

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

08890

JOB DETAILS

Job Title:	Sterile Services Quality Manager
Pay Band:	Band 5
Department:	Hospital Sterilisation Decontamination Unit / Sterile Service
Directorate:	Perioperative Care
Clinical Board:	Surgery
Base:	UHW / UHL

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	HSDU/ Sterile Services Service Manager
Reports to:	HSDU/ Sterile Services Service Manager
Professionally Responsible to:	HSDU/ Sterile Services Service Manager

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 behaviors are:

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

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 contribute the provision of healthcare to the people of Cardiff and the surrounding areas in South Wales by maintaining the highest standard of service provided by the Hospital Sterilisation and Disinfection Unit at the University Hospital of Wales.

The post holder will undertake the decontamination, packing, sterilisation and re-supply of surgical instruments etc., under the direction of the HSDU Operations Manager, as part of a team.

All activities will be undertaken within the requirements of the Quality Management System.

To work as the Quality Manager of the Sterile Service Departments, reporting to the Decontamination Service Manager.

The Quality Manager will be responsible for all the quality aspects of the decontamination processes carried out at the Sterile Service Unit (SSU) University Hospital Llandough (UHL) and the HSDU University Hospital Wales (UHW). They will provide highly complex technical information and advice to managers on the compliance of their equipment and decontamination processes within current standards both in acute and the community settings.

To lead the strategic management of the Decontamination Services for the University Health Board (UHB), in line with National guidelines and be accountable for the implementation of all statutory and regulatory requirements, introducing, implementing and managing work standards and practices that are accredited to European Standards BS.EN.ISO9001:2008, B.S.EN.ISO13485:2003 Medical Devices Directive 93/42/EEC and manage risks consistent with clinical governance requirements.

To participate in the provision of a specialised decontamination of medical devices service contributing to the clinical care of the patient.

To perform a full range of decontamination duties.

Manages Decontamination records in own area of work.

Provide a high quality and timely service to all customers.

Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems.

To provide supervision to Decontamination Technicians within the team.

Plan your own workload with minimal supervision.

The role involves exposure to blood and body fluids.

DIMENSIONS

To supervise a team in the Decontamination Sterile Service Department to ensure the team objectives are achieved.

Key Relationships

Liaises with Apprentice Decontamination Technicians, Decontamination Technicians, and Decontamination Operations Manager.

All sterile services staff are required to work to the departments Quality Management system ISO 13485: 2016 to provide a customer focused a cost Effective and efficient Sterile Supply Service.

To work on your own initiative and manage and monitor the service involved in the production of Medical Devices conducive with good practice, current legalisation and national and local guidelines.

Ensuring the continuity of service to all customers by communicating business sensitive information at all levels of the organisation.

To supply expert knowledge and advice in medical device compliance.

The role of the quality manager is to establish and maintain a quality management system required under ISO 13485 and ISO 9001.

Duties and Responsibilities

1. To work in accordance with Departmental Policy, Standard Operating Procedures and Quality Management System.
2. To assist in the regular review of Standard Operating Procedures.
3. To direct the reprocessing of reusable medical devices: Disassembly, cleaning, disinfection, checking, assembly, sterilisation, dispatch and tracking in a controlled environment.
4. To supervise, organise and allocate work and / or train less experienced / qualified staff.

5. Will be expected to use knowledge and skills when making decisions with regard to non-conformances.
6. To ensure routine testing of decontamination equipment at the appropriate intervals to analyse and take appropriate action on any malfunction.
7. To record all routine testing of decontamination equipment.
8. To monitor stocks of raw materials as requested and to take appropriate action on any deficiencies, assist in the evaluation of new products.
9. Meet the demands of the Departments workload whilst consistently achieving high quality standards which will be measured by in-process checks and non-conformance reports.
10. To undertake initial investigation into non-conformance reports as instructed.
11. To use manual dexterity and concentration for the disassembly and reassembly of the reusable medical devices in accordance with Manufacturer's instructions.
12. To operate decontamination equipment and carry out routine tests in accordance with Planned Preventative Maintenance Schedules, Quality Standards and guidance.
13. To participate in the cleaning duties as set out in the Cleaning Schedules for the Unit.
14. To dispose of all waste material as detailed in the Waste Disposal Trust policies and COSHH regulations.
15. Operate the computer tracking systems.
16. Sterilize all surgical equipment via steam / ethylene oxide / low temperature gas, and also inspect equipment post sterilization to ensuring all parameters have been reached.
17. To communicate and supervise the enquires from users, and other members of healthcare staff in a polite and helpful manner, seeking scientific advice from the decontamination Operations Manager where required.
18. To undertake duties consistent with the responsibility of the grade and needs of the service.

Quality Manager: Defined Responsibilities:

- Managing staff to ensure all Operating Theatre Priorities are met in a timely manner, which will involve planning complex activities and formulating and adjusting plans as required.
- Ensure that all quality procedures and systems are followed at each stage of the process.
- Ensuring production requirements are met by all staff.
- Ensures that policies or procedures are implemented and any changes to practice or procedures are disseminated to all staff within their area of HSDU responsibility, you will also be expected to propose changes or make suggestions to improve as you develop within the role.
- Ensuring that all staff are properly trained in the tasks being undertaken and that all training documentation is complete in each individual portfolio.
- Representing the Unit with the Manager on infection control issues this will involve providing and receiving sensitive and complex information.
- Agree work rota with managers and supervisors ensuring all production areas are adequately covered.
- Auditing tasks undertaken, i.e. ensuring missing instrument procedure is properly followed and all items accounted for.
- Ensuring that all staff are communicated with at all levels.
- Ensuring all staff have signed in and any details of sickness annual leave requests etc. are recorded and documents maintained.
- Ensuring that annual leave is fairly taken bearing in mind the requirements and demands of the unit.
- To undertake all tracking problems and issues as necessary with the company.
- To ensure that the tracker SLA is adequately maintained.
- To identify IT training needs of staff so that all are adequately familiar with the tracking system.
- To provide and assist as necessary training of production staff and ensure that all training documents 'are maintained and filed.

- To ensure all documentation relating to the tracking and traceability system is maintained in a retrievable format.
- To undertake recalls of products as necessary and to do this routinely to demonstrate that the system functions correctly.
- To ensure that all sets are uniquely input into the system to enable each one to have a separate check list.
- To work with the decontamination team to ensure all quality related issues on the tracking system are current and complete ready for audit.
- To take an active part in the Management review process.
- Assist with staff appraisal.
- Ensure that the regulations in respect of the Health & Safety at work and Fire regulations are observed.
- Deputise for Sterile service Manager in their absence.
- Deputise for Service Manager in their absence.
- Continue to develop self and staff by attendance at appropriate training
- Courses.
- To complete other duties as deemed appropriate by the manager
- All quality issues, audit schedules, status reports.
- undertaking audits against the standards ensuring that all standards are covered and documented, which will involve analysis of a range of facts and situations.
- Reporting and documenting any non-conformances and ensuring all corrective actions are being undertaken in a timely manner, any monitoring is fully documented and lessons learnt are also documented before being closed out.
- Ensuring any customer complaint is adequately and fully recorded and responded to in a timely manner.
- Ensuring that all incidents are recorded and included onto Datix as appropriate.

- To undertake the role of training officer for the unit as necessary.
- To ensure that each member of staff is aware of their duty of care and how vigilant they need to be in their inspection of medical devices that are being prepared for packing.
- Ensuring that all training docs are maintained and kept up to date with mandatory courses.
- To ensure that all staff are signed up to the e. modular system and have current certificates for all mandatory items.
- To ensure all training documents are complete and retrievable
- To ensure that any incidents of missing instruments or damage to medical devices is documented on Datix (if applicable).
- Ensure all Revisions/ Quality Amendments are completed and up to date.
- Work closely with the staff to ensure all Policies & procedures are Implemented and followed through.
- The Quality Manager has the Authority to make any changes in the quality system manual, all staff must conform to all changes made by the quality manager.
- To manage and accurately input the pay for the staff and submit the hours worked weekly and monthly.
- Manage the staff sickness and work to the UHB sickness policy.
- To manage and authorize annual leave.
- Complete staff appraisals and create a PDP for the staff to work towards.

Scientific and Technical

1. To contribute to developing the service to ensure that delivery of medical devices decontamination is safe, effective and follows best practice.
2. To maintain high standards of departmental safety ensuring the health, safety and welfare of self and others.
3. To follow and develop the decontamination departments training programme and undertake training in line with the Institute of

Decontamination Science's educational framework as agreed with the line manager.

4. To have the ability to raise issues or concerns with senior staff.
5. To maintain security of the Decontamination Department, equipment and chemicals in accordance with the Department's Policy.
6. To actively participate in the Organisation's appraisal system and personal development planning process in accordance with Organisation's Policy.
7. To ensure staff's safe handling of transportation trolleys and reusable medical devices.
8. To manage the new protein monitoring programme require by the new standard.
9. To record and monitor results and set warning and action limits.
10. To present results at the quality and safety meetings.
11. To implement the new traceability system for tracking supplementary items.
12. To provide root cause and trend analysis to our customers and manage the non-conformances.
13. To provide accurate sound advice to the clinical leaders and surgeons about the reprocessing of medical devices and their compliance to the standards.
14. To interoperate manufactures reprocessing instructions and decide whether we are able to meet the parameters need to comply.

Education and Training

1. To maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.
2. To comply with the Sterile Services training programme and undertake training in line with the development of the post, as agreed with the Decontamination Operation's Manager.
3. To continually develop and maintain a portfolio of evidence of training and CPD activities.
4. To understand the Sterile Services Quality Policy, Quality Manual and Standard Operating Procedures to ensure that a high standard of work is maintained at all times.

5. To be able to use and train others on the decontamination IT systems according to the authorised guidelines and protocols for use.
6. To be familiar with data protection and Caldecott issues relating to the use and storage of patient information.
7. To have IT skills, keyboard skills, including basic word processing skills, to enable the post holder to assist in the production of standard operating procedures.
8. To achieve level 4 in leadership and management.
9. A lead auditor qualification is required in the medical device standard. ISO 13485-2016

Research

1. To participate in the Department's audits, and assist in the audit of data held on the decontamination information systems.

Communications

1. To communicate all relevant information within the team to ensure the continual and efficient running of the service.
2. To communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a polite and helpful manner.
3. To communicate with customers of the service in the initial investigation of non-conformances.
4. To inform effectively both verbally and at any staff hand-over as required.
5. To attend and actively participate in the Department's meetings.
6. To chair meetings regularly with the staff and the internal audit team.
7. To chair the quality part of the management review meeting with top management
8. To hold training sessions on the quality management system so the staff have an understanding of what is involved so they can evidence their understanding in their PADRs.

Working Relationships

1. To work as part of a team and liaise with the Multidisciplinary Team in a professional manner at all times.
2. To work in line with the Health Boards vision's and goals.

Management

1. To provide practical support and training to new and / or less experienced/ qualified staff.
2. To supervise and allocate duties to staff.

Competence:

- You are responsible for limiting your actions to those, which are within your defined level of competence. If you have any concerns regarding your competence to undertake any task, you must immediately report them to your manager.
- You will be required to communicate with all levels of staff in order to improve communications and meet expectations of the service and meeting required targets.
- You are required to undertake audits and also co-operate with audits being undertaken by external notified bodies and others in your organisation

Supervision:

- Where your post entails responsibility for the supervision of staff or Students, you are required to participate fully in this supervision.
- You will be required to plan and undertake organisation of activities which at times may be complex and involve people at different levels of experience and knowledge.
- You will be required to provide day to day supervision and training of all production staff and be able to allocate work to those in your area of responsibility.

Regulatory Requirements:

- You are required to be able to maintain the operational system for tracking all reusable medical devices for both the tracker system and the key dot system used for individual devices.
- You are required to undertake surveys with customers at different levels of the organisation to determine effectiveness of the service provision.

- The post is very active and there is a combination of different activities which will require you to sit, stand, walk and undertake frequent light activities.
- You will be required to concentrate on the task in hand especially when carrying out, checking and examining audits

Information Security/Records Management

The basic principles that all employees must uphold are:

- **Confidentiality** -protect information from authorised access or disclosure.
- **Integrity** - safeguard the accuracy and completeness of the information and/or IT process
- **Accessibility**-ensure that the information is available to authorised people when needed.
- **Tracking and traceability** files and training documents will be properly filed and maintained. These must be checked for accuracy and completeness and records maintained for correct periods of time. These may be paper based or electronically based but must be able to be retrieved as necessary.

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:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable

working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **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 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards 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.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

CAJE Reference:
RWM/2017/0096

PERSON SPECIFICATION
CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Sterile Services Quality Manager	Department:	Hospital Sterilisation Decontamination Unit / SSU
Band:	5	Clinical Board:	Surgery
Base:	UHW/UHL		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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QUALIFICATIONS	<p>Experience to NVQ3 or equivalent</p> <p>ILM Level 4</p> <p>KSF</p>	Membership to IDSC	<p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p>
EXPERIENCE	<p>Minimum 2 years' experience in all sections of decontamination</p> <p>Experience of supervising less experienced/qualified staff</p> <p>Experience using decontamination equipment</p> <p>Workplace inspections and ensuring production targets are fully met</p> <p>Internal audits, specifications and assessments within the unit</p> <p>Can demonstrate the ability to work to strict standards of quality and safety</p>	<p>5 years experience as a technician or relevant experience in another area of Health Care</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SKILLS	<p>Ability to work as part of a team</p> <p>Ability to work accurately under pressure</p> <p>Excellent communication skills, relates to colleagues in an effective and positive manner on routine matters</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Planning and organising tasks weekly e.g. staff rota's, priority work, loan trays, on-call</p> <p>Good telephone manner</p>		
SPECIAL KNOWLEDGE	<p>Managing computer track and trace systems</p> <p>Daily inspections for procedures and processes</p> <p>Excellent knowledge of surgical instruments</p> <p>Medical terminology</p> <p>Manage test instruments for endotoxin and bioburden testing</p> <p>Manage repairs of surgical instruments</p>	Welsh speaker	<p>Application Form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES (<i>Demonstrable</i>)	<p>Approachable</p> <p>Honest</p> <p>Good memory</p> <p>Dependable</p> <p>Conscientious and hard working</p> <p>To be able to work unsupervised</p> <p>To be fair and to manage discipline</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

OTHER <i>(Please Specify)</i>	Ability to undertake and report on non-conformances and investigations and understand when limit of capability has been reached Ability to recognise and monitor parameters of quality, accuracy according to departmental standard operational procedures		Interview Document Check*
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Date Prepared:	July 2017	Prepared By:	Mark Campbell
Date Reviewed:	July 2022	Reviewed By:	Ceri Chinn

DISGRIFIAD SWYDD

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	
Band Cyflog:	
Adran:	
Cyfarwyddiaeth:	
Bwrdd Clinigol:	
Prif Leoliad Gwaith:	

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	
Adrodd i:	
Atebol yn Broffesiynol i:	

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:

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

Rydym yn trin pobl â charedigrwydd.	Diolch i bobl, dathlu llwyddiant a phan aiff pethau o’u lle, gofyn ‘beth gallaf fi ddysgu?’
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

DYLETSWYDDAU A CHYFRIFOLDEBAU

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 reolwr 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 cynghor 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 greddo, 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 cyflogaion 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 gyflogaion 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 cyflogaion i ddefnyddio'r sgiliau Cymraeg 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:

Rhif Cyfeirnod CAJE:

MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:		Adran:	
Band:		Bwrdd Clinigol:	
Prif Leoliad Gwaith:			

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU			Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD			Ffurflen Gais Cyfweliad Geirdaon
SGILIAU			Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG			Ffurflen Gais Cyfweliad Geirdaon
RHINWEDDAU PERSONOL (y gellir eu dangos)			Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch os gwelwch yn dda)			Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:		Paratowyd gan:
Dyddiad Adolygu:		Adolygwyd gan: