



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Ymarferydd Cofrestredig
Band Cyflog	Band 5
Oriau Gwaith a Natur y Contract	I'w gwblhau ar adeg recriwtio
Uwch Adran/Cyfarwyddiaeth	Iechyd Meddwl/Anableddau Dysgu
Adran	
Canolfan Gweithio	I'w gwblhau ar adeg recriwtio

TREFNIADAU SEFYDLIADOL:

Yn atebol ar lefel reolaethol i:	Rheolwr ward/Arweinydd Tîm/Rheolwr Nyrsio
Yn adrodd i: Enw'r Rheolwr Llinell	Nyrs â Chyfrifoldeb
Yn gyfrifol ar lefel broffesiynol i:	Nyrs Arweiniol Clinigol, Uwch Reolwr Nyrsio, Rheolwr Nyrsio

Diben y Swydd:

Mae deilydd y swydd yn gyfrifol am asesu, cynllunio, gweithredu a gwerthuso gofal nyrsio wedi'i seilio ar dystiolaeth, gan gydweithio ac yn cydweithredu â phobl eraill er mwyn diwallu anghenion cleifion â'u teuluoedd.

Cynorthwyo wrth reoli a threfnu eu hardal glinigol a chymryd rhan mewn addysgu, datblygu a goruchwyllo aelodau eraill o staff.

Rheoli/Arwain.

- Mae'n bosibl y bydd gofyn i ddeilydd y swydd gymryd cyfrifoldeb dros grŵp o gleifion/cleientiaid gydag arweiniad a goruchwyliaeth yr unigolyn sydd â chyfrifoldeb parhaus/nyrs â chyfrifoldeb (yn ddibynol ar brofiad).
- Cydlynu gwaith gweithwyr cefnogi gofal iechyd, ymarferwyr cynorthwyol, myfyrwyr, nyrs breceptoriaeth (gan ddibynnu ar lefel profiad) o ran rhoi gofal nyrsio.
- Goruchwyllo gweithwyr cefnogi gofal iechyd, ymarferwyr cynorthwyol, myfyrwyr, nyrs breceptoriaeth (gan ddibynnu ar lefel profiad) yn y tîm nyrsio, a chyfrannu at eu haddysgu a'u datblygu.
- Cynnal cyfrinachedd â gwybodaeth sensitif, h.y. materion sy'n ymwneud â staff, materion ariannol a chleifion.
- Cofnodi eiddo cleifion gan sicrhau bod gweithdrefnau yn cydymffurfio â pholisïau a phrotocolau'r Bwrdd Iechyd.
- Cymryd rhan mewn datblygu'r gwasanaeth drwy gyfrannu at ddatblygiad y tîm drwy gyfarfodydd uned/adran.
- Cymryd rhan mewn defnyddio adnoddau corfforol ac ariannol yn effeithlon ac effeithiol.
- Bod yn ymwybodol o'ch cyfyngiadau eich hun ac uwch gyfeirio unrhyw amgylchiadau/sefyllfaoedd a allai fod yn niweidiol i les cleifion neu gydweithwyr i staff uwch.
- Sicrhau gwybodaeth am bolisïau staffio ac arweiniad statudol yn ymwneud â'r maes gwaith ac atebolrwydd proffesiynol sy'n ymwneud â staffio
- Rhoi cymorth i reolwr yr adran trwy gyfrannu at werthuso a chynnal asesiadau risg o lefelau staffio fesul sifft, gan ymgymryd ag unrhyw weithredoedd o fewn lefel eich gallu i ddatrys problemau o ran staffio
- Sicrhau bod pryderon yn ymwneud â staffio yn cael eu codi gyda'r Nyrs â Chyfrifoldeb/Metron a'u mewnbynny ar Datix
- Bod yn ymwybodol o'r dangosfwrdd niwed a rhoi cymorth i'r rheolwr er mwyn sicrhau bod camau gweithredu'n cael eu rhoi ar waith lle bo'r trywydd y tu allan i'r paramedrau y cytunwyd arnynt, neu uwchgyfeirio lle maent y tu allan i reolaeth leol.
- Cymryd rhan mewn achrediad Ward ar gyfer eich maes eich gan roi cymorth i reolwr y ward i sicrhau bod gweithrediadau'n cael eu rhoi yn eu lle a'u monitro o ganlyniad.

Clinigol.

- Asesu anghenion nyrsio/cymdeithasol y claf, cynllunio, gweithredu a gwerthuso gofal nyrsio er mwyn sicrhau bod modd darparu gofal effeithiol i gleifion.
- Sicrhau bod yr egwyddorion a amlinellir yn yr Hanfodion Gofal yn cael eu hymgorffori mewn arferion dyddiol i sicrhau gwasanaeth o ansawdd uchel ar gyfer y cleifion a'r cleientiaid.
- Cynnal cofnodion cleifion i sicrhau bod gwybodaeth yn gywir a chyfredol
- Sicrhau bod cleifion a gofalwyr/perthnasau'n cael eu cynnwys wrth gynllunio gofal a'i ddarparu.
- Sicrhau bod anghenion cleifion yn cael eu bodloni drwy weithio ar y cyd â staff proffesiynol ac asiantaethau eraill, yn enwedig o ran anghenion gofal parhaus.

- Sicrhau bod cyfathrebu effeithiol yn cael ei sefydlu a'i gynnal â chleifion a gofalwyr/perthnasau, gan gymryd negeseuon cywir dros y ffôn neu gan staff uwch, ac adrodd yr holl wybodaeth amgylcheddol a chleifion i'r nyrs â chyfrifoldeb, ac aros yn gwrtais bob amser.
- Cyfleu gwybodaeth gymhleth a sensitif i rieni/teuluoedd, gan gynnwys cleifion ag anghenion arbennig/anableddau dysgu neu rwystrau eraill at gyfathrebu.
- Asesu a yw cleifion yn addas i'w rhyddhau yn dilyn adolygiad meddygol a chychwyn trefniadau cynllunio rhyddhau. Cysylltu â thimau amlddisgyblaethol fel bo'n briodol i helpu a chynllunio rhyddhau cymhleth.
- Rhoi meddyginiaethau e.e. meddyginiaethau mewnwythiennol, i'r cyhyr/dan y croen, gan sicrhau bod gweithredoedd yn cyd-fynd â pholisi Bwrdd Iechyd Prifysgol Betsi Cadwaladr fel bo'n briodol i gofrestrriad proffesiynol.
- Cynnal gweithredoedd sy'n ymwneud â gofal claf e.e. gosod cathetr, tynnu pwythau, techneg aseptig yn unol â gofynion ANTT fel bo'n briodol i gofrestrriad proffesiynol.
- Cydnabod sefyllfaoedd brys ac argyfyngau ac ymateb yn briodol iddynt.
- Cymryd rhan yn y cyfrifoldeb o gynnal amgylchedd glân a sicrhau bod yr holl staff yn dilyn cyfrifoldebau glanhau.

Llywodraethu Clinigol

- Cymryd rhan ragweithiol wrth reoli risg h.y. asesiadau risg, adrodd am ddigwyddiadau a digwyddiadau y bu ond y dim iddynt ddigwydd.
- Cymryd pob rhagofal rhesymol ar gyfer amgylchedd diogel o'ch rhan eich hun ac eraill yn unol â deddfwriaeth Iechyd a Diogelwch, gan roi gwybod i'r Nyrs â Chyfrifoldeb am unrhyw bryderon.
- Defnyddio arfer yn seiliedig ar dystiolaeth mewn ymyriadau nyrsio trwy gadw eich gwybodaeth eich hun yn gyfredol yn unol â gofynion proffesiynol
- Sicrhau cydymffurfio â pholisïau, gweithdrefnau a chanllawiau clinigol ar gyfer eich hunain ac eraill.
- Hybu rhagoriaeth a gwella safonau gofal nyrsio trwy fod yn gysylltiedig ag archwilio yn yr ardal glinigol e.e. archwiliadau rheoli heintiau.
- Cymryd rhan yn y gwaith o fonitro safonau ac ansawdd gofal nyrsio trwy feincnodi, archwilio ac ymchwil.
- Cymryd rhan mewn gweithgareddau cynnwys y cyhoedd a chleifion.
- Hybu cydraddoldeb, amrywiaeth a hawliau pobl.

Addysg a Datblygiad.

- Gyda'r profiad perthnasol, gweithredu fel goruchwyliwr, mentor neu aseswr ar gyfer myfyrwyr neu Weithwyr Cefnogi Gofal Iechyd
- Datblygu eich sgiliau a gwybodaeth eich hun a chyfrannu at ddatblygiad eraill.
- Datblygu eich sgiliau a gwybodaeth fel yr amlinellir yn y fframwaith gwybodaeth a sgiliau a'r cynllun datblygiad personol fel y cytunwyd mewn adolygiad o ddatblygiad proffesiynol blynyddol.
- Cymryd rhan mewn ymsefydlu a hyfforddi aelodau newydd o staff nyrsio a myfyrwyr cyn cofrestru, a gweithredu fel mentor/goruchwyliwr/aseswr i fyfyrwyr fel bo angen.

Atebolrwydd Proffesiynol.

- Cyfyngu ar eich gweithredoedd i'r rheiny rydych yn teimlo eich bod yn gallu ymgymryd â nhw.
- Cynnal statws gweithredol ar y Cyngor Nyrsio a Bydwreigiaeth/Gofrestr Broffesiynol.
- Gweithredu yn unol â'r Cyngor Nyrsio a Bydwreigiaeth/Cod Proffesiynol a dogfennau cyfarwyddyd.
- Cadw at Bolisiâu a Gweithdrefnau'r Bwrdd Iechyd.
- Cadw sgiliau a gwybodaeth yn gyfredol a chynnal ymwybyddiaeth o faterion proffesiynol.
- Cynnal portffolio proffesiynol.
- Sicrhau cydymffurfiaeth â gofynion Hyfforddiant Gorfodol y Bwrdd Iechyd ac unrhyw hyfforddiant arall a ystyrir i fod yn hanfodol i'r rôl

GOFYNION CYFFREDINOL

Dylech gynnwys y rhai sy'n berthnasol i ofynion y swydd;

- **Gwerthoedd:** Mae'n ofynnol bod pob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a Datganiadau Ymddygiad er mwyn iddynt fod yn rhan integredig o fywyd gweithio deilydd y swydd ac i gynnwys yr egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Proffesiynol Iechyd Cofrestredig:** Gofynnir i holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cefnogi Gofal Iechyd:** Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarparu gofal iechyd o ansawdd uchel. Mae Cod Ymddygiad Cenedlaethol GIG Cymru yn disgrifio safonau ymddygiad ac ymagwedd sy'n angenrheidiol i bob Gweithiwr Cefnogi Gofal Iechyd a gyflogir gan GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau a ddisgrifir yn y Cod ac nad yw unrhyw weithred neu esgeulustra o'u rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra eu bod yn eu gofal.
- **Gallu:** Ni ddylai deilydd y swydd weithio y tu allan i'w lefel gallu diffiniedig ar unrhyw adeg. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod â'i Reolwr/Goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Goruchwyliwr/Rheolwr os byddant yn amau eu gallu eu hunain i gyflawni dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod staff ymgymryd â rhaglenni ymsefydlu/ymgynefino ar lefel Gorfforaethol ac Adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yw'n briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym yn ymroddedig i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygu Perfformiad Blyneddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad 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 ddeilydd y swydd gydweithredu â rheolwyr er mwyn galluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y sefydliad.

- **Rheoli Risg:** Un o elfennau safonol y rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd ar bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i'r holl weithwyr gyflawni eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith Gymraeg y sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth sy'n codi yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Bydd hyn yn cynnwys mewn sawl achos, mynediad at wybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a Pholisi'r Sefydliad. Ystyrir unrhyw achos o dordyletswydd o ran cyfrinachedd yn drosedd disgyblu difrifol sy'n agored i ddisgyblu a/neu erlyn dan y ddeddfwriaeth statudol bresennol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel un o weithwyr yn y sefydliad hwn, mae gan ddeilydd y swydd gyfrifoldeb cyfreithiol am yr holl gofnodion y bydd yn eu casglu, eu creu neu eu defnyddio fel rhan o'i waith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, iechyd staff neu anaf, materion ariannol, personol a gweinyddol), waeth a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd gyfreithiol tuag at ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwyr os oes ganddo unrhyw amheuaeth am y ffordd gywir o reoli unrhyw gofnodion y mae'n gweithio gyda nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y Bwrdd Iechyd i hybu cydraddoldeb i bobl a nodweddion gwarchodedig, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw nodwedd warchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth lai ffafriol ar sail unrhyw un o'r uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb, ac mae angen i bob gweithiwr cyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn gwrthwynebu pob math o aflonyddu a bwlio ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a chydag urddas a pharch. Gofynnir i'r holl staff adrodd ar unrhyw ffurf ar aflonyddu a bwlio i'w

Rheolwr Llinell neu unrhyw Gyfarwyddwr y Bwrdd Iechyd. Ni fydd unrhyw ymddygiad anaddas y tu mewn i'r gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu'r Gwasanaeth Datgelu a Gwahardd:** Yn y swydd hon, bydd gofyn i chi gael cyswllt *uniongyrchol / anuniongyrchol â * chleifion / defnyddwyr y gwasanaeth / plant / oedolion bregus wrth wneud eich dyletswyddau arferol. Felly, bydd yn rhaid i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol *Safonol/Uwch fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd. *Dileer fel bo'n briodol Nid oes rhaid i ddeilydd y swydd gael Gwiriad Datgelu DBS. *Dileer fel bo'n briodol
- **Diogelu Plant ac Oedolion sy'n Agored i Niwed:** Mae'r sefydliad yn ymrwymedig i ddiogelu plant ac oedolion sy'n agored i niwed. Felly rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei rwymedigaethau o ran lleihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr rhag y risg o gael haint sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a chadw atynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'n holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, gan gynnwys adeiladau a thiroedd, yn ddi-fwg.

Datganiad Hyblygrwydd: Amlinelliad o ddyletswyddau'r swydd yw'r Disgrifiad Swydd a Manyldeb yr Unigolyn ac efallai y cânt eu newid drwy gytundeb y ddwy ochr o bryd i'w gilydd.



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JOB DESCRIPTION

JOB DETAILS:

Job Title	Registered Practitioner
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	MH/LD
Department	
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward manager/Team Leader/Nurse Manager
Reports to: Name Line Manager	Nurse in charge
Professionally Responsible to:	Clinical Lead Nurse, Senior Nurse Manager, Nurse Manager

Job Purpose:

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

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

Managerial / Leadership.

- Will be required (dependent on level of experience) to take charge of a group of patients/clients with the guidance and supervision of the person with continuing responsibility/ Nurse in charge.
- Co-ordinate the work of healthcare support workers, assistant practitioners, students, preceptorship nurse (depending on level of experience) in the delivery of nursing care.
- Supervise healthcare support workers, assistant practitioners, students, preceptorship nurse (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 patient's 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.
- Ensure knowledge of staffing policies and statutory guidance relating to area of work and professional accountability relating to staffing
- Support department manager by contributing to the evaluation and risk assessment of staffing levels on a shift by shift basis, undertaking any actions within level of competence to resolve staffing
- Ensure concerns relating to staffing are raised with Nurse In Charge/Matron and entered on Datix
- Have an awareness of harms dashboard and support manager to ensure actions implemented where trajectory outside of agreed parameters, or escalation whereby outside of local control.
- Participate in Ward accreditation for own area supporting ward manager in ensuring actions put in place and monitored as a result.

Clinical.

- Assess the patients nursing/social 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 clinical records to ensure information is accurate and up to date
- Ensure that patients and carers/relatives are involved in the planning and delivery of care.
- Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.
- Ensure that effective communication is established and maintained with patients and carers/relatives, taking accurate message information on the phone or from

seniors, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.

- Communicate complex and sensitive information to patients/families, including patients with special needs/learning disabilities or other barriers to communication.
- Assess patient's suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams as appropriate to assist in complex discharge planning.
- Administer medication e.g. intravenous, intramuscular/subcutaneous medications, ensuring that procedures are compliant with Betsi Cadwaladr University Health Board Policy Board Policy as appropriate to professional registration.
- Carry out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique in line with ANTT requirements as appropriate to professional registration.
- Recognise and respond appropriately to urgent and emergency situations.
- Participate in the responsibility to maintain a clean environment and ensure all members of staff follow cleaning responsibilities.

Clinical Governance.

- Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses.
- Undertake 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 professional requirements
- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Promote excellence and improve standards of care by being involved in audit within the clinical area e.g. infection control audits.
- Participate in the monitoring of standards and quality of 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 , mentor or assessor for students or Healthcare support workers
- Develop own skills and knowledge and contribute to development of others.
- 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.
- Participate in the induction and training of new staff members and pre-registration students, acting as a mentor/supervisor/assessor to students as required.

Professional Accountability.

- Limiting ones actions to those which you feel competent to undertake.
- Maintain active status on NMC/Professional Register.

- Act in accordance with NMC/Professional Code 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 compliance with meeting Health Board Mandatory Training requirements and any other training deemed essential for the 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.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk

Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation'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 Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) and the HB 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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment of 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 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect 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 *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure.
*Delete as appropriate. The post holder does not require a DBS Disclosure Check.
*Delete as appropriate.

- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

