



JOB DESCRIPTION

Job Title:	Healthcare Play Specialist, Paediatric Unit - Playroom
Band:	4 - FDA Health Play Specialist qualifications essential
Hours:	As advertised
Base:	Luton & Dunstable University Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Lead Healthcare Play Specialist
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES:



JOB SUMMARY



To undertake therapeutic assessments and devise play programs for children and young people in hospital, according to their individual needs and as part of the overall care plan.

The post holder carries out assigned tasks involving direct care in support of a Registered Nurse to ensure care of infants and children within the unit to promote their health and development and contribute to the effective and efficient day to day running of the Unit/playroom. Ensuring every child has appropriate distraction, pre and post procedural play therapy and appropriate activities during their stay. The role includes working closely with all members of the multi disciplinary team across the Woodlands Unit.

OBJECTIVES AND PURPOSE OF THE POST:

1. To support the nursing team in maintaining a high standard of individualised care according to the infant/child/young person's needs within a family-centred environment.
2. To maintain accurate patient records and charts.
3. To report any relevant changes in the infant/child's condition to the senior nursing staff immediately.
4. To assist in meeting the care and development needs of all patients within their care.
5. To prepare and assist with dietary needs and keep accurate records.
6. To encourage parental participation with play and distraction.
7. To accept the guidance and supervision of the senior nursing staff in order to learn and develop.
8. To maintain a high degree of health and safety at all times.
9. To maintain a professional portfolio in line with HPSET recommendations for re-registration, recording learning outcomes from participation in internal and external development opportunities.
10. To participate in the orientation, training and supervision of students.

MAINTENANCE OF STANDARDS:

1. Participate in the implementation of the child's care plan, under supervision whilst maintaining the child's comfort at all times.
2. To be responsible for ensuring the safe use of play equipment and to contribute to the maintenance of a safe and tidy environment where children and young people have access to play facilities, identifying and reporting areas of risk.
3. To plan and implement individual therapeutic play programmes, to include preparation for invasive and non-invasive procedures, distraction therapy and post procedural play.
4. To take on individual referrals for children experiencing difficulty in managing hospital admission/procedures, using evidence based practice to assess, plan, implement and evaluate therapeutic interventions.
5. Assist in the promotion of parents' participation in care.
6. After instruction, perform basic nursing duties, including recording of temperature, pulse and respiration, reporting any abnormalities to nurse in charge.
7. Advise nurse in charge of any untoward accidents/incidents involving patients, relatives or staff.



8. Assist in the maintenance of a safe environment for children and parents, reporting any hazards or faulty equipment to the nurse in charge.
9. Assist in meeting the play needs of children within the ward setting.
10. Ensure bed and ward areas are clean and well stocked.
11. Assist with bed making, stripping and cleaning lockers on patient's discharge from hospital.
12. Assist medical staff with patient procedures with supervision, if necessary and be prepared to act as the child's advocate if required.
13. Attend work and work related appointments punctually and in correct uniform.

COMMUNICATION:

1. Liaise and negotiate effectively with all professional disciplines and departments concerned with the care of children and infants.
2. Attend and contribute to staff meetings.
3. Give concise verbal accounts of child's care to nurse in charge.

LEGAL AND PROFESSIONAL REQUIREMENTS:

1. Maintain confidentiality at all times.
2. Be familiar with unit/hospital emergency procedures.
3. Keep nurse in charge aware of any difficulties arising from patient treatment or accident to child, relative or staff, Assist in filling out relevant forms.
4. Be aware of local policies, taking active steps to keep updated:-
 - Children Act/Safeguarding Children
 - Health and safety
 - Data protection and access to health records
 - Disciplinary and Grievance procedure
 - Complaints by parents/children
 - Uniform
 - Security
 - Study/Annual and Maternity Leave
 - Equal opportunity
 - Individual Performance review (IPR)
5. Use and store equipment correctly and safely.
6. Share knowledge of infants/children with other members of staff.
7. Enhance own knowledge through private study and organised study days as appropriate.



ORGANISATION CHART:



GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals NHS Foundation Trust is four weeks.



STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.



The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.



DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.