



DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Gweithiwr Cymorth Gofal Iechyd – allgymorth
Band Cyflog	Band 4
Oriau Gwaith a Natur y Contract	I'w gwblhau adeg recriwtio
Is-adran/Cyfarwyddiaeth	Uned Profion COVID
Adran	
Lleoliad	I'w gwblhau adeg recriwtio

TREFNIADAU SEFYDLIADOL:

Yn atebol ar lefel reoli i:	Rheolwr/Dirprwy Reolwr yr Uned
Yn adrodd i: Enw'r Rheolwr Llinell	Rheolwr/Dirprwy Reolwr yr Uned bob dydd
Yn gyfrifol yn broffesiynol i:	Rheolwr Nyrsio/Rheolwr yr Uned COVID

Crynodeb o'r Swydd/Diben y Swydd:

Bydd deiliad y swydd yn gweithio dan gyfarwyddwyd a chymorth Nyrs Gofrestredig yn unol â phrotocolau, polisïau, gweithdrefnau, llwybrau, gofynion llywodraethu clinigol a chynlluniau gofal y Bwrdd Iechyd.

Bydd angen i ddeiliad y swydd hefyd:

Sicrhau cyfathrebu effeithiol â chleifion, ofalwyr, y tîm amlddisgyblaethol a'r gymuned iechyd a gofal cymdeithasol ehangach.

Ymarfer yn unol â safonau a gofynion statudol y Bwrdd Iechyd, gan weithredu o fewn ffiniau'r rôl a chymwyseddau asesedig.

Defnyddio effeithiolrwydd a gwybodaeth bersonol i gyfrannu at y gwaith o ddatblygu a darparu gwasanaeth o safon.

Gweithio'n rhagweithiol fel aelod o'r tîm amlddisgyblaethol a gofal iechyd amlbroffesiynol, gan gefnogi ymarferwyr cofrestredig.

Gweithio'n unol â'r canllawiau COVID-19 cenedlaethol a lleol cyfredol mewn perthynas â sicrhau y defnyddir Cyfarpar Diogelu Personol cywir bob amser ac y dilynir y gweithdrefnau cywir bob amser wrth ei wisgo a'i ddiosg.

Sicrhau y rhoddir y wybodaeth gywir i gleifion mewn perthynas â'r canllawiau cenedlaethol a lleol cyfredol ar y ffordd gywir o gymryd swab COVID-19 yng nghartref y claf.

Rhoi cyngor ar symptomau a hynanynysu ar ôl cymryd y swab COVID-19 os yw'n briodol, yn unol â'r canllawiau cenedlaethol a lleol.

Bydd yn gyfrifol am rai elfennau o asesu, rhoi rhaglennu gofal ar waith ac addasu cynlluniau gofal unigol, gan adrodd yn ôl i'r ymarferydd cofrestredig. Gall dirprwy gwaith i eraill a goruchwyllo, addysgu ac asesu aelodau eraill o'r staff.

DYLETSWYDDAU/CYFRIFOLDEBAU:

ASESU CLINIGOL A CHYNLLUNIO GOFAL I DDIWALLU ANGHENION IECHYD A LLESIANT

Helpu i nodi anghenion iechyd cleifion o fewn cwrdd ei gymhwysedd, gan gynnwys cynllunio, trefnu a darparu gofal clinigol fel y cytunir â'r Ymarferydd Goruchwyllo/Nyrs Gofrestredig, yn unol â threfniadau llywodraethu clinigol a safonau a chanllawiau proffesiynol y cytunwyd arnynt.

Cyflawni dyletswyddau a gweithgareddau yn unol â fframwaith cynllun gofal, a bennir ac a adolygir yn rheolaidd gan Nyrs Gofrestredig.

- Gweithio'n hyblyg fel rhan o dîm nyrsio/MDTU, gan roi cyngor ar ganllawiau COVID-19 fel sy'n briodol i oedolion a'u teuluoedd a grymuso'r claf i hunanreoli.
- Parchu urddas, dymuniadau a chredoau pobl; eu cynnwys mewn prosesau gwneud penderfyniadau a rennir; a chael cydsyniad ar gyfer gweithdrefnau dirprwyedig o fewn cwrdd ei gymhwysedd.

Cwblhau asesiadau a hyfforddiant sy'n seiliedig ar gymhwysedd, gan feithrin sgiliau clinigol sy'n berthnasol i'r rôl, cwmpas ymarfer clinigol a chyflawniad addysgol fel yr amlinellir yn y Fframwaith Datblygu Gweithwyr Cymorth Gofal Iechyd.

- Asesu unrhyw glaf y mae angen iddo gael swab COVID-19 yn ei gartref ei hun, er mwyn sicrhau y rhoddir cysur a thawelwch meddwl iddo ac y caiff y swab ei gymryd yn effeithiol i gasglu sbesimen ar gyfer prawf COVID-19.
- Trafod a gwneud awgrymiadau fel sy'n briodol i gymryd swab COVID-19 yn gywir mewn perthynas â gosod y swab a'r weithdrefn swabio
- Defnyddio sgiliau trosglwyddadwy o fewn lefel ei gymhwysedd.
- Gweithio mewn partneriaeth ag asiantaethau lleol eraill fel gwasanaethau cymdeithasol a'r sector gwirfoddol i ddefnyddio adnoddau.
- Dangos gwybodaeth a sgiliau wrth ddefnyddio cyfarpar penodol er mwyn hyfforddi eraill (gan gynnwys cleifion, gofalwyr, perthnasau, staff) i lefel cymhwysedd benodol
- Defnyddio gwybodaeth sy'n seiliedig ar dystiolaeth wrth gael swab COVID-19 ar gyfer yr unigolion hynny sy'n wynebu risg neu na allant gael eu swab eu hunain na mynd i Uned Profion Cofion er mwyn cwblhau'r swab.

DARPARU GOFAL I DDIWALLU ANGHENION IECHYD A LLESIANT

- Cael y cydsyniad priodol i ddarparu'r gofal a nodwyd, gan sicrhau bod gan y claf/cleient ddealltwriaeth dda o'r broses gwneud penderfyniadau ac y rhoddir gwybodaeth gywir a phriodol iddo.
- Paratoi a chymryd y swab COVID-19 gan sicrhau y defnyddir y weithdrefn gywir ac y caiff yr holl wybodaeth ei chofnodi yn unol â deddfwriaeth, polisiau a gweithdrefnau a phrosesau rheoli risg.
- Helpu cleifion i sicrhau'r llesiant a'r cysur corfforol ac emosiynol gorau posibl.
- Cefnogi a monitro unigolion drwy gydol eu gofal mewn modd cyfannol a rhagweithiol, gan ddefnyddio dealltwriaeth a gwybodaeth am wasanaethau priodol, a chael y wybodaeth berthnasol i ddiwallu anghenion y claf/cleient.

CYFATHREBU

- Meithrin a chynnal cydberthnasau adeiladol â chleifion, cydweithwyr ac aelodau o'r tîm amlddisgyblaethol a darparwyr/asiantaethau iechyd a gofal cymdeithasol eraill.
- Cyfathrebu gan ddangos tact ac empathi wrth gyfleu gwybodaeth i gleientiaid, teuluoedd ac aelodau o staff.
- Nodi rhwystrau posibl i gyfathrebu, e.e. nodi dewis iaith, unigolion sy'n drwm eu clyw, cleifion sy'n nerfus/pryderus, a darparu'r ymyriadau angenrheidiol dan oruchwyliaeth y Nyrs Gofrestredig.
- Cydgysylltu ag aelodau eraill o'r tîm gofal iechyd/partneriaid ac asiantaethau gofal, statudol a gwirfoddol, yn unol â chynllun gofal y claf ac anghenion y rheini sy'n rhan o rwydwaith cymorth y claf.

DATBLYGIAD PERSONOL A DATBLYGU POBL

- Paratoi ar gyfer proses Adolygiad Arfarnu a Datblygu Personol (PADR) a chymryd

Cyfeirnod CAJE/Dyddiad:

rhan ynddi, yn unol â pholisi'r Bwrdd Iechyd.

- Cymryd cyfrifoldeb am eich datblygiad, eich dysgu a'ch perfformiad eich hun, gan sicrhau eich bod yn diweddarau eich sgiliau'n barhaus ac yn cymryd rhan mewn sesiynau goruchwyllo yn ôl yr angen.
- Cymryd cyfrifoldeb am gynnal cofnod o'ch datblygiad personol eich hun er mwyn darparu tystiolaeth yn unol ag amlinelliaid y Fframwaith Gwybodaeth a Sgiliau a chamu ymlaen drwy byrth y Fframwaith.
- Mewn partneriaeth â'r adolygwr, nodi cyfleoedd i ddatblygu eich cymhwysedd/sgiliau er mwyn cyflawni amcanion.
- Cymryd rhan reolaidd mewn gweithgareddau dysgu seiliedig ar waith, yn cynnwys hyfforddiant statudol a gorfodol y Bwrdd Iechyd, gan gymryd cyfrifoldeb am fynychu cyrsiau diweddarau clinigol.
- Darparu gwybodaeth, cymorth a chymorth mentora i staff iau/llai profiadol er mwyn cyfrannu at eu datblygiad personol eu hunain.
- Cyfrannu'n weithredol at y gwaith o ddatblygu'r gweithle fel amgylchedd dysgu.

Iechyd a Diogelwch

- Ymgymryd â gwaith yn unol â deddfwriaeth, polisiau, gweithdrefnau a phrotocolau, gan wybod sut i gael gafael arnynt yn amserol.
- Ymgymryd â gwaith yn unol â phrosesau asesu a rheoli risg, h.y. Nodi ac asesu risgiau a pheryglon a wynebier gennych chi'n bersonol a chan gydweithwyr yn ystod y diwrnod gwaith, gan leihau'r risg ar unwaith lle y bo'n bosibl a rhoi gwybod i'r nyrs gyfrifol amdanynt.
- Dewis technegau priodol ar gyfer rheoli, lleihau neu ddileu risgiau a pheryglon er mwyn cynnal amgylchedd iach a diogel.
- Mynd ati'n rhagweithiol i nodi risgiau, gan awgrymu camau unioni lle y bo'n briodol.
- Rhoi gwybod i Nyrs Gofrestredig am broblemau gwirioneddol neu bosibl a all beryglu iechyd a diogelwch ac awgrymu ffyrdd o'u datrys.
- Defnyddio ac annog eraill i fabwysiadu gweithdrefnau rheoli heintiau priodol a chadw ardaloedd gwaith yn lân ac yn ddiogel, gan leihau peryglon i'r eithaf.
- Mynychu hyfforddiant statudol a gorfodol ar iechyd a diogelwch yn ôl yr angen.

GWELLA GWASANAETHAU

- Gwneud awgrymiadau adeiladol ynghylch sut y gellir gwella gwasanaethau i gleifion, defnyddwyr gwasanaethau, y gweithlu a'r cyhoedd.
- Cymryd rhan mewn trafodaethau am newidiadau i arferion gwaith.
- Newid eich ymarfer eich hun yn unol â phenderfyniadau'r tîm, ac mewn trafodaeth â'r nyrs gofrestredig chytuno ar strategaeth ddatblygu.
- Helpu i wella ansawdd yn barhaus a darparu gwasanaethau rhagorol.
- Bod yn ymwybodol o ganllawiau, protocolau a safonau lleol a chyfrannu at y gwaith o'u paratoi pan fo angen.
- Meddu ar ddealltwriaeth dda o safonau a phrosesau archwilio clinigol perthnasol, e.e. hanfodion gofal, canllawiau ar reoli briwiau pwyso, yr amgylchedd, rheoli heintiau, ac ati.

Cyfeirnod CAJE/Dyddiad:

ANSAWDD

- Gweithredu'n unol â deddfwriaeth, polisïau a gweithdrefnau a dulliau sicrhau ansawdd eraill sy'n berthnasol i waith/ymarfer clinigol ac annog eraill i wneud yr un peth.
- Sicrhau eich bod yn gweithredu'n gyson â systemau llywodraethu clinigol.
- Deall cwmipas atebolrwydd nyrs gofrestredig a'r broses ail-ddilysu.
- Cyfrannu at y gwaith o gynnal archwiliadau a chymryd rhan mewn ymchwil lle y bo'n briodol.
- Deall a chynabod eich rôl, eich cyfyngiadau, eich cyfrifoldebau, eich atebolrwydd a chwmpas eich ymarfer eich hun.
- Dangos ymrwymiad personol i gydraddoldeb ac amrywiaeth bob amser.
- Gweithio fel aelod effeithiol a chyfrifol o'r tîm i fonitro a gwella profiad cleifion, gan roi gwybod am unrhyw gwynion posibl ar unwaith a chyfrannu'n effeithiol at y broses o'u datrys yn anffurfiol lle y bo'n bosibl.
- Cyflwyno delwedd gadarnhaol o'r tîm a'r gwasanaeth.
- Ceisio adborth gan y tîm a myfyrio arno, gan addasu eich ymarfer eich hun yn ôl yr angen.
- Mabwysiadu dull a rennir o ymdrin â gwaith tîm, gan hyrwyddo ethos o weithio mewn modd integredig.
- Dangos y gallu i reoli eich amser yn effeithiol ac i addasu i ofynion sy'n newid, gan flaenoriaethau eich llwyth gwaith yn effeithiol.
- Defnyddio a chynnal adnoddau'n effeithlon ac yn effeithiol ac annog eraill i wneud yr un peth.
- Monitro a myfyrio ar ansawdd y gwaith yn eich maes eich hun a rhoi gwybod i aelodau eraill o'r tîm am broblemau o ran ansawdd a risg wrth ddarparu gofal i gleifion.

CYDRADDOLDEB AC AMRYWIAETH

- Cydnabod pwysigrwydd hawliau pobl a gweithredu'n unol â deddfwriaeth, polisïau a gweithdrefnau.
- Hyrwyddo a chefnogi hawliau, cyfrifoldebau ac amrywiaeth cleifion a'u teuluoedd/gofalwyr a dangos caredigrwydd ac empathi at bawb dan sylw.
- Parchu preifatrwydd, urddas, anghenion, credoau a dewisiadau cleifion a gofalwyr.
- Nodi pan fo'ch ymddygiad eich hun neu ymddygiad rhywun arall yn tanseilio cydraddoldeb ac amrywiaeth, a chymryd camau i fynd i'r afael â hynny.
- Gwybod sut i ddod i gysylltiad ag arweinwyr ffydd amlddiwylliannol.
- Eirioli dros gleifion.
- Meddu ar ddealltwriaeth o'r ddeddfwriaeth sy'n gysylltiedig â Diogelu, e.e. Amddiffyn Oedolion sy'n Agored i Niwed, y Ddeddf Galluedd Meddyliol, gan gynnwys y Trefniadau Diogelu wrth Amddifadu o Ryddid, a gweithredu'n unol â'r ddeddfwriaeth hon bob amser.

PROSESU GWYBODAETH

- Meithrin y wybodaeth a'r sgiliau sydd eu hangen i ddefnyddio'r systemau TG perthnasol gofynnol yn y maes clinigol, e.e. Oracle, E-travel, Google Maps, ac ati.
- Cofnodi data/gwybodaeth cleifion a nyrsio yn briodol, yn gywir ac yn gyflawn.
- Storio data/gwybodaeth nyrsio yn ddiogel ac yn gywir, gan sicrhau cyfrinachedd bob amser yn unol â Strategaeth Rheoli Gwybodaeth y Bwrdd Iechyd.
- Cadw gwybodaeth cleifion yn gyfrinachol bob amser yn unol â Pholisi a Gweithdrefnau BIPBC.

MANYLEB PERSON

NODWEDDION	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Diploma/Gradd Sylfaen mewn Ymarfer Gofal Iechyd (Lefel 4) neu TGAU cyfatebol ar raddau A-C neu gymhwyster cyfatebol, e.e. NVQ lefel 3 mewn pwnc sy'n gysylltiedig ag Iechyd a Gofal Cymdeithasol Gallu dangos llythrennedd a rhifedd i lefel sgiliau allweddol 2 (sy'n cyfateb i TGAU gradd A-C mewn Saesneg a Mathemateg) Cadw cofnod o'ch datblygiad personol. Cydnabod yr angen am ddysgu gydol oes. Gallu cysylltu theori ag ymarfer. Dangos dealltwriaeth o rôl yr Ymarferydd Cynorthwyol ym maes nyrsio.	Ymwybyddiaeth o faterion llywodraethu clinigol. Cydnabod pwysigrwydd Hanfodion Gofal i'r claf/cleient.	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	Profiad blaenorol o weithio fel Gweithiwr Cymorth Gofal Iechyd Band 3. Y gallu i weithio heb oruchwyliaeth mewn amrywiaeth o leoliadau, gan gymryd cyfrifoldeb am lwyth gwaith dirprwyedig.	Profiad o weithio fel gweithiwr cymorth gofal iechyd ar lefel uwch. Profiad o ymdrin ag anghenion cymhleth cleifion sy'n deillio o gyflwr/cyflyrau cronig.	Ffurflen gais a chyfweliad
Sgiliau a Galluoedd	Tystiolaeth o sgiliau trefnu da. Sgiliau rhyngpersonol gwyb.	Sgiliau clinigol uwch Y gallu i gynnig ac addasu i newidiadau	Cyfweliad

Cyfeirnod CAJE/Dyddiad:

Y gallu i ddarparu gofal mewn modd tosturiol a deallgar. Y gallu i ddatrys problemau yn effeithiol. Y gallu i negodi a chyfathrebu â chleifion a phob aelod o'r Tîm Amlddisgyblaethol. Tystiolaeth o sgiliau TG, e.e. e-bost, MS Word, Excel ac Office Dangos sgiliau cyfathrebu da, ar lafar ac yn ysgrifenedig. Y gallu i ddefnyddio tact a diplomyddiaeth wrth siarad â chleifion dros y ffôn. Y gallu i weithio fel aelod effeithiol o dîm. Y gallu i fod yn hyblyg o fewn y tîm ar amgylchedd gwaith. Dangos ymwybyddiaeth o waith tîm amlddisgyblaethol ac integredig. Y gallu i drefnu a chyflawni eich llwyth achosion/gwaith eich hun, gan flaenoriaethu yn ôl yr angen a sicrhau y caiff terfynau amser eu bodloni. Dealltwriaeth o sut i werthuso eich cryfderau a'ch anghenion datblygu eich hun, gan geisio cyngor lle y bo'n briodol. Y gallu i weithio mewn amgylchedd heriol a phrysur. Sgiliau rheoli amser da. Y gallu i ddelio â sefyllfaoedd emosiynol cymhleth ac anodd.	mewn sefyllfa waith. Hybu iechyd. Sgiliau addysgu sylfaenol. Profiad o ddirprwyo. Profiad o gefnogi datblygiad eraill. Cymwyseddau yn y fethodoleg briodol i gymryd swab COVID-19 yn gywir.	
---	---	--

	Dangos y gallu i werthfawrogi barn eraill. Y gallu i fentora Gweithwyr Cymorth Gofal Iechyd newydd ac aelodau iau o staff mewn amgylchedd gwaith.		
Gwerthoedd	Cyfathrebwr effeithiol. Ymagwedd ofalgar at gleifion a chleientiaid. Dangos parch at aelodau'r tîm. Cydnabod eich cyfyngiadau eich hun. Agwedd ymrwymedig at waith. Cydnabod yr angen am ddysgu gydol oes drwy waith beunyddiol a thrwy drafodaethau mewn Adolygiadau Arfarnu a Datblygu Personol.		Ffurflen Gais Cyfweliad Geirdaon
Arall	Y gallu i deithio a diwallu anghenion y gwasanaeth Y gallu i weithio oriau hyblyg.		Ffurflen gais a chfweliad Gwirio dogfennau

DATGANIADAU CYFFREDINOL

GWEITHWYR CYMORTH GOFAL IECHYD

Dylai pob gweithiwr cymorth gofal iechyd fod yn gyfarwydd â'r Cod Ymarfer ar gyfer Gweithwyr Gofal Iechyd yng Nghymru, a chydymffurfio ag ef.

CYMHWYSEDD

Rhaid i ddeiliad y swydd gymryd rhan ym mhroses Adolygu Datblygiad Personol BIPBC a gweithio tuag at ddiwallu'r anghenion datblygu a nodwyd.

Rhaid i ddeiliad y swydd ddangos datblygiad proffesiynol parhaus.

Ni ddylai deiliad y swydd byth weithio y tu allan i'w lefel ddiffiniedig o gymhwysedd. Os bydd gan ddeiliad y swydd unrhyw bryderon am hyn, dylai eu trafod â'i Reolwr/Goruchwyliwr/Ymgynghorydd Meddygol ar unwaith. Cyfrifoldeb deiliad y swydd yw rhoi gwybod i'r rhai sy'n goruchwyllo ei ddyletswyddau os nad yw'n gymwys i gyflawni dyletswydd.

Cyfeirnod CAJE/Dyddiad:

GOFYNION CYFFREDINOL

- **Gwerthoedd:** Mae'n ofynnol i holl gyflogeion y Bwrdd Iechyd arddangos a mabwysiadu'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deiliad y swydd ac i sefydlu'r egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Mae'n rhaid i'r holl gyflogeion y mae'n ofynnol iddynt gofrestru â chorff proffesiynol, i'w galluogi i weithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r broses o ddarparu gofal iechyd o ansawdd uchel. Mae Cod Ymddygiad cenedlaethol GIG Cymru yn disgrifio'r safonau o ran ymddygiadau ac agweddau sydd eu hangen ar holl Weithwyr Cymorth Gofal Iechyd cyflogedig GIG Cymru. Mae gan Weithwyr Cymorth Gofal Iechyd ddyletswydd gofal ac maent yn gyfrifol am sicrhau nad yw eu hymddygiad yn gostwng islaw'r safonau a nodir yn y Cod ac nad yw unrhyw weithred neu hepgoriad ar eu rhan yn amharu ar ddiogelwch a llesiant defnyddwyr gwasanaethau a'r cyhoedd pan fyddant dan eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd byth weithio y tu allan i'w lefel ddiffiniedig o gymhwysedd. Os bydd unrhyw bryderon am hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i hysbysu eu Rheolwr/Goruchwyliwr os byddant yn amau eu cymhwysedd i gyflawni dyletswydd.
- **Dysgu a Datblygu:** Rhaid i bob aelod o staff ymgymryd â rhaglenni sefydlu/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol a sicrhau bod unrhyw ofynion hyfforddi statudol/gorfodol yn gyfredol ac wedi'u diweddarau. Lle yr ystyrir bod hynny'n briodol, mae'n ofynnol i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Arfarniad Perfformiad:** Rydym yn ymrwymedig i ddatblygu ein staff a disgwylir i chi gymryd rhan mewn Adolygiad Datblygu Perfformiad Blyneddol o'r swydd.
- **Iechyd a Diogelwch:** Mae dyletswydd gofal statudol ar holl gyflogeion y sefydliad i ofalu am eu diogelwch personol eu hunain a diogelwch personol eraill y gall eu gweithredoedd neu hepgoriadau effeithio arnynt. Mae'n ofynnol i ddeiliad y swydd gydweithredu â rheolwyr er mwyn galluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun ac i adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd ddilyn polisiau Rheoli Risg ac Iechyd a Diogelwch y sefydliad ac unrhyw bolisiau cysylltiedig.
- **Rheoli Risg:** Mae cyflawni rôl ragweithiol o ran rheoli risg ym mhob agwedd ar eu gweithredoedd yn elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd y camau gweithredu priodol ac adrodd ar bob digwyddiad, damwain fu bron â digwydd a pherygl.
- **Y Gymraeg:** Rhaid i'r holl gyflogeion gyflawni eu dyletswyddau gan gydymffurfio'n llym â gofynion Cynllun Iaith Gymraeg eu sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ddelio â'r cyhoedd.

- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd gadw unrhyw wybodaeth sy'n dod i law wrth iddo gyflawni ei ddyletswyddau yn ddiogel ac yn gyfrinachol. Bydd hyn yn cynnwys gwybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth mewn sawl achos.
- **Deddf Diogelu Data 1998:** Rhaid i ddeiliad y swydd drin pob gwybodaeth, p'un a yw'n wybodaeth gorfforaethol, neu'n wybodaeth am staff neu gleifion, mewn ffordd bwyllog a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a Pholisi'r Sefydliad. Ystyrir bod unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd disgyblu ddifrifol, sy'n agored i ddiswyddo a / neu erlyniad o dan ddeddfwriaeth statudol gyfredol (y Ddeddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel un o gyflogeion y sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y mae'n eu dwyn ynghyd, yn eu creu neu'n eu defnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anaf staff, neu faterion ariannol, personol a gweinyddol), boed hynny ar bapur neu.

Mae cofnodion o'r fath yn cael eu hystyried yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd gyfreithiol o hyder i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai adael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuan am reoli cofnodion y mae'n eu trin yn gywir.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn rhoi dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl sydd â nodweddion gwarchodedig, fel cyflogwr ac fel darparwr.
Mae naw nodwedd warchodedig: oedran; anabledd ailbennu rhywedd; priodas neu bartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd yn ymrwymedig i sicrhau na fydd unrhyw ymgeisydd am swydd na chyflogai yn cael ei drin yn llai ffafriol ar sail unrhyw un o'r nodweddion uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb a disgwylir i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac yn ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg a gydag urddas a pharch. Gofynnir i bob aelod o'r staff roi gwybod am unrhyw fath o fwlio ac aflonyddu i'w Rheolwr Llinell neu i unrhyw Gyfarwyddwr yn y sefydliad. Ni chaiff unrhyw ymddygiad amhriodol yn y gweithle ei oddef a chaiff ei drin fel mater difrifol o dan Bolisi Disgyblu'r Bwrdd Iechyd/yr Ymddiriedolaeth.
- **Gwiriad y Gwasanaeth Datgelu a Gwahardd:** Yn y rôl hon bydd gennych *gyswllt uniongyrchol / anuniongyrchol â* chleifion / defnyddwyr gwasanaeth / plant / oedolion sy'n agored i niwed yn ystod eich dyletswyddau cyffredin. Bydd angen i chi felly wneud cais am Ddatgeliad *Safonol / Manwl gan y Swyddfa Cofnodion Troseddol fel rhan o broses wirio cyn cyflogi'r Ymddiriedolaeth. *Dilëwch fel y bo'n briodol.
Nid oes angen Datgeliad y Gwasanaeth Datgelu a Gwahardd ar ddeiliad y swydd. *Dilëwch fel y bo'n briodol.
- **Diogelu Plant ac Oedolion Sy'n Agored i Niwed:** Mae'r sefydliad yn ymrwymedig i ddiogelu plant ac oedolion agored i niwed. Felly, mae'n rhaid i bob aelod o staff fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb o dan y Polisi Amddiffyn Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad yn ymrwymedig i gyflawni ei rwymedigaethau i leihau heintiau

i'r eithaf.

Mae pob aelod o staff yn gyfrifol am ddiogelu ac amddiffyn 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 gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Heintiau'r Bwrdd Iechyd a'u harsylwi bob amser.

- **Dim Smygu:** I roi'r cyfle gorau i bob claf, ymwelydd ac aelod o staff fod yn iach, mae holl safleoedd y Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd, yn ddi-fwg.

Datganiad Hyblygrwydd: Caiff dyletswyddau'r swydd eu hamlinellu yn y Disgrifiad Swydd a'r Fanyleb Person, a gallant gael eu newid o bryd i'w gilydd os yw pawb yn cytuno.

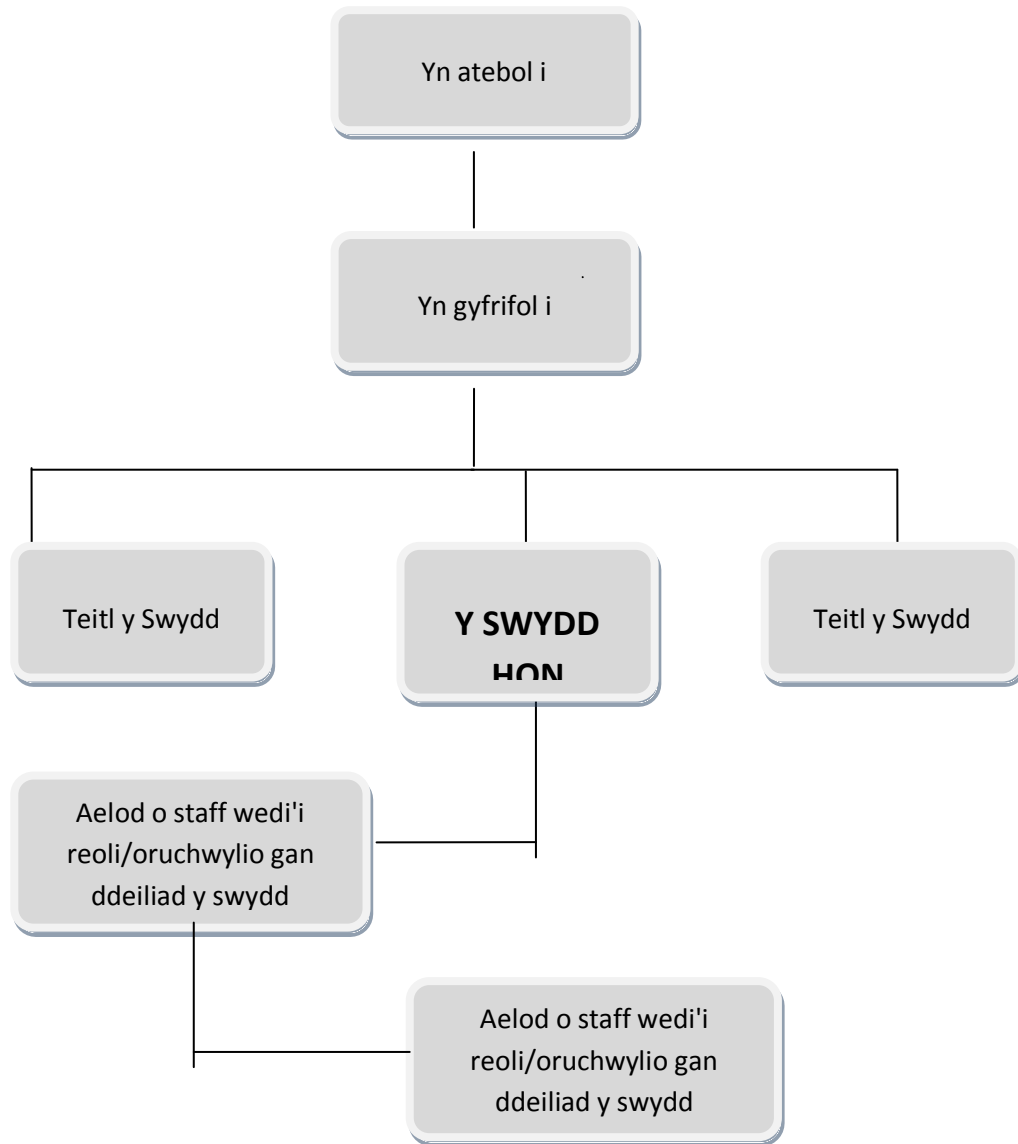
ATODIAD 1

Teitl y Swydd: _____

Siart Sefydliadol

Rhaid i'r Siart Sefydliadol dynnu sylw at y swydd y mae'r disgrifiad swydd hwn yn gymwys iddo gan ddangos y cysylltiad â swyddi ar yr un lefel ac, os yw'n briodol, dwy lefel uwchlaw ac islaw.

Ewch ati i gwblhau, ychwanegu neu ddileu'r blychau testun isod fel sy'n briodol gan ddangos y cysylltiadau sefydliadol.



Teitl y Swydd: _____

Gwybodaeth Disgrifiad Swydd Atodol

Sgiliau Corfforol e.e. Sgiliau clinigol (e.e. gosod tiwb yn y bibell wynt, tynnu gwaed) neu sgiliau anghlinigol (e.e. teipio cywir a chyflym).

Nodwch y sgiliau corfforol sydd eu hangen i gyflawni dyletswyddau'r swydd. Ystyriwch y canlynol:

- Cydsymud rhwng y llygaid a'r dwylo fel sydd ei angen er mwyn clywdeipio neu drin deunyddiau/offer*
- Sgiliau synhwyraidd (golwg, clywed, cyffwrdd, blas, arogl) fel y rhai sydd eu hangen er mwyn gwranddo am ddiffygion iaith a lleferydd*
- Dehurwydd fel sydd ei angen i ddefnyddio offer bach/gosod offerynnau, manipiwleiddio*
- Gofynion o ran cyflymder a chywirdeb fel defnydd datblygedig o fysellfwrdd/gyrru ar gyflymder uchel.*
- Sgiliau corfforol hynod ddatblygedig y gallai fod eu hangen er mwyn e.e. perfformio ymyriadau llawfeddygol, pwytho, gosod tiwb yn y bibell wynt neu amrywiaeth o driniaethau ffisiotherapi â llaw neu gynnal endosgopiau.*

Cwblhewch y wybodaeth am Ymdrech Gorfforol, Ymdrech Feddyliol, Ymdrech Emosiynol ac Amodau Gwaith er mwyn cynorthwyo'r broses Cyfateb Swyddi.

Natur y sgiliau sydd eu hangen:

Ymdrech Gorfforol

Mae'r ffactor hwn yn mesur natur, amllder a hyd yr ymdrech gorfforol (ymdrech barhaus ar lefel debyg neu ymdrech ffrwydrol sydyn) sy'n ofynnol ar gyfer y swydd.

Dylech sicrhau y nodir unrhyw amgylchiadau a all effeithio ar raddau'r ymdrech sy'n ofynnol, fel gweithio mewn safle lletchwith; codi pwysau trwm ac ati, fel:

‘Gweithio mewn amodau corfforol anghyfforddus/annymunol; eistedd mewn safleoedd cyfyngedig; symudiadau ailadroddus; codi pwysau trwm; trin gwrthrychau; penlinio, cyrcydu, troi; glanhau dyletswydd drom; gweithio ar uchder; defnyddio camau atal dan reolaeth; gyrru fel rhan o'r swydd pob dydd – **N.B. Ni chaiff cerdded / gyrru i'r gwaith eu cynnwys’**

Enghreifftiau o ymdrech(ion) nodweddiadol	Pa mor aml bob diwrnod /	Am ba hyd?	Sylwadau Ychwanegol
Enghreifftiau o ymdrech(ion) nodweddiadol	Pa mor aml bob diwrnod / wythnos / mis	Am ba hyd?	Sylwadau Ychwanegol
Defnyddio cyfrifiadur.	Dyddiol	Amrywio	

Cyfeirnod CAJE/Dyddiad:

Sefyll am gyfnodau hir wrth gyflawni tasgau clinigol.	Dyddiol	Amrywio	
---	---------	---------	--

Cyfeirnod CAJE/Dyddiad:

Ymdrech Feddyliol

Mae'r ffactor hwn yn mesur natur, lefel, amllder a hyd yr ymdrech feddyliol sy'n ofynnol ar gyfer y swydd, er enghraifft, canolbwyntio, ymateb i batrymau gwaith anrhagweladwy, ymyriadau a'r angen i fodloni terfynau amser.

Nodwch y gofyniad arferol i ganolbwyntio yn y swydd a phenderfynu, pa mor aml ac am ba mor hir y mae angen canolbwyntio yn ystod shift / diwrnod gwaith, e.e. :

'Cynnal asesiadau myfyrwyr ffurfiol; cynnal ymyriadau clinigol/gofal cymdeithasol; gwirio dogfennau; cymryd cofnodion manwl mewn cyfarfodydd; defnyddio peiriannau/offer; sgrinio profion/gwneud gwaith â microsgop; gwneud cyfrifiadau cymhleth; cynnal prosesau i ganfod beiau anghlinigol; ymateb i flip brys; gyrru cerbyd; archwilio neu asesu cleifion/cleientiaid.

Engbreiffitiau o ymdrech(ion) arferol	Pa mor aml bob diwrnod / wythnos / mis	Am ba hyd?
Helpu ymarferwyr cymwys i gynnal asesiadau cynhwysfawr o gleifion, gan wirio arsylwadau	Dyddiol	Amrywio
Helpu ymarferwyr cymwys i reoli gofal cleifion, e.e. Gofal Clwyfau	Dyddiol	Amrywio
Adnabod a chanfod cleifion a all lewygu am eu bod yn teimlo'n sâl.	Dyddiol	Amrywio

Ymdrech Emosiynol

Mae'r ffactor hwn yn mesur natur, amledd a hyd gofynion yr ymdrech emosiynol sydd ei hangen i gyflawni dyletswyddau clinigol neu anghlinigol yr ystyrir yn gyffredinol eu bod yn peri gofid a/neu'n anodd yn emosiynol.

Nodwch pa mor aml y mae deiliad y swydd yn wynebu amgylchiadau gofidus a/neu emosiynol uniongyrchol a/neu anuniongyrchol a'r math o sefyllfaoedd y mae'n ofynnol i ddeiliad y swydd ddelio â nhw.

Er enghraifft, 'prosesu (e.e. teipio/trosglwyddo) newyddion am ddigwyddiadau gofidus iawn; rhoi newyddion digroeso i gleifion/cleientiaid/gofalwyr/staff; gofalu am bobl sy'n dioddef salwch angheuol; delio â sefyllfaoedd/amgylchiadau anodd; CAJE Reference/Date:

cyfrifoldeb dros ddarparu cymorth emosiynol i staff rheng flaen; cyfathrebu digwyddiadau sy'n newid bywydau; delio â phobl ag ymddygiad heriol; cyrraedd lleoliad damwain.' **D.S. Caiff Ofn Trais ei fesur o dan Amodau Gweithio**

Enghreifftiau o ymdrech(ion) nodweddiadol	Pa mor aml bob wythnos / mis?	Am ba hyd?
Cefnogi cleifion nerfus a phryderus, perthnasau, unigolion ag anghenion arbennig ac unigolion sy'n cael newyddion drwg.	Dyddiol	Amrywio
Gweithio'n agos gyda staff a chleifion a wynebu amgylchiadau emosiynol neu sy'n peri gofid yn aml.	Dyddiol	Amrywio
Delio â staff y mae angen hyfforddiant a chymorth ychwanegol arnynt a gweithio gyda chymorth i ddelio â sefyllfaoedd sy'n ymwneud ag anghenion emosiynol cleifion.	Dyddiol	Amrywio

Amodau Gweithio

Mae'r ffactor hwn yn mesur natur, amllder a hyd gofynion ar staff sy'n codi o amodau amgylcheddol andwyol anochel (fel tywydd gwael, gwres/oerni, arogleuon, sŵn a mygdarthau) a pheryglon, na ellir eu hosgoi (**hyd yn oed â'r rheolaethau iechyd a diogelwch mwyaf llym**), fel damweiniau traffig ffordd, arllwysyadau cemegau niweidiol, ymddygiad ymosodol gan gleifion, cleientiaid, perthnasau, gofalwyr.

Nodwch amodau gwaith annymunol neu beryglon a wynebwr yn amgylchedd gwaith deiliad y swydd a phenderfynwch pa mor aml ac am ba mor hir y maent yn agored iddynt yn ystod diwrnod / wythnos / mis gwaith.

Enghreifftiau megis – defnyddio uned arddangos weledol fwy neu lai yn barhaus; sylweddau annymunol / gwastraff nad yw'n ddomestig; deunydd heintus / dillad gwely budur; hylifau'r corff, ysgarthion, chwydu; llwch / baw; chwain / llau; lleithder; offer neu fannau gwaith wedi'u halogi; gyrru/cael eu gyrru mewn sefyllfaoedd arferol neu mewn argyfwng – *** Ni chaiff gyrru i'r gwaith ac yn ôl ei gynnwys**

Enghreifftiau o'r Amodau Arferol	Pa mor aml fesul wythnos / mis?	Am ba hyd?
Defnyddio cyfrifiadur.	Dyddiol	Amrywio

Dod i gysylltiad â hylifau'r corff.	Dyddiol	Amrywio
Delio â chleifion a pherthnasau y gall fod ganddynt gŵyn neu bryder.	Dyddiol	Amrywio
Delio â chleifion a all ymddwyn yn ymosodol, yn gorfforol ac ar lafar.	Dyddiol	Amrywio

Cyflwyno dogfennau ar gyfer gwerthuso swydd

Llofnodwch a chofiwch gadw copi gwreiddiol i'r rheolwr a'r cyflogai.
Anfonwch fersiwn electronig o'r ddogfen i BCU.JobEvaluation@wales.nhs.uk



JOB DESCRIPTION

JOB DETAILS:

Job Title	Health Care Support Worker – outreach
Pay Band	Band 4
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Covid testing unit
Department	
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Unit manager/deputy
Reports to: Name Line Manager	Unit manager/deputy on a daily basis
Professionally Responsible to:	nurse manager/Covid unit manager

Job Summary/Job Purpose:

The post holder will work under the direction and support of a Registered Nurse by following the Health Board's protocols, policies, procedures, pathways, clinical governance requirements and care plans.

CAJE Reference/Date:

The role will also require the post holder to:

Ensure effective communication with patients, carers, multidisciplinary team and the wider health and social care community.

Practice in accordance with Health Board standards, statutory requirements, operate within the boundaries of the role, and assessed competencies.

Use personal effectiveness and knowledge to contribute to the development and delivery of a quality service.

Work proactively as a member of the multi-disciplinary and multi professional healthcare team, in support of registered practitioners.

Work within current Covid 19 national and local guidelines in relation to correct Personal Protective Equipment is used at all times, ensuring correct donning and doffing advice is adhered to at all times.

Ensure that correct information is provided to the patient in relation to current national and local guidelines in relation to correct positioning when obtaining the Covid 19 swab within the patient own home.

Provide symptom advice and isolation advice following the Covid 19 swab if appropriate in line with National and local guidelines.

They will be responsible for some elements of assessment, implementing programmes of care and modifying individualised care plans, reporting back to the registered practitioner. They may delegate work to others and may supervise, teach and assess other staff.

DUTIES/RESPONSIBILITIES:

CLINICAL ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELL-BEING NEEDS

Assist in identifying health needs of patients within scope of competence, encompassing planning, organising and delivering clinical care as agreed with the Supervising Practitioner/Registered Nurse, in line with clinical governance and within agreed professional standards and guidelines.

Perform duties and activities within the framework of a plan of care, as set and reviewed by a Registered Nurse at regular intervals.

- Work flexibly as part of a nursing/MDTU team providing advice on Covid 19 guidance as appropriate to adults and their families which empowering the patient towards self-management.
- Respect people's dignity, wishes and beliefs; involve them in shared decision making; and obtain consent for delegated procedures within scope of competence.

CAJE Reference/Date:

Following competency based training and assessment undertake clinical skills relevant to role, scope of clinical practice and educational attainment as outlined in the Health Care Support Worker Development Framework

- Undertake assessment of any patient requiring a Covid 19 swab within their own how to ensure comfort, reassurance and procedure is carried out effectively to obtain a specimen for Covid 19 processing.
- Discuss and make suggestions as deemed appropriate to obtain a Covid 19 swab correctly with regards to positioning and swabbing procedure to be carried out
- Utilise transferable skills within level of competence.
- Work in partnership with other local agencies such as social services and the voluntary sector to mobilise resources
- To demonstrate knowledge and skills in the use of and application of specific equipment to enable the training of others (including patient, carer, relative, staff) to a given competency
- To implement the use of evidence based information when acquiring the Covid 19 swab for those individuals at risk and or are unable to obtain their own swab or attend a Covid Testing Unit for the swab to be completed.

PROVISION OF CARE TO MEET HEALTH AND WELL-BEING NEEDS

- Obtain the appropriate consent for the identified care to be undertaken, ensuring the patient/ client has a good understanding and knowledge of the decision making process and are provided with accurate and appropriate information.
- Prepare for and undertake the Covid 19 swab ensuring correct procedure is implemented and all information is recorded and ensure these are consistent with legislation, policies and procedures and the management of risk.
- Assist patients to achieve optimum physical and emotional well being and comfort.
- Support and monitor individuals throughout their care in an holistic and proactive manner, using knowledge and information of appropriate services, and obtaining relevant information to meet the patient's /client's needs.

COMMUNICATION

- Develop and maintain constructive relationships with patients, colleagues and members of the multidisciplinary team and other health and social care providers/agencies.
- Communicate with tact and empathy when delivering information to clients, families and staff.
- Identify potential communication barriers e.g. identifying preferred language, hard of hearing, nervousness/anxiety of patients and provide necessary intervention under the supervision of the Registered Nurse.
- Liaise with other health care team members/care partners and agencies, both statutory and voluntary, in accordance with the patients care plan and the needs of those who form part of the patient's support network.

PERSONAL AND PEOPLE DEVELOPMENT

- Prepare for and take an active part in the Personal Appraisal and Development Review (PADR) process in accordance with Health Board policy.
- Take responsibility for own developmental learning and performance, ensuring you keep up to date and participate in supervision as required.
- Take responsibility for maintaining a record of own personal development to provide the evidence to meet KSF outline and progress through the KSF gateways.
- In partnership with reviewer, identify opportunities to develop own competence/skills in order to achieve objectives.
- Regularly participate in work-based learning activities, including Health Board statutory and mandatory training, taking responsibility for attending clinical updates and refresher courses.
- Provide information, support and mentorship to junior/less experienced staff to contribute to their own personal development.
- Make an active contribution to developing the workplace as a learning environment

HEALTH, SAFETY AND SECURITY

- Undertake work activities consistent with legislation, policies, procedures and protocols being aware of how to access them in a timely manner.
- Undertake work activities consistent with the assessment and management of risk i.e. Identifying and assessing risks and hazards encountered by self and colleagues during the working day as and when they arise, minimising the risk where possible immediately and reporting them to the nurse in charge.
- Select appropriate hazard control, risk management and reduction or elimination techniques in order to maintain a healthy, safe and secure environment.
- Be proactive in the identification of risks, suggesting remedial action where appropriate.
- Report actual or potential problems to a Registered Nurse that may put health, safety and security at risk and suggest how these may be addressed.
- Use and encourage others to adopt appropriate infection control procedures and maintain work areas so that they are clean, safe and hazards are minimised.
- Attend all health, safety and security statutory and mandatory training as required.

SERVICE IMPROVEMENT

- Make constructive suggestions as to how services can be improved for patients, service users, the workforce and the public.
- Participate in discussions on implementing changes to work practices.
- Make changes in own practice in accordance with team decisions, and in discussion with the registered nurse, agree a development strategy.
- Support continuous quality improvement and excellence in service delivery.
- Be aware of and contribute to the preparation of local guidelines, protocols and standards when required to do so.
- Have a good understanding of relevant clinical standards and audit e.g.

CAJE Reference/Date:

fundamentals of care, pressure ulcer management guidelines, environment, and infection control etc.

QUALITY

- Act consistently with legislation, policies and procedures and other quality approaches relevant to working/clinical practice and encourage others to emulate such practice.
- Ensure own actions are consistent with clinical governance systems.
- Understand the scope of accountability of a registered nurse and the revalidation process
- Contribute to undertaking audit and to participate in research where appropriate.
- Understand and recognise own role, limitations, scope of practice, responsibility and accountability.
- Demonstrate a personal commitment to equality and diversity at all times
- Work as an effective and responsible team member to monitor and enhance the patients experience, acting immediately to report any potential complaints and contribute effectively to resolving them where possible informally.
- Present a positive impression of the team and service.
- Seek and reflect on feedback from the team and adapt own practice as necessary.
- Take a shared approach to team work promoting the ethos of integrated working
- Demonstrate the ability to manage own time effectively and be able to adapt to changing requirements prioritising work load effectively.
- Use and maintain resources efficiently and effectively and encourage others to do so.
- Reflect on and monitor the quality of work in own area and alert other team members to issues of quality and risk in the care of patients.

EQUALITY AND DIVERSITY

- Recognise the importance of people's rights and act in accordance with legislation, policies and procedures.
- Promote and support the rights, responsibilities and diversity of patients and their families/carers and relate with kindness and empathy to all concerned.
- Respect the privacy, dignity, needs, beliefs, choices and preferences of patients and carers.
- Identify and take action by raising concerns when own or others' behaviour undermines equality and diversity.
- Be aware of how to access multicultural leaders of faith.
- Act as patient advocate.
- Have an understanding of the legislation related to Safeguarding, e.g. Protection of Vulnerable Adults, Mental Capacity Act including the Deprivation of Liberties Safeguard and operate in accordance with this legislation at all times.

INFORMATION PROCESSING

- Develop the knowledge and skills required to use the relevant IT systems required

in the clinical area e.g. Oracle, E-travel, google maps etc.

- Appropriately record all nursing and patient data / information accurately and completely.
- Store nursing data/information safely and correctly ensuring confidentiality at all times in line with the Health Boards Information Governance Strategy.
- Maintain confidentiality of patient information at all times in line with BCUHB Policy and Procedures

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Foundation diploma/ degree in Healthcare Practice (Level 4) or equivalent GCSEs at grades A – C or equivalent level of qualification, e.g. NVQ level 3 in Health and Social Care related subject Be able to demonstrate literacy and numeracy to key skills Level 2 (equivalent to GCSE grade A - C in English and Maths) Maintain a record of own personal development. Recognise the need for lifelong learning Able to relate theory to practice Demonstrate an understanding of the role of the Assistant Practitioner within nursing	Awareness of clinical governance Recognise the importance of the Fundamentals of Care to the patient/client	Application form and pre employment checks
Experience	Previous Health Care Support Worker experience at a Band 3 The ability to work unsupervised in a variety of settings, taking responsibility for a delegated workload.	Experience of working at a higher level as a healthcare support worker. Experience of working with patient complex needs resulting from their chronic condition(s)	Application form and interview
Aptitude and Abilities	Evidence of good organisational skills Excellent interpersonal skills. The ability to care with compassion and understanding.	Advanced clinical skills Ability to adapt to and propose changes within working situation Health promotion Basic teaching skills. Experience of	Interview

CAJE Reference/Date:

	Effective problem solver Ability to negotiate and communicate with patients and all members of the Multidisciplinary Team Evidence of IT skills e.g. e-mail, MS Word, Excel and Office Demonstrate good verbal communication and written skills. Ability to use tact and diplomacy when speaking to patients on the phone. Ability to work as an effective member of a team Able to be flexible within the team and working environment Demonstrate an awareness of multi-agency and integrated teams working Able to organise and deliver own case/workload, prioritising as necessary ensuring deadlines are met. An insight into how to evaluate own strengths and development needs, seeking advice where appropriate. Able to work in a demanding, busy environment. Good time management skills Ability to deal with complex and difficult emotional situations Demonstrate an ability to	delegation. Experience of supporting the development of others Competencies in appropriate methodology to obtain a Covid 19 swab correctly.	
--	---	--	--

CAJE Reference/Date:

	value the opinion of others. Ability to mentor new HCSWs and junior staff working environment		
Values	Effective communicator Caring attitude to patients and Clients Shows respect to team Members Recognises own limitation Committed work attitude Recognises need for lifelong Learning via day to day work and through discussion at PADR		Application Form Interview References
Other	Able to travel to meet the needs of the service Able to work hours flexibly.		Application form and interview Document check

GENERIC STATEMENTS

HEALTHCARE SUPPORT WORKERS

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the BCUHB PDR process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

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 this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

GENERAL 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.

CAJE Reference/Date:

- **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 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 / 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.

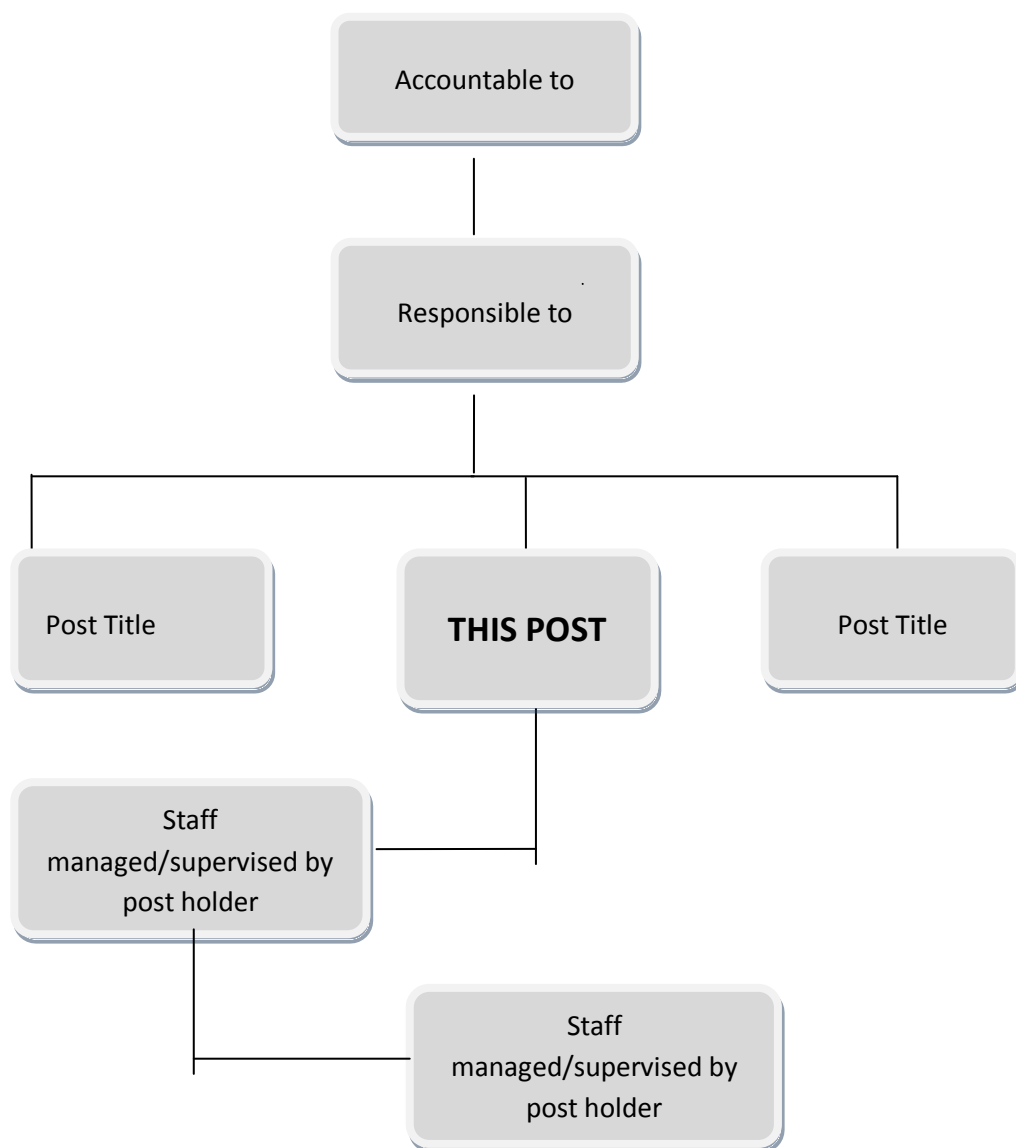
Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: _____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



CAJE Reference/Date:

Job Title: _____

Supplementary Job Description Information

Physical Skills e.g. Clinical skills (e.g. intubation, venepuncture) or non clinical skills (e.g. high speed accurate typing).

Please detail the physical skills required to fulfil the duties of the job. Take into account:

- *Hand-eye co-ordination such as may be required for audio typing or manipulation of materials/tools*
- *Sensory skills (sight, hearing, touch, taste, smell) such as those required for listening for speech and language defects*
- *Dexterity such as those required for use of fine tools/laying out of instruments, manipulation*
- *Requirements for speed and accuracy such as advanced keyboard use/high speed driving.*
- *Highly developed physical skills as may be required for e.g. performing surgical interventions, suturing, intubation or a range of manual physiotherapy treatments or carrying out endoscopies.*

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Nature of skills required:

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Using a computer.	Daily	Variable	

CAJE Reference/Date:

Standing for long periods whilst performing clinical task	Daily	Variable	
---	-------	----------	--

CAJE Reference/Date:

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
To support qualified practitioners to carry out comprehensive assessments of patients, checking observations	Daily	Variable	
To support qualified practitioners to manage the care of patients e.g. Wound Care	Daily	Variable	
Recognising and detecting patients collapsing feeling unwell	Daily	Variable	

CAJE Reference/Date:

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Supporting nervous and anxious patients, relatives, those with special needs and those having received bad news	Daily	Variable	
Working closely with staff and patients and can be frequently exposed to distressing or emotional circumstances	Daily	Variable	
Dealing with staff that require extra training and support and working with support to deal with situations regarding patient emotional needs.	Daily	Variable	

CAJE Reference/Date:

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -
***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Using a computer.	Daily	Variable	
Contact with body fluids.	Daily	Variable	
Dealing with patients and relatives who may have a complaint or concern	Daily	Variable	

CAJE Reference/Date:

Dealing with patients who may become physically or verbally aggressive	Daily	Variable	
--	-------	----------	--

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to BCU.JobEvaluation@wales.nhs.uk

CAJE Reference/Date: