JOB PROFILE

JOB TITLE: Lead Hospital Play Specialist

DEPARTMENT: Therapy Services

REPORTS TO: Therapy Services Manager

KEY DIMENSIONS:
No. of staff directly responsible to post holder: 4
No. of staff accountable to post holder: 5
Value of budgets managed by post holder: 0
Value of budgets for which post holder has delegated responsibility: 0
Is the post holder authorised to vire funds between budgets? No

MAIN PURPOSE OF THIS POST:

The Lead Play Specialist will draw on their knowledge and skills (play preparation, distraction therapy and post procedural play skills) to support the play service at the Portland Hospital in line with the NAHPS code of professional conduct and hospital policies.

This role will provide structured leadership and management to the play team, supporting evidence based practice and staff development and working with the Therapy Services Manager to grow and develop the service in order to ensure that the highest standard of care is provided across all relevant paediatric services.

JOB SUMMARY:

1. To provide high quality, holistic play service for all children / teenagers and their families across HCA, enabling them to feel safe and at ease within the hospital environment.
2. To maintain a safe, child focused environment where play can occur naturally.
3. To coordinate and lead the team of play specialists and play workers ensuring appropriate allocation of case load according to skills within the team.
4. To identify areas for service development and work with the Therapy Services Manager and the play team to address these.
5. To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
PRINCIPAL DUTIES:

1. **Working with patients and families:**
   1.1 To undertake therapeutic assessments and devise play programmes for children and teenagers in hospital, according to their individual needs and as part of the overall care plan.
   1.2 To use knowledge and understanding of child development to contribute to assessments and overall, long-team care planning in relation to therapeutic play needs.
   1.3 To plan and implement individual therapeutic play programmes to include preparation for invasive and non-invasive procedures, distraction therapy and post procedural play.
   1.4 To monitor, evaluate and modify therapeutic interventions in order to measure child’s progress and ensure effectiveness of care plan.
   1.5 To work in collaboration with the multi-disciplinary team to meet the overall care plan for children / teenagers who have complex needs or life limiting conditions.
   1.6 To promote awareness of the emotional needs of children / teenagers in hospital and the importance of play within the multi-disciplinary team environment where play occurs naturally.
   1.7 To use play, interpersonal and preparation skills to help child / teenager work through fears/anxiety and cooperate with intrusive procedures.
   1.8 To safely and skillfully use needle based role-play to help children and teenagers tolerate needle interventions and or work through past traumatic episodes.
   1.9 To make or adapt play equipment for use in therapeutic and or procedural preparation.
   1.10 Act as an advocate for the child / teenager, providing them with information and emotional support, related to play, during times of stress or crisis, such as at a time of bereavement.
   1.11 Maintain patient confidentiality in accordance with HCA policies.
   1.12 To respect the individuality, values, cultural and religious diversity of patients n/d their families and contribute to the provision of a service sensitive to these needs.
   1.13 To ensure that the ‘Portly’ Package is delivered.
2. Communication
2.1 To establish effective communication, both verbal and written with all members of the multi-disciplinary team
2.2 To ensure that up to date written records and activities data are maintained in accordance with NAHPS professional Guidelines and HCA standards
2.3 To use interpersonal skills and communication to support families when children/teenagers have a life limiting condition and complex needs.
2.4 To receive, sensitive or distressing patient information and provide re-assurance and emotional support to child/teenager and relatives who are anxious or upset.
2.5 To provide play based observations in communications with the MDT and family to influence and support the overall assessment and care of the child/teenager.
2.6 To report concerns regarding child protection issues to the Therapy Manager/Nurse in charge.
2.7 To ensure play team representation at appropriate clinical meetings (eg: hand over and ward round) and appropriate communication systems in place to ensure accurate and timely information regarding medical status conveyed to staff.
2.8 To meet with members of the play team on a regular basis both individually and as a group to efficiently and effectively ensure two way communication regarding operational and strategic information and processes.
2.9 To participate in relevant meetings within therapy services including but not limited to staff meetings, MDT meetings and in-service training.
2.10 To communicate any service related issues to the relevant team members (alterations in service cover in periods of staff absence)

3. Leadership and professional development of self, team and other professionals
3.1 To apply theoretical knowledge and understanding to professional practice.
3.2 To review and reflect on own practice and performance through effective use of clinical supervision and appraisal.
3.3 To actively seek continuous professional development and comply with evidence-based practice, maintaining up to date knowledge of best practice and a current CPD file.
3.4 To identify own limitations within scope of practice and seek support from line manager for guidance and advice on issues outside of own clinical practice and competency. To keep abreast of relevant clinical issues and research in the field of play therapy using critical appraisal to determine valid and useful findings that may impact on clinical practice.
3.5 To support the professional development of team members in their job role through regular supervision, objectives and appraisal.
3.6 Create an environment conducive to continuous professional development through supporting evidence based and reflective practice, in house training and setting individual objectives.
3.7 To be responsible for devising and implementing play related training and induction for other professionals such as therapists, nursing staff, medical staff.
3.8 To operationally lead and manage designated junior staff within the play team, providing effective guidance, supervision, appraisals and performance.
3.9 Provide day-to-day, informal support to play specialists and play workers and other members of the team.
3.10 Delegates responsibility and authority to team members, taking into account equality of opportunity, ability of the individuals concerned and their development needs. Reviews such delegation at appropriate intervals to ensure effectiveness.
3.11 To attend all mandatory training required by the Portland Hospital and HCA and abide by all HCA corporate policies and procedures, rules and regulations and ensure that all team members also comply.

4. Management, Administration and Compliance
4.1 To oversee the organisation and management of the play team, including setting priorities, allocating case load, identifying shortfalls and issues to be addressed as well, working with the therapy services manager to develop cost effective ways of working that ensures
continued quality including monitoring of staff hours and productivity.

4.2 To contribute and lead on specific service related projects related to service delivery, quality programmes and education and setting and monitoring practice standards within the Play Service.

4.3 To lead and manage audit projects to evaluate practice and the quality of the play service.

4.4 To be responsible for clinical leadership within the field of play therapy and to act as an expert advisor for the Portland Hospital and other HCA hospitals, and to provide expert clinical advice to the Therapy Services Manager to assist with service development.

4.5 Assists Therapy Services Manager to recruit, select and appoint staff with regard to skill mix, budgeting, manpower and salary guidelines.

4.6 Ensures that team members are properly inducted, meeting individual, professional, Hospital and company needs.

4.7 Ensures that all team members are aware of and understand Corporate and Hospital Policies, Standards and Procedures.

4.8 Develops effective relationships with key stakeholders in the business, including the senior management team, employees, consultants, patients, the local community, health/local authorities, local healthcare facilities, general practitioners and suppliers. Maintains a visible presence in the Hospital being accessible to patients, staff and consultants as needed.

4.9 To comply with all Hospital and department policies and procedures, including health and safety, infection control, safeguarding adults and children, incident reporting and risk management and ensure that all other members of the play team are aware of their responsibilities.

4.10 To respond appropriately to untoward incidents that may arise, report and escalate these appropriately, keeping the Therapy Services Manager informed and provide accurate documentation.

4.11 Ensures experiences from incident reports and complaints are shared and lessons learned, including peer review and benchmarking.

4.12 Monitors standards of care ensuring it is delivered in line with Best Practice Guidelines produced by recognised health care bodies, e.g. NAHPS, HPSET, NICE, DOH.

4.13 To attend all mandatory training required by The Portland Hospital and HCA and abide by all HCA corporate policies and procedure, rules and regulations.

4.14 To contribute to the maintenance of office space, play facilities and therapy areas, equipment and stock inventories, including accurate recording of equipment issued to patients.

4.15 To assist in providing play specialist cover during staff absence due to annual leave, sickness or study leave to ensure that a consistent service is provided.

4.16 To support the Therapy Services Manager in promoting the Play service within the Portland Hospital and externally. This includes attendance at relevant training and networking events.
In order to perform this role to an experienced and high working standard, the post holder will need:

**PERSONAL SPECIFICATION**

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<thead>
<tr>
<th>Key Area</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
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<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>Experience of working with children/young people in a hospital environment</td>
<td>Application Form</td>
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<td>Experience of working within an hospital environment</td>
<td>Review of CV</td>
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<td>Experience of working as part of a team</td>
<td>Review of References</td>
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<td>Experience of coordinating and leading a team including performance</td>
<td>CPD Portfolio</td>
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<td>management, conflict resolution and staff appraisal</td>
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<tr>
<td><strong>Training and Qualifications</strong></td>
<td>Level 4 Diploma in Specialised Play for Sick Children and Young People or equivalent</td>
<td>Membership of HPSET and NAHPS</td>
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<td>Foundation degree</td>
<td>CV Professional Certificates</td>
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<td><strong>Knowledge and skills</strong></td>
<td>Knowledge of current best practice</td>
<td>Basic knowledge of principles of clinical governance</td>
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<td>Procedural play skills for ages 0 - 16</td>
<td>Familiarity with technology eg: IPads, Wii</td>
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<td>Planning and organisational skills</td>
<td>CV Professional Portfolio</td>
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<td>Theoretical knowledge and understanding of therapeutic play and child</td>
<td>Competency based interview process</td>
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<td>development.</td>
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<td>A full understanding and ability to apply play preparation, distraction</td>
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<td>therapy and post procedural play skills.</td>
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<td>Ability to work with individuals and groups of children/young people.</td>
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<td>Knowledge of child protection issues</td>
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<td>Knowledge of professional code of conduct and its application in practice</td>
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<td>Basic knowledge of health legislation and NAHPS guidelines for professional practice</td>
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<td>Excellent verbal and written communication skills</td>
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<td>Knowledge of health, safety and risk assessments</td>
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<td>Evidence of computer skills using Microsoft word and powerpoint</td>
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<td><strong>Applied</strong></td>
<td>Applied knowledge of the effects of hospitalisation, treatment and long-term chronic illness on children, young people and their families. Ability to reflect and critically appraise own performance. Ability to work under pressure and flexibly as part of a team. Ability to work as a member of the multidisciplinary team. Ability to recognise stress in self and others. Ability to work confidently in a variety of wards/areas. Ability to work sensitively in partnership with parents/carers and families. Ability to use a diplomatic approach in response to varied demands from the environment. Ability to exchange and learn new ideas. Ability to show initiative appropriately. Ability to understand and adhere to professional boundaries of the role, referring on to line manager.</td>
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<td>Experience in supervising and teaching others.</td>
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