maintain and ensure good relationships with patients and relatives reporting any problems to the nurse in charge.
- To ensure that there is sufficient time to sit, talk and play with the babies and children.
- To assist nursing staff where needed in the care of children who need specific reassurance and encouragement.
- To maintain good communication with all members of staff and be under the supervision of the Nurse in charge at all times.
- Where appropriate to liaise with families and nurses caring for children who are very unwell or in the late stage of their disease to offer support, reassurance and help, giving children opportunities to play or do activities of their choosing.
- To care for children at times when their parent or guardian is unable to stay with them.
- To care for play equipment and report any defects.
- To ensure that the playroom and storage cupboards are kept clean, safe and fully equipped and documentation of cleaning schedules of all equipment regularly.
- To organise appropriate entertainment for the children.
- To help prepare children for surgery with the help and support of the nursing care team.
- To be aware of infection control procedures when caring for children who are in isolation.
- Participate in psychosocial and other multidisciplinary meetings.
- Contact external parties for donations and shows/entertainment for the ward.

TRAINING /EDUCATION

You are required to hold a recognised health play specialist qualification or level4 diploma in specialised play for sick children and young people .If you are training to be a health play specialist and are currently on the course, you would be able to apply for this post. Please note that a trainee health play specialist would be on a band 3 until evidence of health play specialist qualification is provided when qualified.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral

equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults

- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management*; *NHS Code of Practice- 2006*

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.



PERSON SPECIFICATION

Job Title: Play therapist

Division/department: Jack's Place

REQUIREMENT	ESSENTIAL	DESIRABLE
Education/Qualifications	<ol style="list-style-type: none"> 1. Good standard of general education 2. Child care qualification 3. Hospital play qualification 	<ul style="list-style-type: none"> • Child Care qualification level 3
Knowledge & Experience	<ol style="list-style-type: none"> 1. Experience with caring/working with children from birth - 16 years 2. Confidentiality 	<ul style="list-style-type: none"> • Experience of working with families and children • Knowledge of the type of work encountered in a ward environment • Experience of working with children with complex needs
Skills, Abilities and Attributes	<ol style="list-style-type: none"> 1. Hard working and committed to the job. 2. Flexibility 3. Effective communication skill. 4. Good personality and enjoys dealing with general public. 5. Ability to work as a team member. 6. Dependable 7. Reliable. 8. Able to manage workload when unit is busy. 	