

Circular 18/2003

30 April 2003

Regional Chief Executive Officer
Eastern Regional Health Authority

Chief Executive Officer
Each Health Board



DEPARTMENT
OF HEALTH AND
CHILDREN
AN ROINN
SLÁINTE AGUS LEANAÍ

Quality and Fairness
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Revision of the Pay and Conditions of Play Specialist

I refer to the recommendations of the report of the Joint Working Group on Play Specialists.

The sanction of the Minister for Health and Children can be assumed for the implementation of the arrangements set out in the report (copy attached).

As per Letters of Adjustment issued by the Department of Health and Children in November 2002, an adjustment has already been made to each relevant Board's financial allocation on an ongoing basis to take account of the costs involved in implementing the revision of pay and conditions for Play Specialists.

All queries in relation to the report of Joint Working Group on Play Specialists should be addressed to the Health Service Employers Agency, 63/64 Adelaide Road, Dublin 2 (Telephone: 01 6626966).

Yours sincerely

Paul Flanagan

Paul Flanagan
Personnel Management and Development

c.c. Mr. Brendan Mulligan, Head of Industrial Relations, HSEA

cc *Adrian*

Hawkins House Dublin 2
Teach Haicín Baile Átha Cliath 2
Telephone (01) 635 4000 VPN112
Fax (01) 635 4001
Email: info@healthirl.gov.ie

29th April 2003

Mr. William Beausang
Principal Officer
Department of Health and Children
Hawkins House
Dublin 2

Re : Revision of Pay and Conditions of Play Specialists

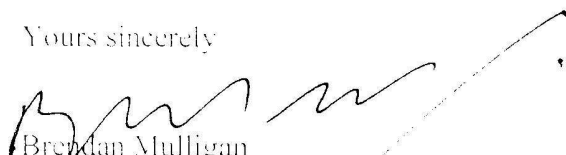
Dear William

I refer to the Report of the Joint Working Group on Play Specialists.

I attach for your attention the provisions of the Report which set out pay and conditions of employment for the grade of Basic and Senior Play Specialist. I should be obliged if you would now bring the attached to the attention of employing authorities by Department Circular.

Thank you for your attention to this matter.

Yours sincerely


Brendan Mulligan
HEAD OF INDUSTRIAL RELATIONS

Revision of the pay and conditions of Play Specialist

Job Description:

Job descriptions for the post of Basic and Senior Grade Hospital Play Specialist are attached in Appendix 1.

Recruitment

Recruitment and selection of all Basic Grade Play Specialists should be carried out in accordance with normal recruitment procedures.

Basic Grade Hospital Play Specialist:

The following educational criteria is required at recruitment stage for the post of Play Specialist:

Essential Qualifications:

- NNEB Montessori BA in Early Childhood Studies Psychology Diploma in Childcare or equivalent professional childcare qualifications.
- 2 years experience of working with children in a group setting.

Desirable Qualifications:

- Hospital Play Specialist Certificate (HPSET Edexcel Professional Development Certificate in Hospital Play Specialism) or equivalent.
- It is expected that should the candidate not have this qualification, they should be willing to undertake it within a three-year period.
- Experience of Hospital Play.

Annual Leave

The annual leave entitlement is 24 working days per annum

Hours per week

35 hours per week

Basic Grade Hospital Play Specialist Pay Scales

The salary scale for this grade is set out below and payment on the new scale will be effective from 1st January 2001.

01 01 01	01 04 01	01/10/01	01 10 02
<i>Euro</i>	<i>Euro</i>	<i>Euro</i>	<i>Euro</i>
25,522	26,032	27,464	28,563
26,284	26,810	28,284	29,416
27,109	27,651	29,172	30,339
27,871	28,428	29,992	31,192
28,569	29,140	30,743	31,973 ¹
29,394	29,982	31,631	32,896
29,877	30,475	32,151	33,437
30,918	31,536	33,271	34,602
31,680	32,314	34,091	35,454
32,505	33,155	34,979	36,378
33,331	33,998	35,867	37,302
LS1 33,997	34,677	36,584	38,048

¹ Only those holding HPSC¹ may proceed beyond the 5th point

Current Basic Grade Play Specialists on a salary scale in excess of the above agreed salary scale will retain same on a red circled basis. All new entrants will enter on the new agreed pay scale.

Senior Hospital Play Specialist:

The following educational criteria is required at recruitment stage for the post of Play Specialist:

Essential Qualifications:

- Hospital Play Specialist Certificate (HPSET¹/Edexcel Professional Development Certificate in Hospital Play Specialism) or equivalent.
- Have a minimum of three years Hospital Play Specialist at Basic grade level.

Desirable Qualifications

- Recognised management course.

Annual Leave

The annual leave entitlement is 26 working days per annum

Hours of work

35 hours per week

Senior Grade Hospital Play Specialist Pay Scales

The salary scale for this grade is set out below and payment on the new scale will be effective from 1st January 2001.

01.01.01	01.04.01	01.10.01	01.10.02
<i>Euro</i>	<i>Euro</i>	<i>Euro</i>	<i>Euro</i>
32,505	33,155	34,979	36,378
33,331	33,998	35,867	37,302
34,219	34,903	36,823	38,296
35,253	35,940	37,916	39,433
36,124	36,846	38,873	40,428
36,956	37,695	39,768	41,359
37,705	38,459	40,574	42,197
38,213	38,977	41,121	42,766

Appendix 1

BASIC GRADE HOSPITAL PLAY SPECIALIST

AIM OF THE POST:

The Hospital Play Specialist will be working with children of all ages, individually or in groups, in a variety of settings. He/She will assess the individual child's needs and provide appropriate play activities which could include remedial and developmental play, facilitating expression of feelings and encouraging the maintenance of links within the home. He/She will be involved in advising and supporting parents and carers in the play needs of children in the Hospital. The Hospital Play Specialist will liaise with and participate in, the multi-disciplinary team in the total care of the child, advising on play and communication with children.

REPORTING RELATIONSHIP:

The Hospital Play Specialist will be clinically accountable to the Clinical Nurse Manager on a day-to-day basis and be professionally accountable to the Senior Hospital Play Specialist designated Play Services Manager, for example, Clinical Nurse Manager.

SPECIFIC ACCOUNTABILITY

This is a guideline for duties and responsibilities, which will vary according to circumstances. The post holder will:

- Organise, initiate and supervise play facilities for children, appropriate to their age, medical condition and background.
- Participate in the assessment of the play, developmental and emotional needs of individual children and plan, implement and document therapeutic play programmes, as part of total care.
- Participate in play preparation, post procedural play and diversional therapy with individual children and groups of children, as appropriate.
- Involve parents carers in child's play activities and offer professional support and advice.
- Provide play facilities for all patients throughout the Hospital Unit/Department.
- Assist in the selection of toys and play equipment and ensure that all equipment is safe and maintained in good order.

- Take individual referrals in conjunction with other professionals to provide specific goal oriented therapeutic programmes and liaise with the multi-disciplinary team in the total care of the child.
- Participate in the implementation of a patient focused play service for the Hospital, including measures to monitor the service being provided.
- Record and report details concerning mishaps, complaints, incidents accidents and defects in supplies and equipment through the appropriate channels.
- Be willing to participate in performance review as required.
- Adhere to patient confidentiality at all times.
- Attend team meetings, ward reports and so on as required, to facilitate communication.
- Supervise play volunteers and work experience students in accordance with Hospital policy.
- Ensure that all work is documented and appropriate records are maintained.

Teaching and Education

- Will contribute to the teaching of student nurses and other students on placement and other health care professionals.
- Keep abreast of on-going developments in the area and attend lectures, seminars and study days as required.
- Participate in in-service training as required (i.e. Lifting and Handling programme, Fire Training, Resuscitation Training).
- Familiarise him/herself with the relevant Hospital policies and procedures.

SENIOR HOSPITAL PLAY SPECIALIST

AIM OF THE POST:

The Senior Hospital Play Specialist will use his/her understanding, skill and experience to provide a wide range of normal and therapeutic play activities. This will include play preparation, post-procedural play and pre-admission preparation. The Senior Hospital Play Specialist may take individual referrals in conjunction with other professionals to provide specific goal-orientated therapeutic play programmes and developmental assessments. He/She will be responsible for the teaching of learner and qualified staff on all aspects of play in the Hospital. He/She may be responsible for play service resources. The Senior Hospital Play Specialist will supervise qualified play staff and also supervise and be responsible for unqualified staff such as play assistants, work experience staff, student Hospital Play Specialists and volunteers.

REPORTING RELATIONSHIP:

The Hospital Play Specialist will be clinically accountable to the Clinical Nurse Manager (Assistant Director of Nursing/Director of Nursing as per Hospital structure) and professionally accountable to the Clinical Services Manager.

SPECIFIC ACCOUNTABILITY

This is a guideline for duties and responsibilities, which will vary according to circumstances.

The post holder will:

- Organise, initiate and supervise play facilities for children, appropriate to their age, medical condition and background.
- Demonstrate his/her considerable experience and understanding in providing a high quality play service in any speciality.
- Participate in the assessment of the play, developmental and emotional needs of individual children and plan, implement and document therapeutic play programmes, as part of total care.
- Participate in play preparation, post-procedural play and diversional therapy with individual children and groups of children, as appropriate.
- Liaise with other departments and staff in initiating and developing play services within the Hospital Unit/Department.
- Provide professional support and advise parents/carers regarding play.

- Liaise with professional staff in external agencies and others outside the Hospital in an advisory and consultative capacity.
- Ensure that all work is documented and appropriate records are maintained.
- Adhere to patient and staff confidentiality at all times.

Staff Management

- Ensure adequate supervision of staff, and redeploy staff accordingly to ensure adequate resources and cover.
- Recruit, select and supervise play volunteers in accordance with Hospital policy.
- Recruit, select and supervise work experience students in accordance with Hospital policy.
- Participate in the recruitment and selection of play staff and assist in their induction and orientation in accordance with Hospital policy.
- Have responsibility for the professional development of all play staff and provide on-going support and advise on play matters including performance review in accordance with Hospital policy.
- As a Head of Department and in the absence of a managerial post, the post holder will be required to attend meetings, keep records and carry out other duties in line with Hospital requirements.
- Be aware of and understand all relevant Hospital Policies ensuring that all staff are familiar with and have access to Hospital policies.

Education and Training

- Contribute to the teaching of student nurses, other students on placements and other health care professionals.
- Keep abreast of on-going developments in the area and attend relevant lectures, seminars and study days as required and participate in in-service training as required, that is, Lifting and Handling programme, Fire Training, Resuscitation Training, ensuring all staff are trained in Lifting and Handling techniques and other appropriate in-service training programmes.

Financial Management

- Ensure that staff complement is controlled within the employment ceiling and ensure expenditure is restricted within budget allocation.

Management

- Have overall responsibility for the selection of toys and play equipment and ensure that all equipment is safe and maintained in good order.
- Ensure that the Play services are organised and delivered to the highest contemporary levels possible.
- Be responsible for maintaining and developing service standards and quality management.
- Monitor Annual Leave and absenteeism and take appropriate action if and when required.
- Determine the appropriateness of Study Leave allocation in conjunction with the Clinical Nurse Manager/Clinical Services Manager.
- Ensure that effective safety procedures are in place to comply with Health, Safety and Welfare at Work Act.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment. Investigate the circumstances with appropriate staff and report findings as required.
- Ensure that Risk Assessments are conducted on a regular basis in accordance with the Hospital Safety Statement.

Note:

It may be necessary in the future to define a Managerial Grade, which would lead to a review of the Senior Hospital Specialist Grade.