



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                   |                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b><u>JOB DETAILS</u></b>                                                                                                                                                                                                                                                                                                         |                                |
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                 | Registered Nurse               |
| <b>Pay Band:</b>                                                                                                                                                                                                                                                                                                                  | 5                              |
| <b>Hours of Work and Nature of Contract:</b>                                                                                                                                                                                                                                                                                      | To be completed on recruitment |
| <b>Service Group:</b>                                                                                                                                                                                                                                                                                                             | Nursing & Midwifery            |
| <b>Department:</b>                                                                                                                                                                                                                                                                                                                | Nursing                        |
| <b>Base:</b>                                                                                                                                                                                                                                                                                                                      | To be completed on recruitment |
| <b><u>ORGANISATIONAL ARRANGEMENTS</u></b>                                                                                                                                                                                                                                                                                         |                                |
| <b>Managerially Accountable to:</b>                                                                                                                                                                                                                                                                                               | Ward Manager                   |
| <b>Professionally Accountable to:</b>                                                                                                                                                                                                                                                                                             | Head of Nursing                |
| <b><u>VALUES &amp; BEHAVIOUR</u></b>                                                                                                                                                                                                                                                                                              |                                |
| <div style="display: flex; align-items: center;"> <div style="margin-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div> |                                |

**JOB SUMMARY / PURPOSE:**

The post holder is responsible for the assessment, planning, implementation and evaluation of evidenced-based nursing care, working collaboratively and co-operatively with others to meet the needs of patients and their families.

Assist in the management and organisation of their clinical area and participating in the education, development and supervision of other staff members.

**DUTIES & RESPONSIBILITIES****Managerial / Leadership**

Will be required (dependent on level of experience) to take charge of a group of patients/clients with the guidance and supervision of the person with continuing responsibility/ Nurse in charge.

Co-ordinate the work of non-registered staff and registered staff (depending on level of experience) in the delivery of nursing care.

Supervise non-registered members and registered staff (depending of the level of experience) of the nursing team, and participate in their education and development.

Maintain confidentiality with sensitive information i.e. staffing, financial and patient issues.

Record patients' property ensuring that procedures are compliant with Health Board Policies and protocols.

Participate in service development by contributing to the development of team, through unit/department meetings.

Participate in the effective and efficient use of physical and financial resources.

Have an awareness of own limitations and escalate to a more senior level circumstances/situations that may be detrimental to the well-being of patients or colleagues.

**Clinical**

Assess the patients nursing needs, plan, implement and evaluate nursing care in order to ensure the delivery of effective patient care.

Ensure the principles set out in the evidence-based practice of care and are incorporated into daily practice to ensure a high-quality service for the patients and clients.

Maintain patients nursing records to ensure information is accurate and up to date.

Ensure that patients and carers/relatives are involved in the planning and delivery of care.

Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.

Ensure that effective communication is established and maintained with patients and carers/relatives, taking accurate message information on the phone or from seniors, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.

Communicate complex and sensitive information to patients/families, including patients with special needs/learning disabilities or other barriers to communication.

Assess patient's suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams and third sector as appropriate to assist in complex discharge planning.

Administer medication e.g. intramuscular/subcutaneous medications, ensuring that procedures are compliant with Powys Teaching Health Board Policy.

Carry out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique.

Ensure that the patient is safely prepared for and escorted to/from theatre endoscopy and other investigations.

Recognise and respond appropriately to urgent and emergency situations.

Participate in the responsibility to maintain a clean environment and ensure all members of staff follow cleaning responsibilities.

## **Clinical Governance**

Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses.

Assuming all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation reporting any areas of concern to the Nurse in Charge.

Use evidence-based practice in nursing interventions by keeping self-updated in line with NMC Revalidation requirements.

Ensure compliance with policies, procedures and clinical guidelines for self and others.

Promote excellence and improve standards of nursing care by being involved in audit within the clinical area e.g. infection control audits.

Participate in the monitoring of standards and quality of nursing care, through benchmarking, audit and research.

Participate in patient involvement activities.

Promote equality, diversity and rights for all.

### **Education and Development**

With relevant experience act as a preceptor / mentor.

Develop own skills and knowledge and contribute to development of others.

Ensure compliance with regard to mandatory training and revalidation requirements.

Develop own skills and knowledge as outlined in the knowledge and skills framework and personal development plan as agreed within the annual professional development review.

### **Professional Accountability**

Limiting actions to those which you feel competent to undertake.

Maintain active status on NMC Register.

Act in accordance with NMC Code of Conduct and guiding documents.

Adhere to Health Board Policies and Procedures.

Maintain up to date skills and knowledge and maintain awareness of professional issues.

Maintain a professional portfolio.

Ensure that all Health Board Mandatory Training is maintained.

| <b><u>PERSON SPECIFICATION</u></b>     |                                                                                                                                                                        |                                                                                                                          |                                     |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                       | <b>DESIRABLE</b>                                                                                                         | <b>METHOD OF ASSESSMENT</b>         |
| <b>Qualifications and/or Knowledge</b> | NMC registered                                                                                                                                                         | Evidence of post registration study and training, e.g.<br><br>Awareness of safeguarding<br><br>Intermediate Life Support | Application form & NMC registration |
| <b>Experience</b>                      | Pre-registration evidence in direct nursing care<br><br>Experience of providing holistic nursing care<br><br>Interest in developing nursing skills                     | Clear understanding of clinical governance framework<br><br>Implement evidence-based practice                            | Interview / Application Form        |
| <b>Aptitude and Abilities</b>          | Clear understanding of contract of care<br><br>Ability to document details clearly and accurately<br><br>Clear understanding of consent process<br><br>Basic IT skills | Ability to speak Welsh<br><br>Knowledge of incident reporting policy<br><br>Awareness of Policies                        | Interview Application Form          |
| <b>Other</b>                           | Ability to communicate effectively<br><br>Ability to work under pressure                                                                                               |                                                                                                                          | Application form and interview      |

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations,

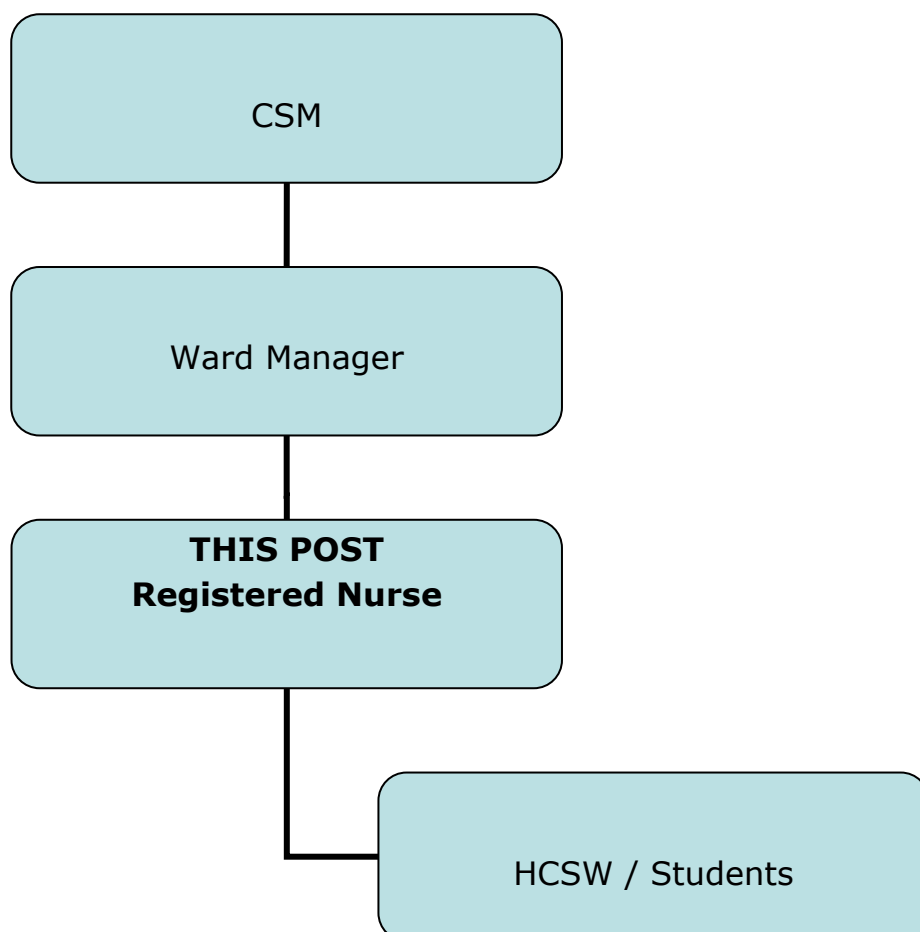
the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board

is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart



## BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

|                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b><u>MANYLION Y SWYDD:</u></b>                                                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>Teitl Swydd:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Nyrs Gofrestredig           |
| <b>Band cyflog:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | 5                           |
| <b>Oriau Gwaith a Natur y Contract:</b>                                                                                                                                                                                                                                                                                                                                                                                | I'w gwblhau ar ôl recriwtio |
| <b>Is-adran/Cyfarwyddiaeth:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Nyrsio a Bydwreigiaeth      |
| <b>Adran:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | Nyrsio                      |
| <b>Safle:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | I'w gwblhau ar ôl recriwtio |
| <b><u>TREFNIADAU SEFYDLIADOL:</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                             |
| <b>Yn Rheolaethol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Rheolwr Ward                |
| <b>Yn Broffesiynol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                       | Pennaeth Nyrsio             |
| <b><u>GWERTHOEDD AC YMDDYGIAD</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                             |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p> </div> </div> |                             |

**CRYNODEB O'R SWYDD / EI NOD :**

Mae deiliad y swydd yn gyfrifol am asesu, cynllunio, gweithredu a gwerthuso gofal nyrsio seiliedig ar dystiolaeth, gan weithio ar y cyd ag eraill i ddiwallu anghenion cleifion a'u teuluoedd.

Cynorthwyo â rheoli a threfnu'ch ardal glinigol a chymryd rhan mewn addysgu, datblygu a goruchwyllo aelodau eraill o staff.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :****Rheoli / Arwain**

Bydd gofyn (gan ddibynnu ar lefel y profiad) cymryd cyfrifoldeb am grŵp o gleifion/ cleientiaid dan gyfarwyddyd a goruchwyliaeth y person â chyfrifoldeb parhaus/ Prif Nyrs.

Cydlynw gwaith staff sydd heb gofrestru a staff cofrestredig (gan ddibynnu ar lefel eich profiad) er mwyn cyflenwi gofal nyrsio.

Goruchwyllo staff sydd heb gofrestru a staff cofrestredig y tîm nyrsio (gan ddibynnu ar lefel eich profiad), a chymryd rhan yn eu haddysg a'u datblygiad.

Cynnal cyfrinachedd gyda gwybodaeth sensitif, h.y. staffio, materion ariannol a materion yn ymwneud â chleifion.

Cofnodi eiddo cleifion, gan sicrhau bod gweithdrefnau'n cydymffurfio â pholisïau a phrotocolau'r Bwrdd Iechyd.

Cymryd rhan mewn datblygu gwasanaeth trwy gyfrannu at ddatblygiad y tîm, trwy gyfarfodydd yr uned/ yr adran.

Cymryd rhan mewn defnyddio adnoddau ffisegol ac ariannol yn effeithiol ac effeithlon.

Bod yn ymwybodol o'ch cyfyngiadau eich hun ac uwchgyfeirio amgylchiadau/ sefyllfaoedd i rywun ar lefel uwch os y gallai'r rhain fod yn niweidiol i lesiant cleifion neu gydweithwyr.

**Clinigol**

Asesu anghenion nyrsio cleifion, cynllunio, gweithredu a gwerthuso gofal nyrsio er mwyn sicrhau bod gofal cleifion effeithiol yn cael ei ddarparu.

Sicrhau eich bod yn glynu at yr egwyddorion y manylir arnyn nhw yn yr arfer gofal seiliedig ar dystiolaeth a'u bod yn cael eu hymgorffori mewn arfer bob dydd i sicrhau gwasanaeth o ansawdd uchel i'r cleifion a'r cleientiaid.

Cynnal cofnodion nyrsio cleifion i sicrhau bod gwybodaeth yn fanwl gywir ac yn gyfoes.

Sicrhau bod cleifion a gofalwyr/ perthnasau yn cael eu cynnwys wrth gynllunio a chyflenwi gofal.

Sicrhau bod anghenion cleifion yn cael eu diwallu trwy gydweithio ag asiantaethau a gweithwyr proffesiynol eraill, yn enwedig o ran anghenion gofal parhaus.

Sicrhau bod cyfathrebu effeithiol yn cael ei sefydlu a'i gynnal gyda chleifion a gofalwyr/ perthnasau a chymryd gwybodaeth fanwl gywir o negeseuon dros y ffôn neu oddi wrth uwch weithwyr, gan gyfleu'r holl wybodaeth ynglŷn â'r amgylchedd a chleifion i'r brif nyrs, a chadw'n gwrtais bob amser.

Cyfathrebu gwybodaeth gymhleth a sensitif i gleifion/ teuluoedd, gan gynnwys cleifion ag anghenion arbennig/ anabledau dysgu neu rwystrau eraill rhag cyfathrebu.

Asesu addasrwydd cleifion i'w rhyddhau ar ôl adolygiad meddygol, a chychwyn trefniadau cynllunio rhyddhau. Cysylltu â thimau amlddisgyblaeth a'r trydydd sector fel bo'n briodol i gynorthwyo â chynllun rhyddhau cymhleth.

Rhoi meddyginiaeth e.e. meddyginiaethau i mewn i'r cyhyr/ o dan y croen, gan sicrhau bod gweithdrefnau'n cydymffurfio â Pholisi Bwrdd Iechyd Addysgu Powys.

Cynnal gweithdrefnau sy'n ymwneud â gofal cleifion e.e. gosod cathetr, tynnu pwythau, techneg aseptig.

Sicrhau bod y claf wedi'i baratoi yn ddiogel ar gyfer endosgopi ac archwiliadau theatr eraill a'i fod yn cael ei hebrwng i/ o'r theatr.

Cydnabod ac ymateb yn briodol i sefyllfaoedd brys ac argyfyngau.

Cymryd rhan yn y cyfrifoldeb i gynnal amgylchedd glân a sicrhau bod pob aelod o staff yn dilyn cyfrifoldebau glanhau.

## **Llywodraethu Clinigol**

Cymryd rôl ragweithiol wrth reoli risg, h.y. asesiadau risg, adrodd ar ddigwyddiadau a damweiniau fu bron â digwydd.

Cymryd yr holl ragofalon rhesymol i gael amgylchedd diogel i chi'ch hun ac i eraill, yn unol â deddfwriaeth Iechyd a Diogelwch, gan roi gwybod am unrhyw feysydd pryder i'r Brif Nyrs.

Defnyddio arfer seiliedig ar dystiolaeth wrth wneud ymyriadau nyrsio trwy sicrhau'n wybodaeth ddiweddaraf oll, yn unol â gofynion Ailddilysu NMC.

Sicrhau eich bod yn cydymffurfio â pholisïau, gweithdrefnau a chanllawiau clinigol ar gyfer eich hun ac eraill.

Hybu rhagoriaeth a gwella safonau gofal nyrsio trwy gymryd rhan mewn archwilio'r ardal glinigol e.e. archwiliadau rheoli plâu.

Cymryd rhan mewn monitro safonau ac ansawdd gofal nyrsio, trwy feincnodi, archwiliadau ac ymchwil.

Cymryd rhan mewn gweithgareddau sy'n cynnwys cleifion.

Hybu cydraddoldeb, amrywiaeth a hawliau i bawb.

### **Addysg a Datblygu**

Gyda phrofiad perthnasol, bod yn ddysgawdwr/ mentor.

Datblygu'ch sgiliau a'ch gwybodaeth eich hun a chyfrannu at ddatblygiad pobl eraill.

Sicrhau eich bod yn cydymffurfio o ran hyfforddiant gorfodol a gofynion ailddilysu.

Datblygu'ch sgiliau a'ch gwybodaeth eich hun, fel y'u hamlinellir yn y fframwaith gwybodaeth a sgiliau a'ch cynllun datblygu personol y cytunir arno o fewn yr adolygiad blynyddol o ddatblygiad proffesiynol.

### **Atebolrwydd Proffesiynol**

Cyfyngu camau gweithredu i'r rheini rydych chi'n teimlo'n alluog i'w cymryd.

Cynnal statws gweithredol ar Gofrestr NMC.

Gweithredu'n unol â Chod Ymddygiad NMC a'i ddogfennau cyfarwyddyd.

Glynu at Bolisïau a Gweithdrefnau'r Bwrdd Iechyd.

Cynnal gwybodaeth a sgiliau cyfoes a chadw'n ymwybodol o faterion proffesiynol.

Cynnal portffolio proffesiynol.

Sicrhau eich bod yn dilyn holl Hyfforddiant Gorfodol y Bwrdd Iechyd.

| <b>MANYLEB Y PERSON</b>              |                                                                                                                                                                           |                                                                                                                       |                                  |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>RHINWEDDAU</b>                    | <b>HANFODOL</b>                                                                                                                                                           | <b>DYMUNOL</b>                                                                                                        | <b>DULL ASESU</b>                |
| <b>Cymwysterau a / neu Wybodaeth</b> | Wedi cofrestru â'r NMC                                                                                                                                                    | Tystiolaeth o astudio a hyfforddi ar ôl cofrestru, e.e.<br><br>Ymwybyddiaeth o ddiogelu<br><br>Cynnal Bywyd Canolradd | Ffurflen gais a chofrestriad NMC |
| <b>Profiad</b>                       | Tystiolaeth cyn cofrestru o ofal nyrsio uniongyrchol<br><br>Profiad o ddarparu gofal nyrsio holistaidd<br><br>Diddordeb mewn datblygu sgiliau nyrsio                      | Dealltwriaeth glir o'r fframwaith llywodraethu clinigol<br><br>Gweithredu arfer seiliedig ar dystiolaeth              | Cyfweliad / Ffurflen Gais        |
| <b>Doniau a Galluoedd</b>            | Dealltwriaeth glir o'r contract gofalu<br><br>Gallu dogfennu manylion yn glir ac yn fanwl gywir<br><br>Dealltwriaeth glir o'r broses gydsynio<br><br>Sgiliau TG sylfaenol | Gallu siarad Cymraeg<br><br>Gwybodaeth o bolisi adrodd ar ddigwyddiadau<br><br>Ymwybyddiaeth o Bolisiau               | Cyfweliad Ffurflen Gais          |
| <b>Gwerthoedd</b>                    | Cynnal gwerthoedd BIAP                                                                                                                                                    |                                                                                                                       | Cyfweliad                        |
| <b>Arall</b>                         | Gallu cyfathrebu'n effeithiol<br><br>Gallu gweithio dan bwysau                                                                                                            |                                                                                                                       | Ffurflen gais a chyfweliad       |

**GOFYNION CYFFREDINOL**

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyffredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogeion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi gyswllt uniongyrchol â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.

- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

**Siart sefydliadol:**

