



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Complex Care Specialist Practitioner
Pay Band:	7
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health
Department:	Complex Care
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Senior Nurse
Professionally Accountable to:	Senior Nurse
<u>VALUES & BEHAVIOUR</u>  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.	

JOB SUMMARY / PURPOSE:

The purpose of the post is to ensure the provision of seamless, integrated services for individuals requiring complex/long term care. The post holder will be an expert in the Continuing NHS Healthcare assessment providing advice and leadership to the clinical teams to guide them through the process ensuring all patients have appropriate assessment and consideration for on-going NHS support to meet their needs.

Key elements of the role include expert patient assessment to inform the development of individualised personal plans of care and collaborative, interagency working across professional and organisational boundaries.

The post holder is the pivot of partnership working between health and social care for individuals with complex needs. Actively drive forward the integration of Powys Teaching Health Board and Powys County Council Social Services and support the implementation of the National Framework for Continuing NHS Healthcare within the defined geographical area of Powys and for patients from that geographical area.

Co-ordinate the assessment of eligibility for Continuing NHS Healthcare as part of a multidisciplinary team and assess eligibility for NHS Funded Nursing for service users in care homes providing nursing. This will involve care co-ordination for self-funders and reviews for all those in receipt of NHS funded care.

Undertake any retrospective assessment support for patients from within a defined geographical area and for patients from that geographical area and ensure process is followed once made aware of the need for the review.

Ensure that all patients in receipt of Continuing NHS Healthcare funding or Funded Nursing Care are reviewed in line with the National Framework requirements.

Provide training as part of all Powys and local training needs in Continuing NHS Healthcare assessment, funding, and meeting patients' needs through contracted provider processes for multidisciplinary teams, acting as a resource to colleagues across agencies in Social Services, in both acute and primary care as well as the independent and voluntary care sectors.

DUTIES & RESPONSIBILITIES**Leadership and Management**

Be actively involved in locality team meetings and facilitate Quality Assurance and Resource meetings to ensure flexible working and service provision.

Provide and circulate minutes and all relating documents.

Work within and adhere to the NMC code of conduct; standards and guidance at all times, ensuring that issues of concern are escalated appropriately. To act at all times as a role model, presenting a professional approach and ensuring the standards for professionalism are set and displayed within the team. Provide professional advice to nurses within the team.

Support the Senior Nurse and Locality Lead Nurse in developing plans and strategies for complex care and patient care based on national direction and clinical need.

Responsible and accountable for an identified case load, proactively promoting health enhancing activities and behaviours, working with the patient / carer and the MDT team to reduce unplanned hospital admissions and co-ordinate care across all settings of the care pathway.

Responsible for monitoring patients in receipt of Continuing NHS Health Care and Funded Nursing Care across a nominated geographical area and for patients from that area within PTHB and the compilation of information for reports required internally and with external stakeholders for example Welsh Government.

Promote and ensure through ongoing review that all patients are treated in line with the principle of dignity and respect and that this is embedded within the team.

Quality, Safety and Effectiveness

Ensure that lines of communication are maintained with the key working relationships to demonstrate politeness, courtesy, compassion and sensitivity, promoting a positive image of the Health Board.

Provide evidence-based information, knowledge, support and training on the National Continuing NHS Healthcare Framework for Wales, care options and outcomes. Supporting patients in order that they can make informed choices within the service Operational Policy and Standard Operating Procedures.

Apply the principles of "Being Open" in communicating with patients' families and appropriate others in all aspects relating to concerns.

Provide professional support and specialist clinical knowledge on Continuing NHS Healthcare and Complex Care to members of the community resource teams and to work jointly with staff as necessary in the implementation of the Continuing NHS Healthcare Framework.

Support relevant public health and community development initiatives.

Provide expertise in the most difficult and contentious cases leading on disputes between organisations and appeals made by patients and/or their carers ensuring process is followed and appropriate records are maintained.

Undertake Patient / Carer Satisfaction Surveys at regular intervals; interpret results and report activities and action plans through the Senior Nurse.

Promote and support staff education programmes across Powys that support clinical teams in planning care with patients to meet their needs while promoting independence and self-care at all stages of the care process.

Support and assist with the assessment process so all patients within our community are appropriately assessed to identify health need and the eligibility for Continuing NHS Healthcare support. This may involve retrospective assessment of cases as they come to light.

Ensure that information technology is utilised appropriately by all team members (National Complex Care Database, Draig, Myrddyn nursing information zone, nursing metric indicators, Fundamentals Of Care, Datix) to improve patient care.

Support the identification, investigation and implementation of learning from concerns within the Health Board. This may necessitate a lead role as defined by the Lead Nurse and require investigation and report writing.

Support the identification and investigation and implementation of learning from Protection of Vulnerable Adults within the Health Board. This may necessitate a lead role as defined by the Lead Nurse and require investigation and report writing.

Support the identification and implementation of Deprivation of Liberty Safeguards. This may necessitate a lead role as defined by the Lead Nurse and require DoLS assessment and best interest assessment and report writing.

Organise and lead Continuing NHS Healthcare Framework for Wales training Programmes within a nominated geographical area of Powys ensuring access to national training materials and relate these to local procedures/policies.

Consistently work with teams to ensure standards of patient care are high and maintain safety and quality of the patient experience.

Support the effective transfer of patient care to and from case load by ensuring that appropriate assessment, communication and liaison thus facilitating safe admission and discharge. Work specifically with Carers to ensure an equal partner approach to ongoing care.

Using expert knowledge of managing and delivering care for patients with highly complex and unstable health needs within the community setting ensure the delivery is safe, efficient and effective.

Provide specialist assessment of patients within the locations where the patient are situated ensuring that the location is most appropriate to undertake the assessment of the patients' needs.

Review the effectiveness of care provision and appropriateness of care provider through monitoring and interpretation of review assessments and make adjustments to plan of care, onward care provision and/or recommendations for changes to care provision as appropriate.

Review the operational policy and standard operating procedures for the service on an annual basis with the other Complex Care Specialist Nurses and support the development of co-ordinated clinical policies in all relevant areas with expert evidence-based advice and information.

Take a key leadership role in implementing quality improvements into the area of responsibility, including NICE Guidance, the National Service Framework and 1000 Lives Plus Quality Improvement programme areas. Take a zero tolerance approach to practice which does not meet the highest standard – working with staff/teams to consistently improve patient outcomes and experience.

Nursing Workforce Development and Team Working

Actively participate in the research and development agenda, focusing on the improvement to services as a result. Promote the development of nursing research projects within the locality e.g. Fundamentals of Care, Improving Quality Together and 1000 Lives Plus.

Consistently develop skills, knowledge and expertise to provide appropriate patient care in line with current service development e.g. National Frameworks, legal advice and case law, CSSIW and CQC requirements.

Maintain professional knowledge and skills through completion of relevant accredited courses, attendance at external courses/conferences, mandatory training, the development of an individual Development Plan and by developing and maintaining supportive networks.

Responsible for the accurate recording, timely collection, completion, submission of relevant information to support patient care, operational management, nursing staff and skill mix, service development and audit, analysing and interpreting this information to inform your leadership and clinical case management within your area of responsibility.

Plan, develop and deliver specialist education and advice for patients and carers.

Plan, develop and deliver specialist education and core training requirements to the community resource team and other health care professionals within PTHB.

Work with the MDT and appropriate partners to ensure that appropriate teaching and updating programmes are developed and co-ordinated within community and community hospital setting to meet the local health needs.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Live registration with the NMC as Registered Nurse Post Registration specialist training / supplementary qualifications to masters level in related subject (Complex Care) Teaching qualification/ Teaching and Assessing in Clinical Practice or evidence of teaching skills/ clinical educator Knowledge and skills to manage patients with complex needs Knowledge of current Nursing issues within NHS care systems High level of knowledge of NMC code of conduct and professional standards / guidance	MSc Advanced Clinical Practice Management / Leadership Qualification or equivalent preparation	Pre-employment checks Application Form
Experience	Experience at management level demonstrating ability to deliver improvements to service users care Experience of clinical assessment and proactive caseload management of complex care patients Significant clinical experience in assessing, planning, implementing and evaluating care for the patient group of the caseload Well-developed verbal and written communication skills		Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude & Abilities	Ability to use computer systems to a well-developed level(email, word processing, spreadsheets) Effective multi agency team player, including the ability to engage positively with carers Demonstrable ability and track record of acting with care, compassion, promoting dignity and respect, role modelling the highest standard of professionalism Ability to motivate, enthuse and encourage innovation within the team through effective communication skills Ability to critically review care assessments, plans of care and concerns (incidents, complaints etc), to draw reasoned conclusions and write a clear report Proven ability to work in complex situations with many differing partners Ability to implement change effectively Proven ability to work under time constraints	Ability to speak Welsh	Interview Application Form
Values	Demonstrate PTHB Values		Interview Application Form
Other	Resilience and stamina Confident professional appearance Ability to travel within role		

GENERAL REQUIREMENTS

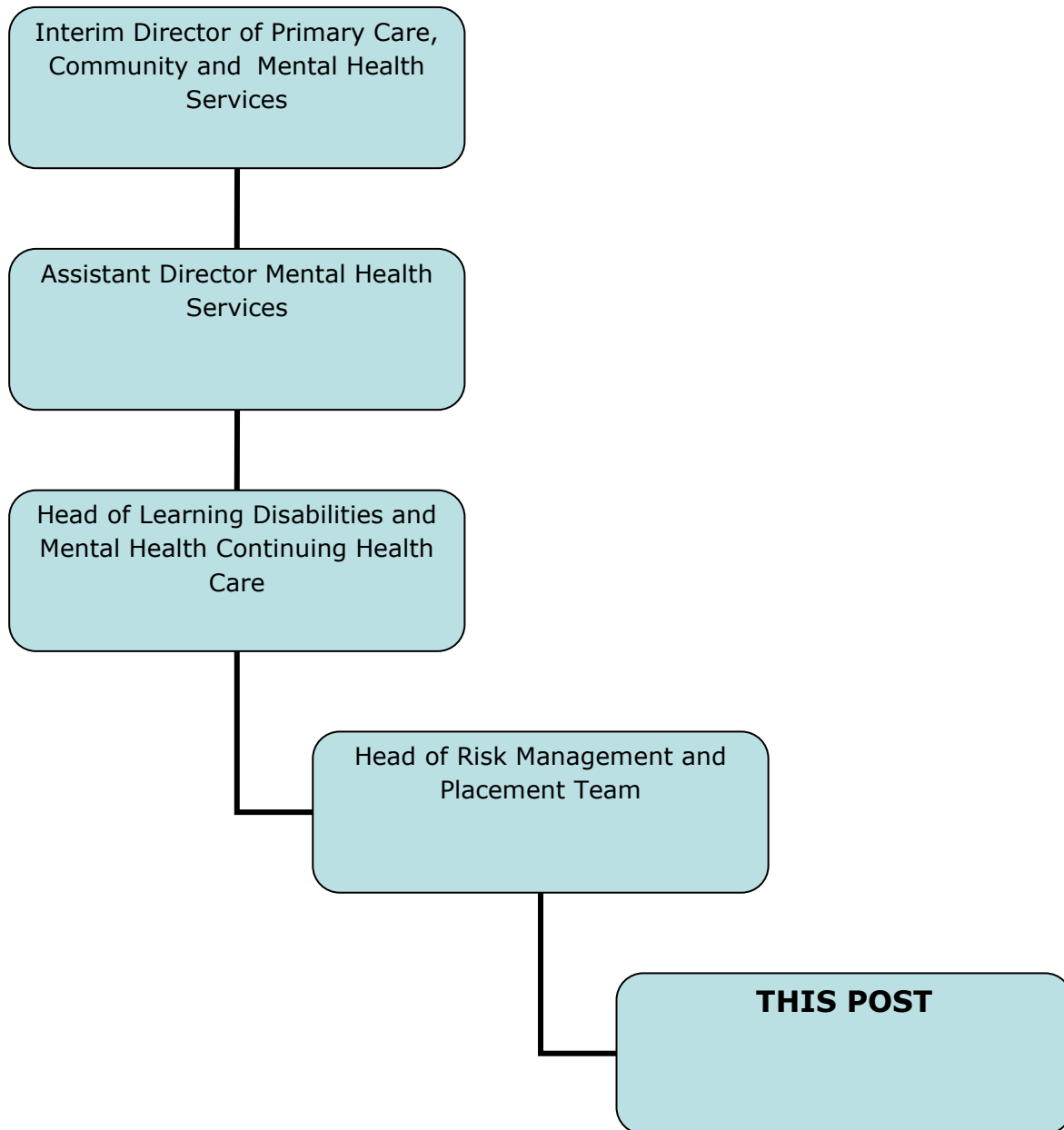
Include those relevant to the post requirements

- **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.
- **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 contact** 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 Enhanced 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

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Ymarferydd Gofal Cymhleth Arbenigol
Band cyflog:	7
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Iechyd Meddwl
Adran:	Gofal Cymhleth
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Uwch Nyrs
Yn Broffesiynol Atebol i:	Uwch Nyrs
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD :

Pwrpas y swydd ydy sicrhau bod gwasanaethau di-dor, integredig yn cael eu darparu i unigolion sydd angen gofal cymhleth/ tymor hir. Bydd deiliad y swydd yn arbenigo mewn asesu Gofal Iechyd Parhaus y GIG gan gynghori ac arwain y timau clinigol i'w tywys trwy'r broses a sicrhau bod yr holl gleifion yn cael eu hasesu a'u hystyried yn briodol ar gyfer cefnogaeth barhaus y GIG i ddiwallu eu hanghenion.

Mae elfennau allweddol y rôl yn cynnwys asesiad arbenigol o gleifion i ddarparu sail ar gyfer datblygu cynlluniau gofal personol unigol a chydweithio rhyngasiantaethol ar draws ffiniau proffesiynol a ffiniau sefydliadau.

Mae deiliad y swydd yn ganolog i weithio mewn partneriaeth rhwng iechyd a gofal cymdeithasol ar gyfer unigolion ag anghenion cymhleth. Mynd ati i hyrwyddo integreiddio Bwrdd Iechyd Addysgu Powys a Gwasanaethau Cymdeithasol Cyngor Sir Powys a chefnogi rhoi'r Fframwaith Cenedlaethol ar gyfer Gofal Iechyd Parhaus y GIG ar waith o fewn ardal ddaearyddol ddiffiniedig Powys ac ar gyfer cleifion o'r ardal ddaearyddol honno.

Cydlynu gwaith asesu cymhwysra ar gyfer Gofal Iechyd Parhaus y GIG fel rhan o dîm amlddisgyblaeth ac asesu cymhwysra ar gyfer Gofal Nyrsio a Ariennir y GIG ar gyfer defnyddwyr gwasanaeth mewn cartrefi gofal sy'n darparu gofal nyrsio. Bydd hyn yn galw am gydlynu gofal ar gyfer y rheini sy'n ariannu eu hunain ac adolygu pawb sy'n derbyn gofal a ariennir gan y GIG.

Cefnogi unrhyw asesiadau ôl-weithredol ar gyfer cleifion o fewn ardal ddaearyddol ddiffiniedig ac ar gyfer cleifion o'r ardal ddaearyddol honno a sicrhau bod y broses yn cael ei dilyn unwaith y dewch y ymwybodol bod angen yr adolygiad.

Sicrhau bod yr holl gleifion sy'n derbyn cyllid Gofal Iechyd Parhaus y GIG neu Ofal Nyrsio a Ariennir yn cael eu hadolygu yn unol â gofynion y Fframwaith Cenedlaethol.

Darparu hyfforddiant fel rhan o anghenion hyfforddi Powys gyfan a lleol mewn asesu Gofal Iechyd Parhaus y GIG, cyllid a diwallu anghenion cleifion trwy brosesau darparwyr ar gontract ar gyfer timau amlddisgyblaeth, gan fod yn adnodd i gydweithwyr ar draws asiantaethau mewn Gwasanaethau Cymdeithasol, ym maes gofal aciwt a sylfaenol, yn ogystal â'r sectorau gofal annibynnol a gwirfoddol.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Arweinyddiaeth a Rheolaeth**

Mynd ati i gymryd rhan mewn cyfarfodydd tîm yr ardal a hwyluso cyfarfodydd Sicrhau Ansawdd ac Adnoddau i sicrhau bod y gweithio'n hyblyg a bod gwasanaeth yn cael ei ddarparu.

Darparu a dosbarthu cofnodion a'r holl ddogfennau perthnasol.

Gweithio'n unol â safonau, canllawiau a chod ymddygiad yr NMC a glynu atyn nhw bob amser, gan sicrhau bod materion sy'n achosi pryder yn cael eu huwchgysfeirio'n briodol. Gweithredu fel model rôl bob amser, gan gyflwyno dull proffesiynol o weithredu a sicrhau bod safonau ar gyfer proffesiynoldeb yn cael eu gosod a'u dangos o fewn y tîm. Rhoi cyngor proffesiynol i nyrsys yn y tîm.

Cefnogi'r Uwch Nyrs a Nyrs Arweiniol yr Ardal i ddatblygu cynlluniau a strategaethau ar gyfer gofal cymhleth a gofal cleifion ar sail cyfarwyddyd cenedlaethol ac angen clinigol.

Bod yn gyfrifol ac atebol am lwyth achosion dynodedig a mynd ati'n rhagweithiol i hybu gweithgareddau ac ymddygiadau sy'n gwella iechyd, gan weithio gyda'r claf/ y gofalwr a'r tîm amlddisgyblaeth i leihau nifer y bobl sy'n mynd i'r ysbyty heb ei gynllunio ac i gydlynu gofal ar draws pob amgylchedd o'r llwybr gofal.

Bod yn gyfrifol am fonitro cleifion sy'n derbyn Gofal Iechyd Parhaus y GIG a Gofal Nyrsio a Ariennir ar draws ardal ddaearyddol enwebedig ac ar gyfer cleifion o'r ardal honno o fewn BIAP, a chasglu gwybodaeth ynghyd ar gyfer adroddiadau sy'n ofynnol yn fewnol a gyda rhanddeiliaid allanol, er enghraifft Llywodraeth Cymru.

Hybu a sicrhau, trwy adolygu parhaus, bod pob claf yn cael ei drin yn unol â'r egwyddor o urddas a pharch a bod hyn wedi'i wreiddio o fewn y tîm.

Ansawdd, Diogelwch ac Effeithiolrwydd

Sicrhau bod llinellau cyfathrebu'n cael eu cynnal â'r perthnasoedd gweithio allweddol i ddangos moesgarwch, cwrteisi, tosturi a sensitifrwydd, gan hybu delwedd bositif o'r Bwrdd Iechyd.

Darparu gwybodaeth seiliedig ar dystiolaeth, cefnogaeth a hyfforddiant ar Fframwaith Cenedlaethol ar gyfer Gofal Iechyd Parhaus y GIG i Gymru, opsiynau gofal a deilliannau. Cefnogi cleifion fel eu bod yn gallu gwneud dewisiadau deallus yn unol â Pholisi Gweithredol a Gweithdrefnau Gweithredu Safonol y gwasanaeth.

Gweithredu egwyddorion "Bod yn Agored" wrth gyfathrebu â theuluoedd cleifion a phobl briodol eraill ym mhob agwedd sy'n ymwneud â phryderon.

Darparu cefnogaeth broffesiynol a gwybodaeth glinigol arbenigol ynglŷn â Gofal Iechyd Parhaus y GIG a Gofal Cymhleth i aelodau'r timau adnoddau cymunedol a chydweithio â staff fel bo angen i roi Fframwaith Gofal Iechyd Parhaus y GIG ar waith.

Cefnogi mentrau datblygu cymunedol ac iechyd cyhoeddus perthnasol.

Bod yn arbenigwr yn yr achosion mwyaf anodd a chynhennus, gan arwain pan geir anghydfodau rhwng sefydliadau a phan y bydd cleifion a/ neu eu gofalwyr yn gwneud apeliadau, gan sicrhau bod y broses yn cael ei dilyn a bod cofnodion priodol yn cael eu cadw.

Cwblhau Arolygon o Foddhad Cleifion/ Gofalwyr yn rheolaidd; dehongli canlyniadau ac adrodd ar weithgareddau a chynlluniau gweithredu trwy'r Uwch Nyrs.

Hybu a chefnogi rhaglenni addysg staff ledled Powys sy'n cefnogi timau clinigol i gynllunio gofal gyda'r cleifion i ddiwallu eu hanghenion ac, ar yr un pryd, hybu annibyniaeth a hunan-ofal ym mhob cam o'r broses ofalu.

Cefnogi a chynorthwyo â'r broses asesu fel bod yr holl gleifion yn eich cymuned yn cael eu hasesu'n briodol i nodi angen iechyd a chymhwysedd ar gyfer cefnogaeth Gofal Iechyd Parhaus y GIG. Gallai hyn alw am asesu achosion yn ôl-weithredol wrth iddyn nhw ddod i'r fei.

Sicrhau bod pob aelod o'r tîm yn defnyddio technoleg gwybodaeth yn briodol (y Gronfa Ddata Gofal Cymhleth Genedlaethol, Draig, parth gwybodaeth nyrsio Myrddin, dangosyddion metrig nyrsio, Hanfodion Gofal, Datix) i wella gofal cleifion.

Cefnogi gwaith nodi'r hyn sy'n cael ei ddysgu o bryderon o fewn y Bwrdd Iechyd, ymchwilio i hyn a rhoi'r hyn sy'n cael ei ddysgu ar waith. Fe allai hyn alw am rôl arwain sydd wedi'i diffinio gan y Nyrs Arweiniol ac am ymchwilio ac ysgrifennu adroddiad.

Cefnogi gwaith nodi'r hyn sy'n cael ei ddysgu o Amddiffyn Oedolion Agored i Niwed o fewn y Bwrdd Iechyd, ymchwilio i hyn a rhoi'r hyn sy'n cael ei ddysgu ar waith. Fe allai hyn alw am rôl arwain sydd wedi'i diffinio gan y Nyrs Arweiniol ac am ymchwilio ac ysgrifennu adroddiad.

Cefnogi gwaith nodi Trefniadau Diogelu wrth Amddifadu o Ryddid a'u rhoi ar waith. Fe allai hyn alw am rôl arwain sydd wedi'i diffinio gan y Nyrs Arweiniol ac am asesiad Trefniadau Diogelu wrth Amddifadu o Ryddid ac asesiad o'r budd gorau, ac ysgrifennu adroddiad.

Trefnu ac arwain rhaglenni hyfforddi Fframwaith ar gyfer Iechyd Parhaus y GIG i Gymru o fewn ardal ddaearyddol enwebedig o Bowys, gan sicrhau bod deunyddiau hyfforddi cenedlaethol ar gael a chysylltu'r rhain â gweithdrefnau/ polisïau lleol.

Gweithio'n gyson â thimau i sicrhau bod safonau gofal cleifion yn uchel a chynnal diogelwch ac ansawdd profiad y claf.

Cefnogi trosglwyddo gofal cleifion yn effeithiol i'ch llwyth achosion ac ohono trwy sicrhau asesu, cyfathrebu a chysylltu priodol a thrwy hyn hwyluso derbyn a rhyddhau cleifion yn ddiogel. Gweithio'n benodol â Gofalwyr i sicrhau dull partner cyfartal o drin gofal parhaus.

Defnyddio gwybodaeth arbenigol o reoli a darparu gofal i gleifion ag anghenion iechyd hynod gymhleth ac ansefydlog o fewn yr amgylchedd cymunedol a sicrhau ei fod yn cael ei ddarparu'n ddiogel, yn effeithlon ac yn effeithiol.

Darparu asesiad arbenigol o gleifion o fewn yr ardaloedd y mae'r cleifion ynddyn nhw, gan sicrhau mai'r ardal honno yw'r un fwyaf priodol i asesu anghenion y cleifion.

Adolygu effeithiolrwydd y ddarpariaeth gofal a phriodoldeb y darparwr gofal trwy fonitro a dehongli asesiadau adolygu ac addasu'r cynllun gofal, y ddarpariaeth gofal ymhellach a/ neu argymhellion ar gyfer newid y ddarpariaeth gofal fel bo'n briodol.

Adolygu'r polisi gweithredol a'r gweithdrefnau gweithredu safonol ar gyfer y gwasanaeth bob blwyddyn gyda Nyrsys Gofal Cymhleth Arbenigol eraill, a chefnogi gwaith datblygu polisïau clinigol cydlynol ym mhob maes perthnasol gyda chynghor a gwybodaeth arbenigol seiliedig ar dystiolaeth.

Cymryd rôl arwain allweddol mewn rhoi gwelliannau ansawdd ar waith yn y maes cyfrifoldeb, gan gynnwys Canllawiau NICE, y Fframwaith Gwasanaeth Cenedlaethol a meysydd rhaglenni Gwella Ansawdd 1000 o Fywydau a Mwy. Cymryd agwedd dim goddefgarwch tuag at arfer nad yw'n cyrraedd y safonau uchaf – gweithio gyda staff/ timau i wella canlyniadau a phrofiad cleifion yn gyson.

Datblygu Gweithlu Nyrsio a Gweithio Fel Tîm

Mynd ati i gymryd rhan yn yr agenda ymchwil a datblygu, gan ganolbwyntio ar wella gwasanaethau o ganlyniad. Hybu datblygu prosiectau ymchwil nyrsio o fewn yr ardal e.e. Hanfodion Gofal, Gwella Ansawdd Gyda'n Gilydd a 1000 o Fywydau a Mwy.

Datblygu sgiliau, gwybodaeth ac arbenigedd yn gyson i ddarparu gofal cleifion priodol yn unol â datblygiad cyfredol y gwasanaeth e.e. Fframweithiau Cenedlaethol, cyngor cyfreithiol a chyfraith achosion, gofynion AGGCG a'r Comisiwn Ansawdd Gofal.

Cynnal gwybodaeth a sgiliau proffesiynol trwy gwblhau cyrsiau achrededig perthnasol, mynychu cyrsiau/ cynadleddau allanol, hyfforddiant gorfodol, datblygu Cynllun Datblygu unigol a datblygu a chynnal rhwydweithiau cefnogol.

Bod yn gyfrifol am gofnodi gwybodaeth berthnasol, ei chasglu'n brydlon, ei chwblhau a'i chyflwyno i gefnogi gofal cleifion, gwaith rheoli gweithredol, staff nyrsio a'r cymysgedd sgiliau, datblygu ac archwilio gwasanaeth. Dadansoddi a dehongli'r wybodaeth hon i ddarparu sail ar gyfer eich ffordd o arwain a rheoli achosion clinigol o fewn eich maes cyfrifoldeb.

Cynllunio, datblygu a chyflenwi addysg a chynghor arbenigol i gleifion a gofalwyr.

Cynllunio, datblygu a chyflenwi addysg arbenigol a gofynion hyfforddi craidd i'r tîm adnoddau cymunedol a gweithwyr gofal iechyd proffesiynol eraill yn BIAP.

Gweithio gyda'r tîm amlddisgyblaeth a phartneriaid priodol i sicrhau bod rhaglenni addysgu a diweddarau priodol yn cael eu datblygu a'u cydlynu o fewn yr amgylchedd cymunedol a'r amgylchedd ysbytai cymunedol i ddiwallu anghenion iechyd lleol.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Cofrestriad byw â'r NMC fel Nyrs Gofrestredig Cymhwyster Ôl-gofrestru arbenigol mewn hyfforddi / cymwysterau atodol ar lefel gradd Meistr mewn pwnc cysylltiedig (Gofal Cymhleth) Cymhwyster Addysgu/ Addysgu ac Asesu mewn Arfer Clinigol neu dystiolaeth o sgiliau addysgu/ addysgwr clinigol Y wybodaeth a'r sgiliau i reoli cleifion ag anghenion cymhleth Gwybodaeth am faterion Nyrsio cyfredol o fewn systemau gofal y GIG Lefel uchel o wybodaeth am god ymddygiad yr NMC a safonau / canllawiau proffesiynol	MSc Arfer Clinigol Uwch Cymhwyster Rheoli/ Arwain neu baratoad cyfwerth	Gwiriadau cyn cyflogi Ffurflen Gais
Profiad	Profiad ar lefel reoli gan ddangos y gallu i gyflawni gwelliannau i ofal defnyddwyr gwasanaeth Profiad o asesu clinigol a rheoli llwyth achosion cleifion gofal cymhleth mewn modd rhagweithiol Profiad clinigol sylweddol o asesu, cynllunio, gweithredu a gwerthuso gofal ar gyfer grŵp cleifion y llwyth achosion Sgiliau cyfathrebu llafar ac ysgrifenedig datblygedig		Ffurflen Gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	Gallu defnyddio systemau cyfrifiadurol i lefel ddatblygedig (e-bost, prosesu geiriau, taenlenni) Chwaraewr tîm amlasiantaeth effeithiol, gan gynnwys gallu ymgysylltu'n bositif â gofawyr Gallu eglur a hanes o ymddwyn gyda gofal a thosturi, gan hybu urddas a pharch a bod yn fodel rôl o broffesiynoldeb o'r safon uchaf Gallu ysgogi, ysbrydoli ac annog arloesedd o fewn y tîm trwy sgiliau cyfathrebu effeithiol Gallu adolygu asesiadau gofal, cynlluniau gofal a phryderon yn feirniadol (digwyddiadau, cwynion ac ati), i ddod i gasgliad rhesymegol ac ysgrifennu adroddiad eglur Gallu profedig i weithio mewn sefyllfaoedd cymhleth gyda llawer o bartneriaid gwahanol Gallu rhoi newid ar waith yn effeithiol Gallu profedig i weithio dan gyfyngiadau amser	Gallu siarad Cymraeg	Cyfweliad Ffurflen Gais
Gwerthoedd	Dangos Gwerthoedd BIAP		Cyfweliad Ffurflen Gais
Arall	Cydnerthedd a stamina Golwg broffesiynol hyderus Gallu teithio o fewn y rôl		Application Form and Interview

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.
- **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 gyfredol 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 cyflogaion 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 cyflogaion 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.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Siart Sefydliadol:

