

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

|                        |                           |
|------------------------|---------------------------|
| <b>Job Title:</b>      | Clinical Nurse Specialist |
| <b>Pay Band:</b>       | Band 6                    |
| <b>Department:</b>     | Care Home Liaison         |
| <b>Directorate:</b>    | MHSOP                     |
| <b>Clinical Board:</b> | Mental Health             |
| <b>Base:</b>           | Llandough Hospital        |

#### ORGANISATIONAL ARRANGEMENTS

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>Managerially Accountable to:</b>   | Team Leader/Senior Nurse |
| <b>Reports to:</b>                    | Team Leader/Senior Nurse |
| <b>Professionally Responsible to:</b> | Lead Nurse               |

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

|                                                                          |                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>We care about the people we serve<br/>and the people we work with</b> | Treat people as you would like to be treated and always with <b>compassion</b>                              |
| <b>We trust and respect one another</b>                                  | Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things |
| <b>We take personal responsibility</b>                                   | Be <b>enthusiastic</b> and take responsibility for what you do.                                             |
| <b>We treat people with kindness</b>                                     | <b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?                     |
| <b>We act with integrity</b>                                             | Never let structures get in the way of doing the <b>right thing</b> .                                       |

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

To devise, implement and follow up specialist treatments across the disease spectrum for patients within a specific group. To be a skilled practitioner providing clinical care using an extensive theoretical knowledge base and practical experience to underpin the role, while acting as a role model for the delivery of care.

To deliver specialist educational programmes to a range of healthcare professionals in relation to the specific disease including medical, nursing and Allied Health Professional staff.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical and Patient Care Responsibilities**

- To work as an autonomous practitioner
- To provide up to date evidence based care.
- To provide clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
- To utilise advanced nursing skills and extensive knowledge base to undertake specialist assessments, critically analysing complex information to make informed decisions regarding appropriate treatment/intervention to ensure the delivery of highly specialist care.
- To be responsible and accountable for legible and contemporaneous records.
- To evaluate and document care and treatment and outcomes
- To assess patients conditions and appropriately advise/prescribe and/or administer medication within UHB, Local and National best practice guidelines as accordingly.
- To have a positive influential role and impact on care across the clinical area

## **Clinical Practice**

- To have an active role in participating in the development and implementation of policies, protocols and clinical pathways to improve care within the clinical area of expertise in line with UHB/National strategic policy and implement where required throughout the UHB.
- To actively participate in benchmarking with other specialist services across local/national/international organisations.
- To manage individual caseload, using expertise in devising, providing and implementing specialised clinical care spanning primary, secondary and/or tertiary care.
- To have a specialised knowledge base within clinical sphere and become an advice resource for other healthcare professionals from the multi-disciplinary team across primary and secondary care.
- To ensure consultations and changes in treatment are communicated to all, (internal and external) involved
- To assess and analyse complex health information to implement and evaluate ongoing care management plans and to change as necessary to ensure prompt, effective and appropriate patient care.
- Using specialist knowledge interpret complex clinical information to educate and advise patients, encouraging them to participate in informed decision making and informed consent

## **Communication and Relationships Skills**

- To be the lead clinical link between specialist services and other care providers
- To ensure effective communication with patients and their carers, including the provision of patient and carer education, emotional support and health promotion
- To ensure adequate communication that is empathetic and reassuring to patients and families especially when information is complex, sensitive and emotive or where there may be barriers to communication
- To provide psychological support and empowerment to patients. Undertake assessments within the area and link to other services where required
- To provide psychological and practical advice/support to patients' carers/ families whilst respecting patients' confidentiality

## **Professional**

- To act as a positive role model within and outside the Health Board
- To work in accordance with Nursing and Midwifery Council Code of Professional Conduct, Standards for Conduct, Performance and Ethics
- Maintain own professional development in nursing and midwifery locally, nationally and seek opportunities to develop role
- Maintain confidentiality under the Data Protection Act
- Accountable for own professional actions and decisions
- Ensure professional registration and revalidation is up to date
- To actively participate in own Values Based PADR process
- Where applicable, to be responsible for annual update of independent prescribing scope of practice
- To continue ongoing professional development by participating in professional forums throughout the UHB/Locally and Nationally
- To encourage innovation in clinical practice (by motivation and example).

## **Education**

- To develop specialist knowledge base and be a resource for members of the interdisciplinary team regarding specialist care management.
- To apply specialised knowledge attained via degree level education to support clinical practice.
- To proactively engage and assist in devising, planning and delivering educational programmes to a range of health care professionals in a range of settings (e.g. ward/clinic based/lecture theatre/conference) ensuring knowledge of caring for these patients is cascaded and UHB/local/national policies on the care of these patients is implemented throughout the UHB
- To supervise and support the education and development of individual nurses caring for patient group in the clinical area
- To identify and ensure personal educational requirements are met at all times to support advanced clinical practice and skills.

- To contribute to professional interest groups within various specialities to ensure and maintain the profile of the field throughout the Health Board, using these forums as a platform to provide specialist professional teaching to allow the cascade of information throughout the UHB / local and national forums
- To support ongoing education, training and support for staff to develop new advanced skills.

### **Research**

- To be able to understand, analyse and disseminate current research and be able to analyse its significance to practice. Implementing findings to improve care for service users where needed and share up to date practice with other nurses/health care professionals in the clinical area
- To support the development of and undertake research projects within specialist field
- To participate in UHB, local and national research activity within the specialist area of practice. Ensuring GCP (Good Clinical Practice) certification is 100% up to date
- To provide teaching, support and supervision to allow others to understand and participate in the research process.
- To implement research protocols for NHS/Commercial studies in accordance with UHB Research and Development policies.
- To disseminate research conclusions in own area and within UHB.

### **Management**

- Contribute to responding to concerns by staff/patients/families and ensure they are appropriately noted, investigated and reported.
- Using specialist knowledge and clinical skills be responsible for and manage own caseload
- Contribute to development/implementation of care management policies, protocols and guidelines to improve patient pathway/care.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To support development of clinical interventions to improve patient pathway and patient flow and support the roll out of these interventions

- To develop and actively participate in service improvement initiatives for specialist client group
- To ensure awareness and where appropriate become involved in Directorate/ Clinical Board/UHB /National service developments
- To be responsible for initiating, encouraging and evaluating change whilst improving clinical practice and service development within the specialist clinical area.
- To actively participate in the management of concerns, complaints and incidents within your clinical speciality
- To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.
- To contribute to an annual report outlining activity and changes throughout previous year.

#### **Audit**

- To regularly plan, initiate and participate in clinical audits regarding care/patient management.
- To analyse audit data and disseminate/present information at clinical governance meetings, seminars, link nurse meetings etc., on a local, national and international arena.
- To become a resource to other health professionals undertaking care/patient management audits.

#### **Quality and Safety**

- To be responsible for the immediate identification and response to clinical risk issues within specialist area by instigating measures/action plans to protect patients and staff health and safety.
- To implement action plans (when appropriate) to prevent recurrence of critical incidents.
- To raise concerns regarding clinical risk/poor practice within specialist area to Team Leader
- To comply with the University Health Board policies and protocols.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively

participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support 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.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This



applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB 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 and 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**This document is available in Welsh**

**Date Prepared:**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**

## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

|                   |                           |                        |                     |
|-------------------|---------------------------|------------------------|---------------------|
| <b>Job Title:</b> | Clinical Nurse Specialist | <b>Department:</b>     | All Departments     |
| <b>Band:</b>      | Band 6                    | <b>Clinical Board:</b> | All Clinical Boards |
| <b>Base:</b>      | All Locations             |                        |                     |

|                       | ESSENTIAL                                                                                                                                              | DESIRABLE                                                                                                | METHOD OF ASSESSMENT                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b> | <p>First level nurse registration</p> <p>Degree supplemented by diploma level specialist training and short courses</p> <p>Evidence of ongoing CPD</p> | <p>Independent prescribing</p> <p>Teaching and assessing in clinical practice/Teaching qualification</p> | <p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p> |
| <b>EXPERIENCE</b>     | <p>Demonstrable experience in relevant speciality</p> <p>Significant post registration experience</p>                                                  | <p>Experience of managing own caseload in relevant speciality</p>                                        | <p>Application Form</p> <p>Interview</p> <p>References</p>                            |

|                                             |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                               |                                                            |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>SKILLS</b>                               | <p>Evidence of excellent communication skills(verbal and written)</p> <p>Demonstrate sound IT skills</p> <p>Evidence of managing self-development</p> <p>Evidence of ability to work independently</p> <p>Demonstrate ability to influence within and outside of service, across multi / inter disciplinary groups.</p> | <p>Ability to speak Welsh</p> <p>Involvement in audit and research</p> <p>Evidence of presenting work within and outside the organisation</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| <b>SPECIAL KNOWLEDGE</b>                    | <p>Evidence of specific knowledge and skills in speciality</p>                                                                                                                                                                                                                                                          |                                                                                                                                               | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| <b>PERSONAL QUALITIES</b><br>(Demonstrable) | <p>Evidence of ability to motivate, influence change, support staff and evaluate services</p> <p>Evidence of professional and personal development</p>                                                                                                                                                                  | <p>Ability to work flexibly to meet the needs of the service</p>                                                                              | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| <b>OTHER</b><br>(Please Specify)            |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                               | <p>Interview</p> <p>Document Check*</p>                    |

|                       |  |                     |
|-----------------------|--|---------------------|
| <b>Date Prepared:</b> |  | <b>Prepared By:</b> |
| <b>Date Reviewed:</b> |  | <b>Reviewed By:</b> |

For a Welsh language version see below / *Am fersiwn Cymraeg, gweler isod*

## DISGRIFIAD SWYDD

### BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

#### MANYLION AM Y SWYDD

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Teitl y Swydd:</b>       | Nyrs Clinigol Arbenigol               |
| <b>Band Cyflog:</b>         | Band 6                                |
| <b>Adran:</b>               | Cyswllt Cartref Gofal                 |
| <b>Cyfarwyddiaeth:</b>      | Gwasanaethau Iechyd Meddwl i Bobl Hŷn |
| <b>Bwrdd Clinigol:</b>      | Iechyd meddwl                         |
| <b>Prif Leoliad Gwaith:</b> | Ysbyty Llandochau                     |

#### TREFNIADAU SEFYDLIADOL:

|                                  |                         |
|----------------------------------|-------------------------|
| <b>Atebol i'r Rheolwr:</b>       | Arweinydd Tîm/Uwch Nyrs |
| <b>Adrodd i:</b>                 | Arweinydd Tîm/Uwch Nyrs |
| <b>Atebol yn Broffesiynol i:</b> | Prif Nyrs               |

#### Ein Gwerthoedd: 'GOFALU AM BOBL; CADW POBL YN IACH'

Mae gan Fwrdd Iechyd Prifysgol Caerdydd a'r Fro waith pwysig i'w wneud. Mae'r hyn rydym yn ei wneud yn bwysig oherwydd mai ein gwaith yw gofalu am bobl a'u cadw'n iach. Rydym i gyd eisiau gwneud hyn hyd gorau ein gallu - ond rydym yn gwybod nad yw bwriad da bob tro yn ddigon.

Ym Mwrdd Iechyd Prifysgol Caerdydd a'r Fro, ein gwerthoedd a'n hymddygiad esiampyl ydy:

|                                                                                            |                                                                                                                       |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig i ni.</b> | Rydym yn trin pobl fel hoffem ni gael ein trin a chyda <b>chydymdeimlad</b> bob tro.                                  |
| <b>Rydym yn ymddiried yn ein gilydd ac yn parchu ein gilydd.</b>                           | Edrych ar ein <b>hadborth</b> gan eraill ynghylch sut rydym yn gwneud a cheisiwch ffyrdd <b>gwell</b> o wneud pethau. |
| <b>Rydym yn cymryd cyfrifoldeb personol.</b>                                               | Bod yn <b>frwdfrydig</b> ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.                                      |

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**Rydym yn trin pobl â charedigrwydd.**

**Diolch** i bobl, dathlu llwyddiant a phan aiff pethau o'u lle, gofyn 'beth gallaf fi ddysgu?'

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## Gweithredu gyda gonestrwydd

Peidio â gadael i strwythurau ein rhwystro rhag gwneud y **peth iawn**.

Mae ein gwerthoedd yn arwain sut rydym yn gweithio a sut rydym yn ymddwyn ag eraill. Bydd disgwyl i ddeiliaid y swydd ymddwyn yn unol â'n gwerthoedd o hyd a dangos ymrwymiad wrth ddarparu gwasanaeth o safon uchel i gleifion.

## CRYNODEB O'R SWYDD/DIBEN Y SWYDD

Dyfeisio, gweithredu a dilyn i fyny ar driniaethau arbenigol ar hyd y sbectrwm clefydau ar gyfer cleifion o fewn grŵp penodol. Bod yn ymarferydd medrus yn darparu gofal clinigol gan ddefnyddio sail wybodaeth ddamcaniaethol helaeth a phrofiad ymarferol yn sail i'r rôl, tra hefyd yn gweithredu fel model rôl yn y ddarpariaeth ofal.

Darparu rhaglenni addysgu arbenigol i ystod o weithwyr gofal iechyd proffesiynol ar glefydau penodol, gan gynnwys staff meddygol, nyrsio a staff eraill sy'n gysylltiedig ag iechyd.

## DYLETSWYDDAU A CHYFRIFOLDEBAU

### CYFRIFOLDEBAU CLINIGOL A GOFAL CLEIFION

- Gweithio fel ymarferydd annibynnol
- Darparu gofal ar sail y wybodaeth a'r dystiolaeth ddiweddaraf
- Darparu cyngor clinigol i bob aelod o'r tîm amlddisgyblaethol, cleifion, gofalwyr ac asiantaethau eraill.
- Defnyddio sgiliau nyrsio uwch a sail wybodaeth eang i ymgymryd ag asesiadau arbenigol, gan ddadansoddi gwybodaeth gymhleth yn gritigol i wneud penderfyniadau doeth ynghylch triniaeth/ymyriadau addas i sicrhau bod gofal arbenigol o ansawdd yn cael ei ddarparu.
- Bod yn gyfrifol am ac yn atebol dros gofnodion dealladwy a diweddar.
- Gwerthuso a chofnodi triniaethau a chanlyniadau
- Asesu cyflyrau cleifion a rhoi cyngor/rhagnodi presgripsiynau'n briodol a/neu weinyddu meddyginiaethau o fewn canllawiau lleol a chenedlaethol a rhai'r BIP.
- Cael effaith gadarnhaol ar ofal ledled y maes clinigol

### YMARFER CLINIGOL

- Bod â rôl weithredol wrth gyfrannu at ddatblygu a gweithredu polisiâu, protocolau a llwybrau gofal i wella gofal o fewn y maes clinigol arbenigol, yn unol â pholisi strategol y BIP a rhai cenedlaethol. a'u rhoi ar waith yn ôl yr angen drwy'r BIP.
- Cyfrannu'n weithredol at y gwaith o feincnodi gyda gwasanaethau arbenigol eraill gan sefydliadau lleol/cenedlaethol/rhyngwladol
- Rheoli eich llwyth gwaith eich hun, a defnyddio arbenigedd i ddyfeisio, darparu a gweithredu gofal arbenigol mewn gofal cynradd, eilaidd a/neu drydyddol.
- Meddu ar sail wybodaeth arbenigol yn y maes clinigol a bod yn adnodd cynghori ar gyfer gweithwyr gofal iechyd eraill o'r tîm amlddisgyblaethol gofal cynradd aceilaidd.
- Sicrhau bod ymgynghoriadau a newidiadau i driniaethau yn cael eu cyfathrebu wrth bawb sydd ynghlwm wrth y gofal (yn fewnol ac yn allanol)
- Asesu a dadansoddi gwybodaeth iechyd gymhleth i weithredu a gwerthuso cynlluniau rheoli gofal ac i'w newid yn ôl yr angen i sicrhau gofal prydlon, effeithiol a phriodol i gleifion.
- Defnyddio gwybodaeth arbenigol i ddehongli gwybodaeth glinigol gymhleth i addysgu a chynghori cleifion, a'u hannog i fod yn rhan o benderfyniadau a rhoi cysyniad call.

## **SGILIAU CYFATHREBU A RHYNGBERSONOL**

- Gweithredu fel y prif gyswllt clinigol rhwng gwasanaethau arbenigol a darparwyr gofal eraill.
- Sicrhau cyfathrebu effeithiol gyda chleifion a'u gofalwyr, gan gynnwys rhoi addysg, cefnogaeth emosiynol a hybu iechyd cleifion a gofalwyr.
- Sicrhau cyfathrebu digonol sy'n empathetig ac yn cynnig cysur i gleifion a theuluoedd yn enwedig pan fo gwybodaeth yn gymhleth, yn sensitif ac yn emosiynol, neu pan fo rhwystrau cyfathrebu
- Rhoi cymorth seicolegol ac ymrymuso cleifion. Cynnal asesiadau o fewn y maes a chysylltu â gwasanaethau eraill yn ôl yr angen
- Darparu cyngor/cymorth seicolegol ac ymarferol i ofalwyr/teuluoedd cleifion tra hefyd yn parchu cyfrinachedd cleifion

## **PROFFESIYNOL**

- Bod yn fodel rôl cadarnhaol o fewn y Bwrdd Iechyd a'r tu allan iddo

- Gweithio'n unol â Chod Ymddygiad Proffesiynol y Cyngor Nyrsio a Bydwreigiaeth, Safonau Ymddygiad, Perfformiad a Moeseg.
- Cynnal eich datblygiad proffesiynol eich hun mewn nyrsio a bydwreigiaeth yn lleol ac yn genedlaethol, a chwilio am gyfleoedd datblygu
- Cynnal cyfrinachedd dan y Ddeddf Diogelu Data
- Bod yn atebol dros eich gweithredoedd a'ch penderfyniadau proffesiynol eich hun
- Sicrhau bod cofrestriad ac ailddilysu proffesiynol yn gyfredol
- Cyfrannu'n weithredol at eich proses PADR eich hun
- Pan yn berthnasol, bod yn gyfrifol am ddiweddarau'n flynyddol gwmpas ymarfer rhagnodi presgripsiynau
- Datblygu'n broffesiynol yn barhaus drwy gyfranogi yn fforymau proffesiynol y BIP/ yn lleol ac yn genedlaethol.
- Annog arloesedd mewn ymarfer clinigol (drwy ysgogi a thrwy esiampl).

## **ADDYSG**

- Datblygu sail wybodaeth arbenigol a bod yn adnodd ar gyfer aelodau'r tîm amlddisgyblaethol o ran rheoli gofal arbenigol.
- Cymhwyso gwybodaeth arbenigol a gaed ar lefel gradd yn gefn i ymarfer clinigol
- Ymwneud mewn ffordd ragweithiol, a helpu gyda'r gwaith o ddyfeisio, cynllunio a datblygu rhaglenni addysgol ar gyfer ystod o weithwyr gofal iechyd proffesiynol mewn amrywiol leoliadau (e.e. wardiau/clinigau/darlithfeydd/cynadleddau) gan sicrhau bod gwybodaeth ynghylch gofal cleifion yn cael ei lledaenu a bod polisiau'r BIP/lleol/cenedlaethol ym ymwneud â gofal cleifion yn cael eu rhoi ar waith drwy'r BIP cyfan
- Goruchwylio a chefnogi addysg a datblygiad nyrsys unigol sy'n gofalu am grwpiau cleifion yn y maes clinigol
- Adnabod a sicrhau bod anghenion addysgol personol yn cael eu diwallu ar bob adeg er mwyn cyfrannu at gynyddu sgiliau ac ymarfer clinigol
- Cyfrannu at grwpiau proffesiynol â diddordeb o fewn nifer o arbenigeddau er mwyn sicrhau a chynnal proffil y maes drwy'r Bwrdd Iechyd cyfan, gan ddefnyddio'r fforymau hyn fel llwyfan ar gyfer darparu addysg arbenigol er mwyn lledaenu gwybodaeth drwy'r BIP/fforymau lleol a chenedlaethol



- Cefnogi addysg, hyfforddiant a chymorth i staff a datblygu sgiliau uwch newydd.

## YMCHWIL

- Yn gallu deall, dadansoddi a lledaenu ymchwil ddiweddar a dadansoddi ei harwyddocâd o ran ymarfer Rhoi canfyddiadau ymchwil ar waith i wella gofal argyfer defnyddwyr pan fo angen a rhannu arferion diweddar gyda nyrsys/gweithwyr gofal iechyd proffesiynol eraill yn y maes clinigol.
- Cefnogi datblygiad projectau ymchwil a chymryd rhan ynddynt yn y maes arbenigol
- Cyfranogi yng ngweithgaredd ymchwil y BIP a rhai lleol a chenedlaethol o fewn y maes arbenigedd. Sicrhau bod tystysgrifau YCD (Ymarfer Clinigol Da) yn cael eu diweddarau
- Darparu dysgu, cymorth a goruchwyliaeth i ganiatau i eraill ddeall a chymryd rhan yn y broses ymchwilio
- Gweithredu protocolau ymchwilio ar gyfer y GIG/Astudiaethau Masnachol yn unol â pholisïau Ymchwil a datblygu'r BIP
- Lledaenu deilliannau ymchwil yn eich maes eich hun ac o fewn y BIP

## Rheoli

- Cyfrannu at y gwaith o ymateb i bryderon a fynegir gan staff/cleifion/teuluoedd a sicrhau eu bod yn cael eu cofnodi/ymchwilio ac adrodd.
- Defnyddio gwybodaeth arbenigol a sgiliau clinigol i fod yn gyfrifol am eich llwyth gwaith eich hun a'i reoli.
- Cyfrannu at y gwaith o ddatblygu/gweithredu polisïau, protocolau a chanllawiau rheoli gofal, er mwyn gwella gofal/llwybr gofal cleifion
- Adnabod meysydd clinigol sydd angen eu datblygu o ran polisi/protocolau ac estyn cymorth yn y meysydd hynny
- Cefnogi datblygiad ymyriadau clinigol i wella llwybr gofal cleifion a llif cleifion a helpu cyflwyno'r ymyriadau hyn
- Datblygu a chyfranogi mewn mentrau gwella gwasanaeth ar gyfer y grŵp cleientiaid abrenigol
- Sicrhau ymwybyddiaeth ynghylch datblygiadau yn y Gyfarwyddiaeth/Bwrdd Clinigol/BIP/gwasanaeth cenedlaethol a bod ynghlwm wrthynt pan yn briodol

- Bod yn gyfrifol am gychwyn, annog a gwerthuso newid tra'n gwella ymarfer clinigol a datblygiadau gwasanaeth o fewn y maes arbenigol
- Cyfrannu'n weithgar at y gwaith o reoli pryderon, cwynion a materion sy'n codi yn eich arbenigedd clinigol
- Meddu ar sgiliau TG i hwyluso defnyddio pecynnau cyfrifiadurol o ddadansoddi data, canlyniadau ymchwiliadau ac ati
- Cyfrannu at adroddiad blynyddol yn amlinellu gweithgareddau a newidiadau'r flwyddyn

## ARCHWILIO

- Cynllunio, cychwyn a chyfrannu at archwiliadau clinigol yn ymwneud â rheoli gofal/cleifion
- Dadansoddi data archwilio a lledaenu/cyflwyno gwybodaeth mewn cyfarfodydd llywodraethiant clinigol, seminarau, cyfarfodydd nyrsys cyswllt ac ati, ar lefel leol, genedlaethol a rhyngwladol.
- Bod yn adnodd ar gyfer gweithwyr iechyd proffesiynol eraill sy'n gwneud archwiliadau rheoli gofal/cleifion

## Ansawdd a Diogelwch

- Bod yn gyfrifol am adnabod yn ddi-oed ac ymateb i risgiau clinigol o fewn y maes arbenigol drwy roi mesurau ar waith i ddiogelu iechyd a diogelwch cleifion a staff
- Rhoi cynlluniau gweithredu ar waith (pan yn briodol) i atal problemau rhag codi eto
- Mynegi pryderon wrth Arweinydd y Tîm ynghylch risg clinigol/arfer wael o fewn y maes arbenigedd
- Cydymffurfio a pholisïau a phrotocolau'r BIP

## CYFFREDINOL

- **Adolygiadau Perfformiad/Gofyniad Perfformiad:** Bydd disgwyl i ddeiliad y swydd gymryd rhan ym mhroses adolygiadau perfformiad blynyddol y BIP ac fel rhan o'r broses hon, cytuno ar Gynllun Datblygu Personol gydag amcanion clir a chymorth sefydliadol a nodir.
- **Gallu:** Ni ddylai deiliad y swydd weithio'r tu allan i lefel ddiffiniedig ei gymhwyster. Os oes gan ddeiliad y swydd bryderon ynghylch hyn, dylai drafod â'i reolwr yn syth. Mae gan yr

holl staff gyfrifoldeb i roi gwybod i'r sawl sy'n goruchwyllo ei gyfrifoldebau os nad yw'n gymwys i gyflawni dyletswydd.

- **Cyfrinachedd:** Yn unol â deddfwriaeth Diogelu Data ac Egwyddorion Cyfrinachedd Cil-y-Coed, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract cyflogaeth. Mae'r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i'r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu'r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.
- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae'r BIP yn ei thrin fel rhan o'u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy'n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth bersonol sy'n berthnasol i ddefnyddwyr gwasanaeth.
- **Iechyd a Diogelwch:** Mae gofyn i ddeiliad y swydd gydweithredu â'r BIP i sicrhau y cydymffurfir â gofynion a dyletswyddau iechyd a diogelwch. Cyfrifoldeb deiliad y swydd ydy cydymffurfio â gweithdrefnau, rheolau a chodau ymarfer a defnyddio'r holl offer a dyfeisiau diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrsiau hyfforddi yn ôl y gofyn. Mae cyfrifoldeb ar yr holl staff i gael gwasanaeth iechyd Galwedigaethol a chymorth arall mewn cyfnodau o angen a chynghor.
- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.

- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwymo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabledd, rhyw, hunaniaeth o ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu gredo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.
- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau Gymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinellid ac yn nodi'r prif ddyletswyddau. Trafodir unrhyw newid yn llawn o flaen llaw â deiliad y swydd. Caiff y disgrifiad swydd ei adolygu o bryd i'w gilydd i ystyried newidiadau a datblygiadau yng ngofynion y gwasanaeth.

**Dyddiad Paratoi:**

**Paratowyd gan:**  
**Dyddiad Adolygu:**  
**Adolygwyd gan:**

## MANYLEB PERSON

## BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

|                             |                         |                        |                    |
|-----------------------------|-------------------------|------------------------|--------------------|
| <b>Teitl y Swydd:</b>       | Nyrs Clinigol Arbenigol | <b>Adran:</b>          | Pob Adran          |
| <b>Band:</b>                | Band 6                  | <b>Bwrdd Clinigol:</b> | Pob Bwrdd Clinigol |
| <b>Prif Leoliad Gwaith:</b> | Pob Lleoliad            |                        |                    |

|                    | HANFODOL                                                                                                                               | DYMUNOL                                                                                                      | DULL ASESU                                                         |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>CYMWYSTERAU</b> | <p>Cofrestriad nyrs lefel gyntaf</p> <p>Gradd gyda hyfforddiant arbenigol lefel diploma a chyrsiau byrion</p> <p>Tystiolaeth o DPP</p> | <p>Rhagnodi presgripsiynau'n annibynnol</p> <p>Cymhwyster Addysgu/addysgu ac asesu mewn ymarfer clinigol</p> | <p>Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP</p> |
| <b>PROFIAD</b>     | <p>Profiad y gellir ei ddangos mewn arbenigedd perthnasol</p> <p>Profiad ôl-gofrestru sylweddol</p>                                    | <p>Profiad o reoli eich llwythgwaith eich hun mewn arbenigedd perthnasol</p>                                 | <p>Ffurflen Gais Cyfweliad Geirdaon</p>                            |

|                                                    |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                          |                                         |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>SGILIAU</b>                                     | <p>Tystiolaeth o sgiliau cyfathrebu ysgrifenedig a llafar rhagorol</p> <p>Arddangos sgiliau TG da</p> <p>Tystiolaeth o reoli hunan-ddatblygiad</p> <p>Yn gallu gweithio'n annibynnol</p> <p>Yn arddangos gallu i ddylanwadu o fewn y gwasanaeth a'r tu allan iddo, mewn grwpiau aml/rhyng ddisgyblaethol</p> | <p>Y gallu i siarad Cymraeg</p> <p>Bod ynghlwm wrth archwilio ac ymchwilio</p> <p>Tystiolaeth o gyflwyno gwaith o fewn y sefydliad a'r tu allan iddo</p> | <p>Ffurflen Gais Cyfweliad Geirdaon</p> |
| <b>GWYBODAETH ARBENNIG</b>                         | Profiad o wybodaeth a sgiliau arbenigol                                                                                                                                                                                                                                                                      |                                                                                                                                                          | <p>Ffurflen Gais Cyfweliad Geirdaon</p> |
| <b>RHINWEDDAU PERSONOL</b><br>(y gellir eu dangos) | <p>Tystiolaeth o'r gallu i ysgogi, dylanwadu ar newid, cefnogi staff a gwerthuso gwasanaethau</p> <p>Tystiolaeth o ddatblygiad proffesiynol a phersonol</p>                                                                                                                                                  | <p>Y gallu i weithio'n hyblyg i ddiwallu anghenion y gwasanaeth</p>                                                                                      | <p>Ffurflen Gais Cyfweliad Geirdaon</p> |
| <b>ARALL</b><br>(Nodwch os gwelwch yn dda)         |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                          | <p>Cyfweliad Gwirio Dogfennau*</p>      |

|                         |  |                       |
|-------------------------|--|-----------------------|
| <b>Dyddiad Paratoi:</b> |  | <b>Paratowyd gan:</b> |
| <b>Dyddiad Adolygu:</b> |  | <b>Adolygydd gan:</b> |