



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Disgrifiad Swydd Generig: Nyrsio

TEITL SWYDD: Nyrs Gofrestredig

GRADDFA: Band 5

Graddfa Cyflog:

Oriau Gwaith:

ADRAN/WARD:

Uwch Adran: Nyrsio

Lleoliad:

Dan ofal: Rheolwr Ward/Nyrs mewn Gofal/Arweinydd Tîm

Yn atebol i: Rheolaethol – Rheolwr Ward/Arweinydd Tîm/Nyrs
Reolwr

Yn adrodd i'r: Nyrs mewn Gofal

PWRPAS Y SWYDD:

Bydd deilydd y swydd yn gyfrifol am asesu, cynllunio, gweithredu a gwerthuso gofal nyrsio'n seiliedig ar dystiolaeth, gan weithio ar y cyd gydag eraill i gwrdd ag anghenion cleifion a'u teuluoedd.

Cynorthwyo i reoli a threfnu eu lleoliad clinigol a chymryd rhan mewn addysg, datblygiad a goruchwyliaeth aelodau eraill staff.

Cymryd cyfrifoldeb am ward neu leoliad nyrsio cywerth, yn absenoldeb yr uwch nyrs neu unigolyn sydd â chyfrifoldeb parhaus (24 awr).

Yn gyfrifol am reoli grŵp o staff yn absenoldeb yr uwch nyrs.

Rheoli / Arwain

- Mae'n bosibl bydd angen cymryd cyfrifoldeb dros grŵp o gleifion/cleientiaid gydag arweiniad a goruchwyliaeth y sawl sydd â chyfrifoldeb parhaus/Nyrs mewn gofal.
- Cydlynu gwaith y staff anghofrestredig a staff cofrestredig i ddarparu gofal nyrsio.
- Goruchwyllo aelodau staff anghofrestredig a chofrestredig (yn ddibynnol ar lefel profiad) y tîm nyrsio, a chymryd rhan yn eu haddysg a datblygiad.
- Cynnal cyfrinachedd gyda gwybodaeth sensitif e.e. staffio, materion ariannol a chleifion.
- Cofnodi eiddo cleifion gan sicrhau bod gweithdrefnau yn cydymffurfio â pholisïau a phrotocolau'r Bwrdd Iechyd.
- Cymryd rhan mewn datblygiad gwasanaeth drwy gyfrannu at ddatblygiad tîm, drwy gyfarfodydd uned/adran.
- Cymryd rhan mewn defnydd effeithiol ac effeithlon o adnoddau materol a chyllidol.
- Meddu ar ymwybyddiaeth o gyfyngiadau galluoedd eich hunan ac esgyn amgylchiadau/sefyllfaoedd a all fod yn niweidiol i les cleifion neu gydweithwyr i lefel uwch.

Clinigol

- Asesu anghenion nyrsio cleifion, cynllunio a gwerthuso gofal nyrsio cleifion er mwyn sicrhau darpariaeth gofal cleifion effeithiol.
- Sicrhau bod yr egwyddorion yn Hanfodion Gofal yn cael eu hymgorffori mewn arfer bob dydd i sicrhau gwasanaeth o ansawdd uchel i gleifion a chleientiaid.
- Cynnal cofnodion nyrsio cleifion i sicrhau bod gwybodaeth yn gywir a chyfredol
- Sicrhau bod cleifion a gofalwyr/perthnasau'n cael eu cynnwys yng nghynllunio a darpariaeth gofal.
- Sicrhau bod anghenion cleifion yn cael eu cwrdd drwy weithio ar y cyd â staff proffesiynol ac asiantaethau eraill, yn enwedig mewn perthynas ag anghenion gofal parhaus.
- Sicrhau bod cyfathrebiaeth effeithiol yn cael ei sefydlu a'i gynnal gyda chleifion a gofalwyr/perthnasau, gan gymryd gwybodaeth neges dros y ffôn neu gan uwch staff yn gywir, gan basio'r holl wybodaeth amgylcheddol a chleifion i'r nyrs mewn gofal a pharhau'n gwrtais bob amser.
- Cyfleu gwybodaeth gymhleth a sensitif i gleifion/teuluoedd, gan gynnwys cleifion ag anghenion arbennig/anableddau dysgu neu rwystrau eraill rhag gallu cyfathrebu.
- Asesu addasrwydd cleifion i'w rhyddhau yn dilyn adolygiad meddygol a dechrau ar drefniadau cynllunio rhyddhau. Cydweithio gyda thimau amlddisgyblaethol fel sy'n briodol i gynorthwyo mewn cynllunio rhyddhau cymhleth.
- Rhoi meddyginiaethau, gan sicrhau bod gweithdrefnau'n cydymffurfio â pholisïau Bwrdd Iechyd Prifysgol Betsi Cadwaladr.

- Ymgymryd â gweithdrefnau sy'n ymwneud â gofal cleifion. Sicrhau bod cleifion yn cael eu paratoi a'u hebrwng i/o'r theatr, endosgopi ac archwiliadau eraill.
- Cydnabod ac ymateb yn briodol i sefyllfaoedd brys ac argyfyngus.

Llywodraeth Glinigol.

- Cymryd rhan ragweithiol wrth reoli risg h.y. asesu risg, adrodd am ddigwyddiadau a digwyddiadau bron a bod
- Sicrhau pob rhagofal rhesymol ar gyfer amgylchedd diogel o ran eich hunan ac eraill yn unol â deddfwriaeth Iechyd a Diogelwch, gan hysbysu'r Nyrs mewn Gofal am unrhyw bryderon
- Defnyddio arfer yn seiliedig ar dystiolaeth mewn ymyriadau nyrsio trwy gadw eich gwybodaeth eich hunan yn gyfredol yn unol â gofynion NMC PREP.
- Sicrhau cydymffurfiaid gyda pholisïau, gweithdrefnau a chanllawiau clinigol ar eich cyfer chi ac eraill.
- Hyrwyddo rhagoriaeth a gwella safonau gofal nyrsio drwy fod yn rhan o archwilio yn y maes clinigol e.e. archwiliadau rheoli heintiau
- Cymryd rhan i fonitro safonau ac ansawdd gofal nyrsio, trwy feincnodi, archwilio ac ymchwil.
- Cymryd rhan mewn gweithgareddau cysylltiad cleifion a'r cyhoedd. ➤ Hybu cydraddoldeb, amrywiaeth a hawliau pobl.

Addysg a Datblygiad.

- Yn dilyn ennill profiad priodol, gweithredu fel goruchwylydd
- Datblygu eich sgiliau a'ch gwybodaeth eich hunan a chyfrannu at ddatblygiad eraill.
 - Sicrhau eich cydymffurfiaid eich hunan o ran hyfforddiant gorfodol a gofynion PREP.
- Datblygu eich sgiliau a gwybodaeth fel amlinellau yn y fframwaith wybodaeth a sgiliau a chynllun datblygiad personol, fel y'u cytunwyd mewn adolygiad datblygiad proffesiynol blynyddol

Atebolrwydd Proffesiynol.

- Cyfyngu eich gweithgareddau i'r rhai y teimlwch gellwch eu gwneud ➤ Cadw statws gweithredol ar Gofrestr NMC.
- Gweithredu yn unol â Chôd Ymddygiad NMC a dogfennau cyfarwyddyd.
- Cadw at Bolisïau a Gweithdrefnau'r Bwrdd Iechyd.
- Sicrhau bod y sgiliau a'r wybodaeth ddiweddaraf gennych a bod yn ymwybodol o faterion proffesiynol.
- Cynnal a chadw portffolio proffesiynol.
- Sicrhau bod holl Hyfforddiant Gorfodol y Bwrdd Iechyd yn cael ei gynnal

Gofynion Cyffredinol

Gallu

Rydych yn gyfrifol am gyfyngu eich gweithredoedd i'r hyn y teimlwch y gellwch eu gwneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich dyletswyddau dylech siarad â'ch rheolwr llinell/goruchwyliwr ar unwaith.

Rheoli Risg

Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd yw cyflawni rôl ragweithiol i reoli risg eu holl gamau. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, digwyddiadau bron a bod a pherygl.

Rheoli Cofnodion

Fel un o weithwyr Bwrdd Iechyd Lleol Betsi Cadwaladr, rydych yn gyfreithiol gyfrifol am yr holl gofnodion y byddwch yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'ch gwaith yn y Sefydliad (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod fel hyn fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y Bwrdd Iechyd). Dylech ymgynghori â'r rheolwr os bydd gennych unrhyw amheuan am reoli'r cofnodion rydych yn gweithio gyda nhw'n gywir.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y Bwrdd Iechyd ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae gofyn i weithwyr gydweithredu gyda rheolwyr i alluogi'r Bwrdd Iechyd i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfaoedd peryglus neu offer diffygiol.

Cyfrinachedd

Mae gofyn i holl weithwyr y Bwrdd Iechyd gadw cyfrinachedd y cyhoedd ac aelodau staff yn unol â pholisïau'r Bwrdd Iechyd.

Datganiad Hyblygrwydd

Amlinelliad o'r swydd yn unig yw'r Disgrifiad Swydd hwn ac felly nid yw'n gatalog manwl cywir o ddyletswyddau a chyfrifoldebau'r swydd. Felly, bwriedir i'r Disgrifiad Swydd fod yn hyblyg ac mae'n amodol ar adolygiad a newidiadau yn sgil amgylchiadau newidiol yn dilyn ymgynghoriad gyda deilydd y swydd.

Dyddiad y paratowyd:

Paratowyd gan:

Dyddiad Adolygu:

Cytunwyd gan:

Enw a Llofnod y Cyflogwr:

Cytunwyd gan:

Enw a Llofnod y Cyflogwr:

Generic Job Description: Nursing.

Job Title: Registered Nurse

Grade: Band 5

Salary Scale:

Hours of work:

Department/ward:

Division: Nursing

Base:

Responsible to: Ward Manager/Charge Nurse/Team Leader

Accountable to: Managerial –Ward manager/Team Leader/Nurse Manager
Reporting to- Nurse in charge

Job Purpose:

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.

Take responsibility for a ward or equivalent sphere of nursing, in the absence of the senior nurse or person who has continuing (24 hour) responsibility.

Responsible for managing a group of staff in the absence of the senior nurse.

Managerial / Leadership.

- May be required 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 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 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 Fundamentals of Care 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 patients' suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams as appropriate to assist in complex discharge planning.
- Administer medication, ensuring that procedures are compliant with Betsi Cadwaladr University Health Board Policy.
- Carry out procedures in relation to care of patients.
- Recognise and respond appropriately to urgent and emergency situations.

Clinical Governance.

- Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses
- Ensure 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 PREP 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 and public involvement activities.
- Promote people's equality, diversity and rights.

Education and Development.

- With the relevant experience act as a supervisor
- Develop own skills and knowledge and contribute to development of others.
- Ensure own compliance with regard to mandatory training and PREP requirements.
- Develop own skills and knowledge as outlines in the knowledge and skills framework and personal development plan as agreed in an annual professional development review

Professional Accountability.

- Limiting ones 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

GENERAL REQUIREMENTS

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

Risk Management

It is a standard element of the role and responsibility of all staff of the Health Board 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.

Records Management

As an employee of the Betsi Cadwaladr University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Health Board (Including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Health Board). You should consult your manager if you have any doubt as to the correct management of records with which you work.

Health and Safety Requirements

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with managers to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

Confidentiality

All employees of the Health Board are required to maintain the confidentiality of members of the public and members of staff in accordance with Health Board policy.

Flexibility Statement

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Date Prepared:

Prepared By:

Date Reviewed:

**Agreed by
Employers name and signature:**

**Agreed by
Employers name and signature:**