

Hospital Play Specialists Association of Aotearoa/NZ

HOSPITAL PLAY SPECIALIST REGISTRATION

(To take effect from November 2011)

Note:

This document reflects a number of changes from the previous certification process. Most notably, the process has changed from certification to registration. The name of the certifying body has changed from the Hospital Play Specialists Association Certification Committee (HPSCC) to the Hospital Play Specialist Registration Council (HPSRC)

Hospital Play Specialists who have been certified prior to this change will now be known as RegHPS.

Inquiries to: hpsreg@gmail.com

Hospital Play Specialist Professional Registration

The Hospital Play Specialists Registration Council (HPSRC) is a standing committee of the Hospital Play Specialists Association of Aotearoa/New Zealand (Inc.) The purpose of the HPSRC is to provide a registration programme for the hospital play specialist profession. Registration is a process by which a professional organisation or association grants recognition to an individual who has achieved competency. Once registered by the Association, a hospital play specialist is entitled to put RegHPS (Registered Hospital Play Specialist) after their name.

Rationale:

Hospital play specialist registration:

- Fosters consistency in standards of practice and ethical conduct.
- Enhances the status and credibility of the profession.
- Validates professional knowledge and provides a sense of professional pride and achievement.
- Provides assurance for the public that Hospital Play Specialists have achieved professional competency requirements for their profession and are maintaining their professional development.

Hospital play specialist re-registration requires professionals who are considered to be competent to maintain current knowledge and standards in the field, as well as to demonstrate a commitment to continued professional growth.

Goals:

- To establish a process for recognition of hospital play specialists who have achieved professional competencies.
- To provide a mechanism, through re-registration, that holds individual registered hospital play specialists responsible for ethical conduct and continued professional growth and development.

Standards:

Eligibility requirements, and requirements for re-registration, are established by the HPSRC and approved by the Hospital Play Specialists Association executive.

These requirements are reviewed on an ongoing basis and revised as necessary. Members of the Hospital Play Specialists Association will be advised of any changes well in advance of their implementation.

Administration of Services:

1. The registration programme is administered by the Hospital Play Specialist Registration Council. Applications for registration should be made on the appropriate form, obtainable from the Hospital Play Specialists Association website.
2. The fee for registration and re-registration is set from time to time by the Executive of the Hospital Play Specialists Association.

1.0 Criteria for professional registration

Applicants for registration by the Association shall:

- 1.1 Pay the required fee.
- 1.2 Be currently employed by a DHB as a hospital play specialist
- 1.3 Have completed **3000** employment hours in the five years prior to application.
- 1.4 Be current members of the Hospital Play Specialists Association at the time of application.
Note: From the 2012 membership year, registered hospital play specialists will be required to maintain current membership throughout each year of certification/registration. If they do not, applications for re-registration will not be accepted. For this purpose, membership must be paid by **28 February** in each year.
- 1.5 Hold a minimum three year tertiary qualification (graduate diploma or degree, Level 7 or above on the NZQA framework). This will most commonly be a Diploma in Teaching (ECE), or equivalent as approved by the NZQA, and/or a B.Ed(EC teaching).

All applicants must attach certified copies of their qualifications. If you have changed your name since the award of your qualification then you must provide evidence of the change, e.g. marriage certificate.

Other qualifications will be considered on application, but such applicants must provide evidence demonstrating that their qualification has a relevant core focus such as education, play, child and adolescent development, social sciences, or family systems.
- 1.6 Complete the six transition seminars provided by the Hospital Play Association.
- 1.7 Complete an approved seminar (minimum 6 hours) on youth health or working with young people.

If you are unsure whether a course is suitable, please check with the HPSRC prior to enrolment, hpsreg@gmail.com or refer to www.hospitalplay.org.nz for suggestions.
- 1.8 Complete a professional portfolio comprising all items set out in Appendix A.
- 1.9 Provide two references, on the appropriate form, attesting to the applicant's good character and ability to consistently demonstrate hospital play specialist competencies. One of these referees must be a certified or registered hospital play specialist.
- 1.10 Sign an agreement that you have read, understood and agree to abide by the Code of Ethics of the Hospital Play Specialists Association.

Note:

Applicants need to demonstrate competence across all age groups. Please ensure that your application documents evidence of your knowledge and skills in working with infants, children and young people in healthcare settings. Evidence may come from a mixture of your qualifications, professional development, observations, case studies.

2.0 Re-registration

Re-registration will be required every three years. All applicants for re-registration shall:

- 2.1 Pay the required fee.
- 2.2 Be currently employed by a DHB or HPS Association as a hospital play specialist and/or in a leadership or education role with hospital play specialists.
- 2.3 Have completed **1500** employment hours in the previous three years prior to application.
- 2.4 Be current members of the Hospital Play Specialists Association at the time of application.

Note: From the 2012 membership year, registered hospital play specialists will be required to maintain current membership throughout each year of certification/registration. If they do not, applications for re-registration will not be accepted. For this purpose, membership must be paid by **28 February** in each year.

- 2.5 Have completed relevant ongoing professional development amounting to a minimum of 60 hours within the 3 year period, with a minimum of 10 hours in any one year.
- 2.6 Provide two references, on the appropriate form, attesting to the applicant's good character and ability to consistently demonstrate hospital play specialist competencies. One of these referees must be a certified or registered hospital play specialist.
- 2.7 Include a self care plan (see Appendix A).
- 2.8 Sign an agreement that you have read, understood and agree to abide by the Code of Ethics of the Hospital Play Specialists Association.

Note: Hospital play specialists who do not meet these requirements at the time their registration is due for renewal, but who wish to again become fully registered, may apply to the HPSRC for registration 'subject to confirmation'. See Section 3.0.

3.0 Re-registration subject to confirmation

This section applies to previously registered hospital play specialists whose registration has lapsed, because:

- they have been unable to meet the employment hours and/or professional development requirements within a 3 year period
- they have not maintained membership of the Hospital Play Specialists Association
- they have moved out of the profession completely for a period

Hospital play specialists who wish to again become registered, may apply to the HPSRC for registration 'subject to confirmation'¹. If granted, they may re-apply for full registration after they have completed the following requirements:

- 3.1 Pay the required fee
- 3.2 Be currently employed by a DHB or HPS Assoc. as a hospital play specialist and/or in a leadership or education role with hospital play specialists
- 3.3 Have completed a minimum of **1500** employment hours in the 3 years prior to full registration being approved.
- 3.4 Be current members of the Hospital Play Specialists Association at the time of application, and have maintained membership throughout their time 'subject to confirmation'.
- 3.5 Completed a minimum of 20 professional development hours within the year prior to re-applying for full registration.
- 3.6 Complete a professional portfolio comprising all items set out in Appendix A. (Applicants who have previously been registered are not required to again attend the transition seminars or the requirement for professional development on adolescence).
- 3.7 Provide two references, on the appropriate form, attesting to the applicant's good character and ability to consistently demonstrate hospital play specialist competencies. One of these referees must be a certified or registered hospital play specialist.
- 3.8 Sign an agreement that you have read, understood and agree to abide by the Code of Ethics of the Hospital Play Specialists Association.

Subject to Confirmation (STC) registration will be valid for a maximum period of 3 years at which time an application for full registration will be required or the STC process will need to start again.

¹ Forms for application 'subject to confirmation' and for re-application for full registration are available on the website or from the HPSRC

4.0 Revoking of registration

Hospital Play Specialist registration may be revoked for any reason the Hospital Play Specialists Association executive deems appropriate, including, but not limited to, the following:

- 4.1 Falsification of the certification application.
- 4.2 Falsification of any information requested by the Hospital Play Specialists Association.
- 4.3 Violation of the Hospital Play Specialists Association Code of Ethics.
- 4.4 Participation in illegal conduct or impropriety which may compromise or impede the fulfilment of an individual's professional responsibilities or bring the profession into disrepute.

5.0 CHECKLIST

Applicants for initial registration:

- Are you a current member of the Hospital Play Specialists Association of Aotearoa/New Zealand? (If not, you cannot apply for registration.)

Have you provided:

- The required fee (cheques should be made payable to the Hospital Play Specialists Association)
- Two professional references on the required form
- Agreement to abide by the Hospital Play Specialists Association Code of Ethics

Have you included certified evidence of the following:

- Current employment as a hospital play specialist in New Zealand
- Evidence of sufficient employment hours (Refer Section 1.3)
- Relevant three year tertiary qualification
- Evidence of name change (if relevant)
- Completion of the transition courses provided by the Hospital Play Specialists Association
- Completion of approved seminar(s) on working with young people (minimum 6 hours)
- Evidence of clinical practice, contained in a professional portfolio (see Appendix A for requirements)

Applicants for re-registration:

- Are you a current member of the Hospital Play Specialists Association of Aotearoa/New Zealand? Commencing in the 2012 membership year, you must also maintain your membership throughout each year. If not, you cannot apply for re-registration.

Have you provided:

- The required fee (cheques should be made payable to the Hospital Play Specialists Association)
- Two professional references on the required form
- A self-care plan
- Agreement to abide by the Hospital Play Specialists Association Code of Ethics

Have you included certified evidence of the following:

- Current employment as a hospital play specialist or in a related role (e.g. team leader, professional development role with hospital play specialists)
- Minimum of 1500 hours within the three year period (Refer Section 2.0)
- Relevant ongoing professional development amounting to a minimum of 60 hours within the three year period, and with at least 10 hours in any one year.

Applicants for re-registration subject to confirmation:

- ❑ Are you a current member of the Hospital Play Specialists Association of Aotearoa/New Zealand? Commencing in the 2012 membership year, you must maintain your membership throughout the time subject to confirmation. If not, you cannot apply for re-registration.

Have you provided:

- ❑ The required fee (cheques should be made payable to the Hospital Play Specialists Association)
- ❑ Two professional references on the required form
- ❑ Agreement to abide by the Hospital Play Specialists Association Code of Ethics

Have you included certified evidence of the following:

- ❑ Current employment as a hospital play specialist or in a related role (e.g. team leader, professional development role with hospital play specialists)
- ❑ Minimum of 1500 hours within the three years prior to re-applying for full registration period (Refer Section 3.0)
- ❑ Relevant ongoing professional development amounting to a minimum of 20 hours in the year prior to applying for full registration
- ❑ Evidence of clinical practice, contained in a professional portfolio (see Appendix A for requirements)

APPENDIX A: PROFESSIONAL PORTFOLIO

Note: It is not intended that this portfolio involve the applicant in significant amounts of work additional to that which is desirable as a part of the applicant's usual practice. In services where the applicant is required to meet similar requirements (e.g. as part of a preceptor programme or credentialing process), the applicant may submit this same work for registration purposes, provided that it is in the required format and that confidentiality of children and families is protected.

The portfolio must contain:

1. **Three case studies.** (See Appendix B for guidelines)
 - One child under 5 years
 - One child 5-11 years
 - One young person 12 years or older

2. **Three procedural accompaniments of procedures relevant to your workplace.** (see Appendix C for guidelines).
Accompaniment must be verified by an appropriate person (e.g. hospital play specialist, charge nurse, doctor). Appropriate examples might include:
 - Theatre visit incorporating observation of anaesthesia induction and recovery
 - IV insertion or blood test
 - X-ray and/or other scanning procedure such as CT or MRI
 - Admission of child and family to unit
 - Sibling visit to neonatal unit/intensive care unit
 - Rehabilitation treatment

3. **Professional practice observations** (see Appendix D for guidelines)
 - Written observation of at least one healthcare play session conducted by a certified/registered hospital play specialist
 - Written observation of at least one preparation session conducted by a certified/registered hospital play specialist.(Where possible, the children involved should be of different age groups)

Applicants are strongly advised to seek opportunities to observe the practice of a variety of experienced colleagues and to receive constructive feedback from colleagues on their own practice, with regard to healthcare play and preparation.

4. **Certified record of ongoing professional development.** (See Appendix E)
For first time applicants, this must amount to a minimum of 10 hours in the one year prior to application, in addition to the transition and adolescent requirements. Applicants for re-registration and re-registration subject to confirmation should refer to the relevant requirements, as set out in Sections 2.0 and 3.0.

5. **Self-care plan**
A statement of how the applicant manages work-related (and/or personal stress which may impact on their professional role), including how they obtain professional support and supervision of their practice.

APPENDIX B: CASE STUDY

Each case study should be written up under the following headings. The assessment criteria which will be used by the Registration Committee in evaluating the case studies is indicated in italics.

Note: Ensure that no information is provided which might identify the child/young person or family

1. Brief background information

Assessment Criteria:

- Documents the reason for hospital play specialist involvement.

2. Assessment and planning

Assessment Criteria:

- Demonstrates that a range of information about the child/young person and/or family has been sought for assessment purposes.
- Identifies and discusses the developmental, social, environmental and cultural factors that may influence or impact upon the actions and responses of the child/young person and family.
- Identifies any likely stress points for this child/young person(and family).
- States desired outcomes for child/family as a result of intervention.
- Documents sources of information used in hospital play specialist assessment and planning, i.e. discussion with child/young person, family and other professionals.

3. Intervention

Assessment Criteria:

- Documents hospital play specialist intervention.
- Explains reasoning behind hospital play specialist decision making.
- Outlines the involvement/action of others (child/young person/family/other professionals)

3.1.1.1.1

Reflective evaluation

Assessment Criteria:

- Critically reviews and evaluates the hospital play specialist intervention(s) provided. (The focus should be on your own role and practice: you may like to use a recognized model of critical reflection² as a framework.)
- Discusses implications for future practice in relation to self, child/young person/family/other professionals where appropriate.
- Records evidence of feedback from others (child/young person, family other professionals).

4. Documentation in clinical notes/medical records.

Assessment Criteria:

- Provides a charting note (not a sticker) relating to the above, such as would be recorded in the clinical notes/medical record.
- Must demonstrate understanding of legal requirements for charting

² Examples in: O'Connor, A., and Diggins, C. (2002). *On reflection: reflective practice for early childhood educators*. Lower Hutt: Open Mind Publishing.

Smyth J (1989): Developing and sustaining critical reflection in teacher education. *Journal of Teacher Education* 40(2) 2-9

APPENDIX C: PROCEDURAL ACCOMPANIMENT

*Note: The hospital play specialist's role for this purpose is as an **observer** only. You should not be actively involved in supporting the child or family.*

Include the following information with each procedural accompaniment:

Hospital Play Specialist name:

Date:

Procedure: Child's age: Sex: M / F

Accompaniment verified by:

(Name)

(Designation)

Ensure your observation includes the following details:

- Family members present
- Previous preparation/information provided to child and/or family
- Describe what happened when the child had the procedure. Include:
 - environment
 - sensory details
 - explanations given
 - people present and/or involved
 - significant details and/or stress points
 - child's perspective: what s/he said, or did and what you observed of his/her behaviour.
- Evaluation/reflection. What went well/not so well? What suggestions might you make?
- What follow-up (post-procedural play, discussion, or other action) might be appropriate?

APPENDIX D: RECORD OF PROFESSIONAL PRACTICE OBSERVATION

Note: It is expected that the observation will be discussed with the hospital play specialist facilitating the healthcare play or preparation session **prior** to verification.

Include the following information with your healthcare play observation and preparation observation:

Date: Hospital:

Number of children/young people participating: Age(s)

Verified by certified/registered hospital play specialist providing the play session:

Name:

Current HPS certification/registration number:

Signature:

Ensure each record includes:

- A description of the observation
- Reflective comments
- A summary of the discussion between yourself and the verifying hospital play specialist

APPENDIX E: PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional Development Hours may be gained by evidence³ of participation in and completion of **relevant** professional development opportunities, such as one or more of the following:

- Professional development workshops and seminars provided by the Hospital Play Specialists Association
- College of Education or university courses
- Attendance at conferences of the NZ, Australian and UK Hospital Play Specialists Association or conferences endorsed by the Child Life Council.
- Public lectures/seminars.
- Inservice programmes offered by District Health Boards or other employing bodies (other than facility tours and induction/orientation programmes).

It is important that any study undertaken is relevant to the hospital play specialist's current employment and individual career. Study subjects might include:

Therapeutic Play * Clinical Topics * Child Protection * Management/Information Technology (IT) Skills * Psychology/Counselling * Participating in Research or Audit * Carrying out a Literature Review * Cultural understanding * Early childhood education/teaching * Leadership

You may record professional development activities on the form included with the Registration application. Alternatively, if your organization has some other format for recording professional development then you may copy this for Registration purposes. It is highly recommended that you maintain a professional portfolio throughout your career.

Please note that the following activities will **not** be accepted for Professional Development Hours:

- Patient care activities
- Meetings
- Internships
- Poster sessions
- Presentations by the applicant
- Networking sessions

If you are unsure whether any proposed professional development activity will qualify for this purpose please contact the HPSRC before you enroll. (hpsreg@gmail.com)

³ For example, copies of attendance certificates and/or signed verification of attendance by the provider, team leader, charge nurse etc.

The Hospital Play Specialist Association aims to:

Promote the profession of the hospital play specialist
Provide professional support for hospital play specialists throughout New Zealand
Set and monitor standards
Encourage research and publication
Develop training programmes for hospital play specialists
Disseminate information on the psychosocial needs of children and young people in healthcare settings
Promote the employment of appropriately trained staff to be responsible for play and recreation programmes
Liaise and cooperate with organisations which have common objectives.

Association Contact Details:

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