

Hospital Play Specialists Registration Council

REFEREE REPORTS - CONFIDENTIAL

There are **two** sections to this report - *Section A: Statement of Recommendation*, and *Section B: Endorsement*:

- *Section A* is to be completed by a registered/certified hospital play specialist who **has observed, and can attest to**, the applicant's competency.
- *Section B* comprises an endorsement of *Section A: Statement of Recommendation*. It must be completed by the applicant's professional leader **who is familiar with the applicant's good character and professional practice**.

NB. This form should not be returned to the applicant. The person completing Section A should pass the form to the professional leader nominated by the applicant, for his or her endorsement, before being posted direct to the Hospital Play Specialists Registration Council.

Section A: Statement of Recommendation

This section is to be completed by a certified/registered hospital play specialist who has known the applicant for at least 6 months, has had opportunities to observe the applicant's practice, and is sufficiently familiar with their professional practice to verify their competence or otherwise.

Consider the applicant's competence in terms of evidence¹ of each of the following criteria. Indicate (Y, Yes, or N, No) that the hospital play specialist has met each of the criteria listed. (If you need to add comments, please do so at the end of each section, or attach a separate letter.)

NAME OF APPLICANT:

Competency 1: Professional Knowledge and Practice	Met Y/N
Criteria:	
1.1 Provides activities and programmes that support learning and development in children/young people	
1.2 Creates an environment where stress and anxiety are reduced	
1.3 Advocates for the value of play and of practices that are supportive of the well-being of children/young people, families and whanau	
1.4 Helps children/young people express feelings and concerns	
1.5 Assesses and responds to children/young person's strengths, needs and interests	
1.6 Provides therapeutic play and preparation, coping strategies and other interventions to enhance understanding and help children/ young people, families and whanau manage illness, hospitalisation and treatment	
1.7 Supports families, including siblings, and enhances family and whanau involvement in their child's care and education	
1.8 Contributes to clinical decision making	
Comments:	
Competency 2: Safe, Ethical and Legal Practice	Met Y/N
Criteria:	
2.1 Complies with the Hospital Play Specialists Association of Aotearoa/NZ Code of Ethics	
2.2 Complies with relevant legislation, regulations, codes, service standards, policies, procedures and professional guidelines, e.g. Ministry of Education Early Childhood Regulations	
2.3 Develops and maintains a safe environment and manages potential risks	
2.4 Demonstrates professional accountability by documenting and reporting information effectively	

¹ Evidence would include direct observation of applicant's practice, contribution to professional discussions, feedback from other staff and/or families, chart notes and other documentation, contribution to team functioning, etc.



2.5 Uses ethical reasoning to make and justify decisions on challenging issues	
2.6 Maintains professional boundaries	
2.7 Demonstrates an awareness of the scope and limitations of hospital play specialist practice and of own personal knowledge and skills	
2.8 Understands operational structures, priorities and objectives of the workplace	
2.9 Manages workload and meets responsibilities in a timely manner	
2.10 Attends to self-care	
Comments:	
Competency 3: Culturally Safe Practice	Met Y/N
3.1 Identifies personal and professional cultural values, beliefs, attitudes and prejudices and understands their potential impact on practice	
3.2 Is respectful of the values, beliefs, attitudes and practices of children/ young people, families, whanau and colleagues	
3.3 Acknowledges the uniqueness of the child/young person in the context of their family, whanau and the wider community	
3.4 Has knowledge of the Treaty of Waitangi and works effectively within the bicultural context of healthcare settings to address aspirations of Maori	
3.5 Shows ongoing commitment to increasing knowledge base and skills relating to culturally safe practice	
Comments:	
Competency 4: Communication	Met Y/N
4.1 Adapts style and method of communication to suit the individual child/young person, family and whanau	
4.2 Assists the child/young person, family and whanau to identify and communicate their own needs	
4.3 Addresses cultural and language differences and their potential impact on communication	
4.4 Responsibly shares knowledge and communicates all relevant information to colleagues and families in a timely and professional manner	
4.5 Manages conflict effectively and works actively to achieve resolution	
4.6 Utilises a range of media and ICT to communicate effectively	
Comments:	
Competency 5: Professional Relationships	Met Y/N
5.1 Develops effective and collaborative relationships to ensure best outcomes for children/young people, their families and whanau	
5.2 Articulates and demonstrates the role and function of a hospital play specialist	
5.3 Uses feedback, supervision, support and guidance to improve practice through critical reflection	
5.4 Provides appropriate support and guidance to colleagues, students and volunteers	
5.5 Develop relationships with local institutions and community groups	
Comments:	
Competency 6: Professional Development and Leadership	Met Y/N
6.1 Maintains knowledge of current hospital play specialist- related theories and practice	
6.2 Maintains knowledge and skills required for specific settings	
6.3 Demonstrates commitment to critical inquiry and problem-solving in professional practice	
6.4 Engages in regular and/or ongoing supervision	
6.5 Contributes to the hospital play specialist body of knowledge by sharing knowledge and skills with others, both formally and informally	



6.6 Demonstrates an understanding of research processes and the interpretation of results	
6.7 Actively participates in performance development and review processes	
6.8 Contributes to team functioning and to the wider professional learning community	
6.9 Is proactive in seeking opportunities for responsibility and leadership	
6.10 Demonstrates an awareness of the impact of social and political factors on HPS services	
Comments:	

DECLARATION:

I have known the applicant for a period of (not less than 6 months)

- I consider that the applicant is a person of good character and repute and has the personal attributes that indicate they are fit to practise as a hospital play specialist.
- I know of no employment, professional or other issues which might affect the applicant's ability to carry out the relevant duties of a hospital play specialist safely and satisfactorily.
- To my knowledge, the applicant has not been convicted of an offence against the law (in any country) or dismissed from a teaching position or hospital play/child life specialist position (in any country)
- I am not a partner of or related to the applicant by birth or marriage.

Name (please print):

Hospital Play Specialist Registration Number:

Designation/title:

Telephone No. (day):

Email address:

Signature:

Date:

When you have completed this form, please pass it to the applicant's nominated professional leader for endorsement. (See Section B, next page).

If you wish to discuss this reference, please e-mail the Hospital Play Specialists Registration Committee, hpsreg@gmail.com

Cont. ...



Section B: Endorsement of Referee Report

This section to be completed by applicant's professional leader (e.g. team leader, practice supervisor, line manager), who must be familiar with the applicant's good character and professional practice.

NAME OF APPLICANT:

I have known the applicant for a period of

- I endorse the Statement of Recommendation in Section A above, which attests to the competency of the applicant as a hospital play specialist.
- I consider that the applicant is a person of good character and repute and has the personal attributes that indicate they are fit to practise as a hospital play specialist.
- I know of no employment, professional or other issues which might affect the applicant's ability to carry out the relevant duties of a hospital play specialist safely and satisfactorily
- To my knowledge, the applicant has not been convicted of an offence against the law (in any country) or dismissed from a teaching position or hospital play/child life specialist position (in any country)
- I am not a partner of or related to the applicant by birth or marriage.

Comments I wish to make about the applicant:

Name (Please print):

Designation/title:

Employing hospital:

Telephone No. (day):

Email address:

Signature:

Date:

If you wish to discuss this reference, please email the Hospital Play Specialists Registration Council, hpsreg@gmail.com

Do not return this form to the applicant.

**This form to be scanned and emailed to the Hospital Play Specialist Registration Council:
hpsreg@gmail.com**

**In the email subject heading please mark the
" Name of the applicant, Confidential referee and the date":**