**Play Specialist, Staff Grade**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Play Specialist, Staff Grade**  *(Grade Code: 3706)*  [*https://www.rezoomo.com/job/82040/*](https://www.rezoomo.com/job/82040/) |
| **Remuneration** | The Salary Scale (as at 01/03/2025) for the post is:  €44,088 – €46,405 – €48,367 – €49,618 – €50,975 – €52,259 – €53,446 – €54,888 – €55,738 – €57,585 – €58,942 – €60,420 – €61,900 – **€63,093 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | SLIGO 0555 |
| **Closing Date** | 12 noon on Monday 21st July 2025 via Rezoomo <https://www.rezoomo.com/job/82040/> |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Sligo University Hospital**  There is currently one vacancy available in the Paediatric Unit (In Patient Unit & Paediatric Day Unit) Sligo University Hospital which will be filled on a Permanent basis. This is a part time post (0.5 wte). The successful candidate may be required to work in any service area within the vicinity as the need arises. The initial assignment will be in the Paediatric Day Unit.  A panel may be formed as a result of this campaign for **Sligo University Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Bernie Clancy, **Job Title:** ADON Children’s Services  **Tel:** 071 9171111 bleep 409, **Mobile**: 087 4461288, **Email:** berniem.clancy@hse.ie |
| **Details of Service** | The Paediatric ward in SUH is a busy 18 bedded in-patient ward caring for children up to 16 years of age. The ward includes a day unit which incorporates ward attenders, i.e. blood samples, vaccinations and day admission cases, e.g. MRI under sedation, blood transfusions and infusions.  The West and North West Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Merlin Park University Hospital (MPUH)](https://saolta.ie/hospital/merlin-park-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway)   The Group's Academic Partner is NUI Galway.  The Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs 10,653 staff (October 2019), and has a budget of €868 million.  The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    West and North West Health Care Group aims to meet its service plan targets. Its priority is to implement the national Clinical Care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Reporting Relationship** | The post holder will report to the Clinical Nurse Manager 2, Clinical Nurse Manager 3, and the Assistant Director of Nursing and be accountable to the Director of Nursing. |
| **Purpose of the Post** | The Play Specialist, Staff Grade will work with children of all ages, individually or in groups, within Sligo University Hospital. He/she will assess the individual child’s needs and provide appropriate play activities which could include therapeutic, remedial and developmental play.  He/she will be involved & liaise with medical, nursing and social care staff in identifying the needs of children in hospital while also supporting parents and carers in continuing involvement in play. The Play Specialist, Staff Grade will liaise with and participate in the multidisciplinary team in outcomes and interventions for children using play. |
| **Principal Duties and Responsibilities** | *The Play Specialist, Staff Grade will:*  **Professional**   * 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, support/inclusion of siblings and offer professional support in accordance with ‘the Children First Policy’. * Provide play facilities for all children 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 orientated therapeutic programmes and liaise with the multidisciplinary 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 throughout the appropriate channels. * Be willing to participate in performance review as required. * Adhere to patient privacy and confidentiality at all times. * Attend team meetings, ward reports and so on as required to facilitate communication. * Supervise play volunteers in accordance with hospital policy. * Ensure that all work is documented and appropriate records are maintained. * Contribute to and participate in paediatric related committees and partake in activities of these committees as appropriate. * Communicate trends/issues to the MDT. * Participate in service development and the expansion of play services in Sligo University Hospital.   **Teaching and Education**   * Contribute to the teaching of student nurses/medical students and other students on placement and other healthcare professionals. * Keep abreast of on-going developments in the area and attend lectures, seminars and study days as required. * Complete mandatory in-service training as required e.g. Children First, Moving and Handlin, Fire Training, Resuscitation Training. * Familiarise him/herself with the relevant hospital policies and procedures. * Supervise and educate volunteers.   **Administrative**   * Actively participate in the improvement and development of Play Services. * Gather and analyse statistics and participate in audits as directed by the ADON/ Clinical Nurses Manager 3/2 or designated officer. * Represent the department at meetings and conferences as designated. * Promote a culture that values diversity and respect in the workplace. * Keep up to date with organisational developments within the Irish Health Service. * Carry out other duties appropriate to the post as required from time to time by the ADON /Clinical Nurses Manager 3 or designated officer. * Provide monthly progress and activity reports.   **Health & Safety**   * Develop and implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * Work in a safe manner with due care and attention to the safety of self and others. * Be aware of risk management issues, identify risks and take appropriate action including the completion of paperwork. * Document and report any adverse incidents or near misses. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * Be responsible for delivery of safe play and development of quality improvement plans. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**   * Employees must attend fire lectures annually and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Prevention and Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must on the latest date for receiving completed applications for the post:**   1. **Professional Qualifications, Experience etc.** 2. NNEB/Montessori and/or BA in Early Childhood Studies/Psychology and/or Diploma in Childcare or equivalent professional childcare qualifications.   **And**   1. Two years’ experience of working with children in a group setting. 2. **Health**   Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience working with sick children in a hospital or community setting as relevant to the role. |
| **Other requirements specific to the post** | * A flexible approach to working hours is required in order to ensure deadlines are met. * Willingness to participate in the development of Paediatric services, outside of the Paediatric Ward within SUH. * The current vacancy is in the Paediatric Ward (in patient and day unit) and internal rotation may apply as determined by appropriate skill set of the post holder. |
| **Skills, competencies and/or knowledge** | **Planning and Organising**   * Demonstrate evidence of ability to plan work effectively and efficiently. * Demonstrate flexible approach – to working hours, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work * Demonstrates ability to manage deadlines, prioritise and handle multiple tasks * Demonstrates evidence of time management and know how to prioritise workload * Reports, documents and records incidents and complies with local policy in relation to records, as appropriate.   **Commitment to Providing a Quality Service**   * Demonstrates commitment to providing a quality service. * Demonstrate evidence of ability to empathise with and treat patients/ residents/ service users, relatives and colleagues with dignity and respect. * Demonstrate motivation to fulfil the role and contribute to improving the service. * Demonstrate the ability to maintain confidentiality. * Is aware of “Person centred care” and understand need to follow care plans.   **Teamwork**   * Demonstrate ability to work under direction or as part of a team. * Demonstrate motivation and an innovative approach to job. * Demonstrates respect to patients/ residents/ service users and staff * Engages with Line Management & Colleagues to improve patient/ resident/ service user experience and outcomes   **Professional Knowledge**   * Demonstrate evidence of knowledge of regulations and standards including but not limited to Waste Management, Sustainability, Health & Safety, Environmental Health, HIQA and the requirements in this role to adhere to same. * Demonstrate knowledge to carry out the duties and responsibilities of the role * Demonstrate knowledge in the area of waste management * Demonstrate an ability to apply knowledge to best practice * Demonstrate a commitment to continuing professional development * Demonstrate ability to work under pressure * Demonstrate a commitment to assuring high standards and strive for a patient/ resident/ service user centred service * Understands the importance of hygiene practices |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Play Specialist, Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and part time  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  ***\*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs****.*  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)