

**The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

<b>Position Title:</b>	Allied Health Assistant
<b>Reports to:</b>	Hospital Play Specialist Team Leader
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"><li>▪ Play Specialist Team Leader</li><li>▪ Play Specialist Practice Supervisor</li><li>▪ Play Specialist Team</li><li>▪ Parents and whanau</li><li>▪ Medical and nursing staff</li><li>▪ Allied Health Professionals</li><li>▪ Volunteer groups, students and volunteers</li></ul>
<b>Organisational Vision:</b>	The Canterbury District Health Board's vision is to have an integrated system that keeps people healthy and well in their own homes by providing the right care, at the right time. In the right place and by the right person.
<b>Organisational Values &amp; Philosophy:</b>	<p>The mission is to promote, enhance and facilitate the health and well-being of the people of Canterbury.</p> <p>Values: The Canterbury District Health Board values reflect our behaviours and attitudes towards the work we do and our relationships with our colleagues, clients and external partners.</p> <ul style="list-style-type: none"><li>● Care and respect for others</li><li>● Integrity in all we do</li><li>● Responsibility for outcomes</li></ul> <p>Our Hospital Play Specialist service values that each family is unique within the bicultural context of Aotearoa. We endeavour to support, respect, inform and educate to reduce the impact of hospitalisation.</p> <p>Through theoretical foundations of play and child development, we support and encourage children to cope, heal, adjust, self-express and learn. We value working with the immediate and wider Multi-disciplinary teams in partnership with children and their families/whanau in order to support their hospitalisation. Ongoing professional development and reflection guide our practice to ensure we maintain an excellent level of clinical and early childhood knowledge and skills to deliver a high standard of service.</p>

<b>Role Purpose:</b>	<p>To support the work of the Hospital Play Specialists through:</p> <ul style="list-style-type: none"> <li>• Supportive duties related to the maintenance of a safe environment conducive to the delivery of quality patient care.</li> <li>• To provide play experiences and programmes that supports families/whanau, children and young persons during a hospital admission or visit to Christchurch Hospital.</li> </ul>
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**KEY ACCOUNTABILITIES:**

<b>The Allied Health Assistant is responsible for:</b>	<b>The Allied Health Assistant will be successful when:</b>
<b>1. Assists and works under the direction of a Hospital Play Specialist</b>	<ul style="list-style-type: none"> <li>• All play programmes are carried out under the instruction of the Hospital Play Specialist staff.</li> <li>• Instruction and training has been given to the health professional before being involved in interactions with children and their families.</li> <li>• Outcomes and observations are advised to Hospital Play Specialist staff.</li> <li>• Notes are completed on same day as action.</li> <li>• Accurate statistics are maintained.</li> </ul>
<b>2. Clinical/therapeutic competence</b>	<ul style="list-style-type: none"> <li>• Meets clinical, ethical and cultural competencies specific to the service needs, the position, and the professional requirements.</li> </ul>
<b>3. Equipment coordination, delivery, fitting and collection</b>	<ul style="list-style-type: none"> <li>• Equipment/stock delivery and collection is planned in conjunction with other staff for maximum efficiency, safety and effectiveness.</li> <li>• Equipment is effectively cleaned, labelled and stored upon return to store using safe practice.</li> <li>• Equipment is used according to manufacturer's instructions using safe work practices.</li> <li>• Work areas, facilities and equipment are organised, maintained and presented for effective use.</li> </ul>
<b>4. Working as part of a team in consideration of the service and the interdisciplinary team</b>	<ul style="list-style-type: none"> <li>• Professional relationships are developed and maintained with colleagues, members of the healthcare team, parents, and families/whanau in a professional, collaborative, collegial and supportive manner.</li> <li>• People are treated with respect, dignity, valuing individual and cultural differences and diversity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Values each other’s skills and contributions.</li> <li>• Communication is clear and concise.</li> <li>• Ability and commitment to work collaboratively in a team environment.</li> </ul>
<b>5. Professionalism</b>	<ul style="list-style-type: none"> <li>• Acts with integrity and embraces high ethical standards of CDHB and Hospital Play Specialist Association professional standards.</li> <li>• Fosters innovation.</li> <li>• Is responsible and accountable for own actions.</li> <li>• Seeks assistance when required.</li> <li>• Independently manages time.</li> <li>• Independently manages priorities.</li> <li>• Preserves patient confidentiality at all times.</li> <li>• Relays all messages promptly and accurately.</li> </ul>
<b>6. Health and Safety</b>	<ul style="list-style-type: none"> <li>• Clinical standard precautions are practised.</li> <li>• Safe work habits are practised, so protecting the health and safety of yourself and others.</li> <li>• Unsafe work situations are made safe and/or, a supervisor or manager is informed.</li> <li>• Hazards in the work area are identified and procedures are in place to control these hazards.</li> <li>• Personal Protective Equipment is used correctly and when required.</li> <li>• Hazards, incidents, accidents, and near misses are reported promptly and accurately.</li> <li>• Advice is sought from your manager if you are unsure of work practices.</li> <li>• Mandatory training is completed as required.</li> <li>• Emergency procedures and evacuation plans are known.</li> <li>• You are able to assist with maintaining equipment as required, and faulty equipment is reported promptly.</li> <li>• CDHB Health and Safety policies are read and understood and relevant procedures and documentation applied to own work activities.</li> </ul>
<b>7. Commitment to the principles of the Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the principles of the Treaty of Waitangi.</li> <li>• Respect, sensitivity and cultural awareness are evident in interpersonal relationships with children/tamariki and young people, their families/whanau and significant others and is integrated into practice.</li> <li>• Ensures the principles of partnership, protection and participation are applied.</li> <li>• Aware and respectful of tikanga practices.</li> </ul>

<p><b>8. Quality</b></p>	<ul style="list-style-type: none"> <li>• Action plans are developed to accomplish goals, establish time frames and allocate resources.</li> <li>• Barriers are identified and removed.</li> <li>• Problems are addressed and progress is monitored towards achieving outcomes.</li> <li>• Participates in quality planning for the Child Health Service.</li> <li>• Continually develops knowledge and practice in relation to education and health.</li> <li>• Demonstrates responsibility, accountability and commitment</li> </ul>
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**PERSON SPECIFICATION:**

	<b>Required</b>	<b>Desirable</b>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Skills in engaging with children and their family/whanau.</li> <li>• A holistic approach to health, including physical, mental, psychosocial and Spiritual aspects of health.</li> <li>• Ability to adapt and work effectively within a variety of situations and with various individuals or groups.</li> <li>• Organisational, and time management skills.</li> <li>• Reliable work record.</li> <li>• A clean police record.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of and experience within in a hospital setting.</li> <li>• Experience within health or social work settings would be an advantage.</li> <li>• Competent and confident at using Microsoft applications such as word and outlook.</li> </ul>
<p><b>Skills/knowledge / behaviours</b></p>	<ul style="list-style-type: none"> <li>• Sound understanding of professional ethics and the ability to scrutinize professional and ethical issues.</li> <li>• Respects individual difference in cultural and family values.</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Is flexible and adaptable.</li> <li>• Organises time well.</li> <li>• Relates to people with warmth and sensitivity.</li> <li>• Values diversity.</li> <li>• Maintains personal and professional boundaries.</li> <li>• Able to contribute to on-going quality improvement processes.</li> <li>• Has sufficient maturity and professional judgement to work effectively with children and families/whanau who may be experiencing considerable stress.</li> <li>• Demonstrates professional accountability and personal accountability for own practice.</li> <li>• Is respectful of the uniqueness, values, beliefs, attitudes and practices of colleagues.</li> <li>• Shows courtesy and respect for people's preference, values and needs.</li> <li>• Take personal responsibility for own actions and behaviour.</li> <li>• Demonstrates a positive work ethic.</li> </ul>	
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.