



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Radiography Health Care Support Worker
<b>Pay Band:</b>	2
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Therapies
<b>Department:</b>	Radiology
<b>Base:</b>	To be completed on recruitment

### **ORGANISATIONAL ARRANGEMENTS**

<b>Managerially Accountable to:</b>	Senior Radiographer
<b>Professionally Accountable to:</b>	Professional Head of Radiography

### **VALUES & BEHAVIOUR**



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

## **JOB SUMMARY / PURPOSE:**

The post holder will be required to act as a pivotal role in the patient pathway within Radiology supporting clerical and clinical duties as required.

This post is structured around 3 core functions to include:

- Assist trained and medical staff to provide safe care for patients within Radiography.
- Support qualified staff within Radiology using knowledge and skills developed in the role.
- Contribute to service improvements and communication ensuring safe and timely patient care.

## **DUTIES & RESPONSIBILITIES**

The post holder will :

Use a range of verbal and non-verbal communication techniques to communicate effectively with range of individuals to include peers, colleagues, multi-disciplinary team members, patients, carers and visitors.

Ability to communicate with individuals in an appropriate manner where barriers may exist e.g. cultural differences, language barriers, sensory impairment or physiological difficulties.

Effectively liaise with other disciplines to ensure efficient patient throughput to include liaising with wards and porters to discuss and arrange appropriate patient preparation, appointment time and transport needs.

Work on own initiative within departmental standard operating procedures.

Respond appropriately to routine queries, take phone messages and pass on written and verbal information to patients and staff in a timely manner exchanging accurate information regarding all aspects of an examination to ensure the patient, carer or staff member is fully informed, providing encouragement, support and reassurance when required.

Perform clerical tasks including precise data input of patient demographics in line with Data Protection and Organisational Policy.

Accurate archiving of patient documentation, ensuring all Request Forms are scanned into Synapse and RadIS.

Collecting, directing and escorting patients throughout the Department ensuring efficient and safe workflow.

Working within a clerical environment being responsible for opening and sending mail, accurately inputting request form information on the Radiology Information System (RadIS), booking appointments, printing and sending Radiology reports to Referrers in line with Departmental procedure, complying with Information Governance and maintaining patient confidentiality at all times.

Caring for patients undergoing intimate examinations, ensuring their dignity and confidentiality is maintained e.g. Intracavity examinations in CT, MRI, Ultrasound and during mammographic examinations.

Knowledge of various roles within Radiology to include Consultant Radiologists, Radiographers, Sonographers, Healthcare Support Workers, Nurses and administration and clerical staff.

Effective team member with the ability to prioritise own workload.

An understanding and commitment to working within own competency, seeking advice, and guidance or support as necessary.

Good personal time management, punctuality and consistent attendance.

Develop and maintain up to date knowledge related to the role.

Knowledge of patient and staff safety issues within work environment, adhering to local and corporate Health and Safety policies and procedures to ensure the safety of oneself and others e.g. reporting unsafe practice or faulty equipment.

Safe handling of patients, equipment and other items, in line with Health Board Policy and procedures, demonstrating the ability to utilise manual handling aids as required for a patients individual need e.g. hoist, Samhall turner, pat slides.

Perform general housekeeping duties including; maintaining stock levels, general cleaning, waste disposal in line with organisational policy and procedures.

Understanding of decontamination of clinical equipment ensuring equipment is decontaminated appropriately.

Awareness of Radiation and MRI Safety, ensuring the safety of oneself and others under the direct supervision of senior colleagues.

Demonstrate role to new staff.

Understanding of the need to continually assess service quality and actively support departmental audits relevant to own role/responsibility e.g. assist in clinical audit, All Wales and Departmental patient satisfaction surveys and organisational staff surveys.

Works under pressure with the ability to handle stressful or emotional situations whilst maintaining dignified and supportive manner to colleagues, patients and carers e.g. supporting Sonographers during examinations where patients receive distressing news regarding their unborn child.

Offer support to colleagues and patients whilst working in unpleasant conditions, involving exposure to unpleasant sights, smells or bodily fluids e.g. chaperoning intimate examinations, assisting the radiographer in the examination room.

<b><u>PERSON SPECIFICATION</u></b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>3 GCSE qualifications, to include English and Mathematics</p> <p>QCF Level 2 in Health and Social Care/Clinical Healthcare Support or equivalent demonstrable experience</p> <p>Standard keyboard skills</p>		Application Form & pre-employment checks Interview
<b>Experience</b>	Possess experience of using computers	Previous care responsibilities/ radiography department experience	Interview / Application Form
<b>Aptitude &amp; Abilities</b>	<p>Good communication skills</p> <p>Able to demonstrate a positive and caring attitude to all patients, relatives and members of staff in a calm manner</p> <p>Ability to deal with distressing situations</p> <p>Must be motivated, and possess a non-judgemental attitude towards others</p> <p>Works well both as an individual and as part of a team, always acting in a professional manner</p> <p>Accept instructions from others</p>	<p>Ability to speak Welsh</p> <p>Knowledge of PTHB policies and procedures</p>	Interview
<b>Values</b>	Demonstrate PTHB Values		Interview
<b>Other</b>	<p>Flexibility to meet service needs</p> <p>Satisfactory DBS Clearance</p>		Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Other cont'd</b>	Able to undertake the full range of duties of the role, including different shifts e.g. days, nights, weekends as required		

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements

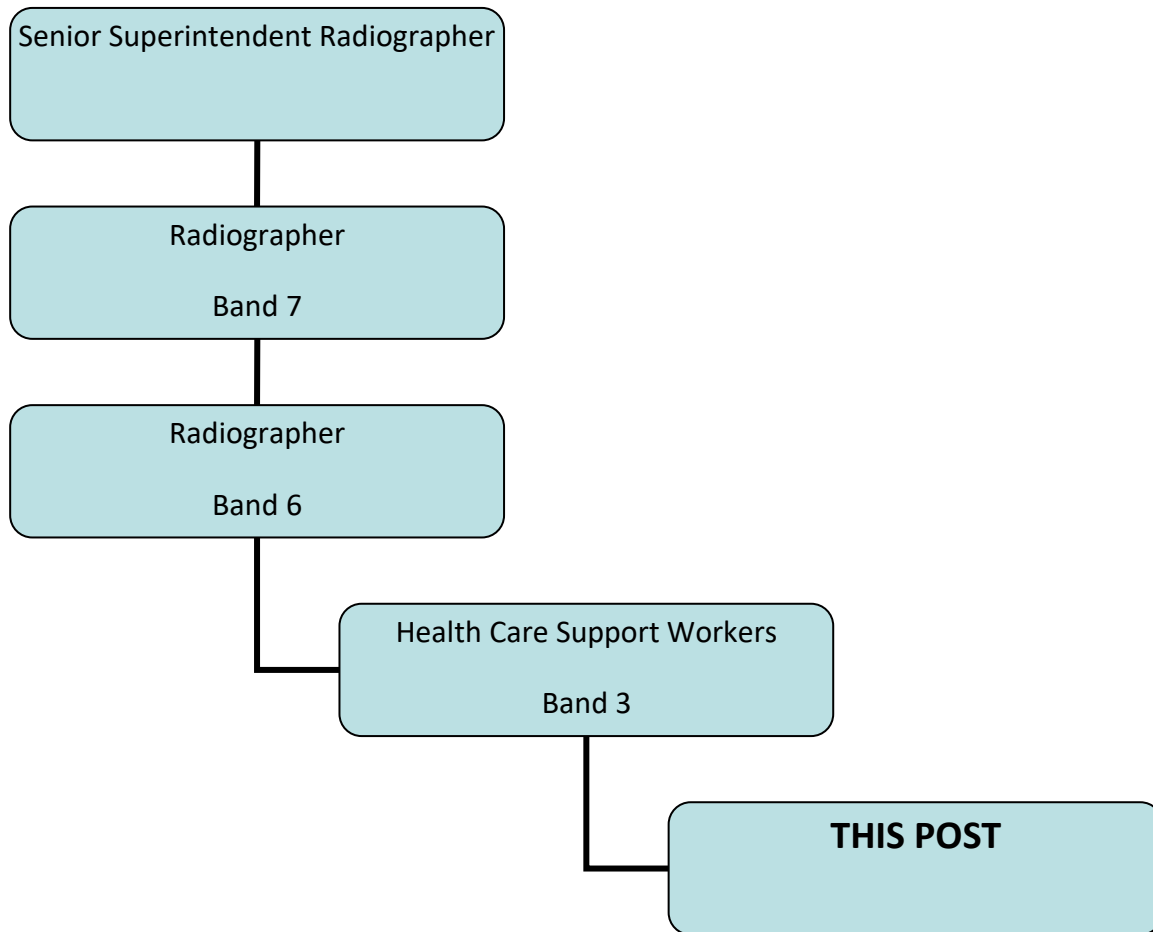
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect


that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart



## BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<b><u>MANYLION Y SWYDD:</u></b>	
<b>Teitl Swydd:</b>	Gweithwir Cymorth Gofal Iechyd Radiograffi
<b>Band cyflog:</b>	2
<b>Oriau Gwaith a Natur y Contract:</b>	I'w gwblhau ar ôl recriwtio
<b>Is-adran/Cyfarwyddiaeth:</b>	Therapiau
<b>Adran:</b>	Radioleg
<b>Safle:</b>	I'w gwblhau ar ôl recriwtio
<b><u>TREFNIADAU SEFYDLIADOL:</u></b>	
<b>Yn Rheolaethol Atebol i:</b>	Uwch Radiograffydd
<b>Yn Broffesiynol Atebol i:</b>	Pennaeth Proffesiynol Radiograffeg
<b><u>GWERTHOEDD AC YMDDYGIAD</u></b>	
	<p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p>

**CRYNODEB O'R SWYDD / EI NOD :**

Bydd yn ofynnol i ddeiliad y swydd fod â rhan ganolog yn llwybr y claf yn yr adran Radioleg gan gefnogi dyletswyddau clerigol a chlinigol yn ôl y gofyn.

Mae'r swydd hon wedi'i strwythuro o amgylch 3 swyddogaeth graidd i gynnwys:

- Cynorthwyo staff hyfforddedig a meddygol i ddarparu gofal diogel i gleifion yn Radiograffeg.
- Cefnogi staff cymwysedig yn yr adran Radioleg gan ddefnyddio gwybodaeth a sgiliau a ddatblygwyd yn y rôl.
- Cyfrannu at welliannau i wasanaethau a chyfathrebu gan sicrhau gofal diogel ac amserol i gleifion.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Bydd deiliad y swydd yn:-

Defnyddio ystod o dechnegau cyfathrebu llafar a di-eiriau i gyfathrebu'n effeithiol ag amrywiaeth o unigolion i gynnwys cyfoedion, cydweithwyr, aelodau'r tîm amlddisgyblaethol, cleifion, gofalwyr ac ymwelwyr.

Y gallu i gyfathrebu ag unigolion mewn modd priodol lle gall rhwystrau fodoli e.e. gwahaniaethau diwylliannol, rhwystrau ieithyddol, nam ar y synhwyrau neu anawsterau ffisiolegol.

Cysylltu'n effeithiol â disgyblaethau eraill i sicrhau llif effeithlon o ran cleifion i gynnwys cysylltu â wardiau a phorthorion i drafod a threfnu'r gwaith o baratoi cleifion, amser apwyntiadau ac anghenion cludiant.

Gweithio yn ôl eich menter eich hun o fewn gweithdrefnau gweithredu safonol adran.

Ymateb yn briodol i ymholiadau cyffredin, cymryd negeseuon ffôn a throsglwyddo gwybodaeth ysgrifenedig a llafar i gleifion a staff yn brydlon gan gyfnewid gwybodaeth gywir am bob agwedd ar archwiliad er mwyn sicrhau bod y claf, y gofalwr neu'r aelod o staff yn meddu ar y wybodaeth lawn, gan roi anogaeth, cefnogaeth a sicrwydd pan fo angen.

Cyflawni tasgau clerigol gan gynnwys mewnbynnu data manwl gywir ynghylch demograffeg cleifion yn unol â Diogelu Data a'r Polisi Sefydliadol.

Archifo dogfennaeth cleifion yn gywir, gan sicrhau bod yr holl Ffurflenni Cais yn cael eu sganio i Synapse a RadIS.

Casglu, cyfarwyddo a hebrwng cleifion drwy'r Adran gan sicrhau llif gwaith effeithlon a diogel.

Gweithio mewn amgylchedd clerigol gyda chyfrifoldeb am agor ac anfon post, mewnbynnu gwybodaeth ffurflenni cais yn gywir ar y System Gwybodaeth Radioleg (RadIS), trefnu apwyntiadau, argraffu ac anfon adroddiadau Radioleg at Atgyfeirwyr yn unol â'r weithdrefn Adrannol, cydymffurfio â mesurau Llywodraethu Gwybodaeth a chynnal cyfrinachedd cleifion bob amser.

Gofalu am gleifion sy'n cael archwiliadau personol, gan sicrhau bod eu hurddas a'u cyfrinachedd yn cael eu cynnal e.e. archwiliadau CT, MRI, Uwchsain ac yn ystod archwiliad mamograffeg.

Gwybodaeth am rolau amrywiol Radioleg i gynnwys Radiolegwyr Ymgynghorol, Radiograffyddion, Sonograffwyr, Gweithwyr Cymorth Gofal Iechyd, Nyrsys a staff gweinyddol a chlerigol.

Aelod effeithiol o'r tîm gyda'r gallu i flaenoriaethu eich llwyth gwaith eich hun.

Dealltwriaeth ac ymrwymiad i weithio o fewn eich cymhwysedd eich hun, ceisio cyngor, ac arweiniad neu gymorth yn ôl yr angen.

Rheoli amser yn dda, prydlondeb a phresenoldeb cyson.

Datblygu a chynnal y wybodaeth ddiweddaraf sy'n gysylltiedig â'r rôl.

Gwybodaeth am faterion diogelwch cleifion a staff yn yr amgylchedd gwaith, gan gadw at bolisiâu a gweithdrefnau Iechyd a Diogelwch lleol a chorfforaethol i sicrhau eich diogelwch eich hun ac eraill e.e. rhoi gwybod am arferion anniogel neu offer diffygiol.

Ymdrin yn ddiogel â chleifion, offer ac eitemau eraill, yn unol â Pholisi a gweithdrefnau'r Bwrdd Iechyd, gan ddangos y gallu i ddefnyddio cymhorthion codi a chario fel sy'n ofynnol ar gyfer anghenion unigol cleifion e.e. teclyn codi, offer troi Samhall, sleidiau pat.

Cyflawni dyletswyddau cadw tŷ cyffredinol gan gynnwys; cynnal lefelau stoc, glanhau cyffredinol, gwaredu gwastraff yn unol â pholisi a gweithdrefnau sefydliadol.

Dealltwriaeth o ddiheintio offer clinigol gan sicrhau bod offer yn cael ei ddiheintio'n briodol.

Ymwybyddiaeth o Ymbelydredd a Diogelwch MRI, gan sicrhau eich diogelwch eich hun ac eraill o dan oruchwyliaeth uniongyrchol uwch gydweithwyr.

Dangos y rôl i staff newydd.

Dealltwriaeth o'r angen i asesu ansawdd gwasanaethau'n barhaus a chefnogi archwiliadau adrannol sy'n berthnasol i'r rôl/cyfrifoldeb e.e. cynorthwyo mewn archwiliad clinigol, arolygon boddhad cleifion Cymru Gyfan ac Adrannol ac arolygon staff sefydliadol.

Gweithio o dan bwysau gyda'r gallu i ymdrin â sefyllfaoedd llawn straen neu emosiynol tra'n cynnal agwedd urddasol a chefnogol i gydweithwyr, cleifion a gofalwyr e.e. cefnogi Sonograffwyr yn ystod archwiliadau lle mae cleifion yn cael newyddion gofidus am eu plentyn heb ei eni.

Cynnig cymorth i gydweithwyr a chleifion tra'n gweithio mewn amodau annymunol, gan gynnwys dod i gysylltiad â golygfeydd annymunol, arogleuon neu hylifau corfforol e.e. bod yn bresennol mewn archwiliadau personol, cynorthwyo'r radiograffydd yn yr ystafell archwilio.

<b>MANYLEB Y PERSON</b>			
<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Cymwysterau a / neu Wybodaeth</b>	<p>3 chymhwyster TGAU, i gynnwys Saesneg a Mathemateg</p> <p>Lefel 2 FfCCh mewn Iechyd a Gofal Cymdeithasol/Cymorth Gofal Iechyd Clinigol neu brofiad amlwg cyfatebol</p> <p>Sgiliau bysellfwrdd safonol</p>		Ffurflen Gais a Gwiriadau cyn-gyflogi Cyfweliad
<b>Profiad</b>	Meddu ar brofiad o ddefnyddio cyfrifiaduron	Cyfrifoldebau gofal blaenorol/ profiad adran radiograffeg	Cyfweliad / Ffurflen Gais
<b>Doniau a Galluoedd</b>	<p>Sgiliau cyfathrebu da</p> <p>Yn gallu dangos agwedd gadarnhaol a gofalgar at bob claf, perthynas ac aelod o staff mewn modd tawel</p> <p>Y gallu i ddelio â sefyllfaoedd gofidus</p> <p>Meddu ar gymhelliant ac agwedd anfeirniadol tuag at eraill</p> <p>Yn gweithio'n dda fel unigolyn ac fel rhan o dîm, bob amser yn gweithredu mewn modd proffesiynol</p> <p>Derbyn cyfarwyddiadau gan eraill</p>	<p>Yn gallu siarad Cymraeg</p> <p>Gwybodaeth am bolisiau a gweithdrefnau'r bwrdd iechyd</p>	Cyfweliad
<b>Gwerthoedd</b>	Yn gallu dangos gwerthoedd y Bwrdd Iechyd		Cyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
<b>Arall</b>	<p>Hyblygrwydd i ddiwallu anghenion gwasanaethau</p> <p>Gwiriad boddhaol gan y Gwasanaeth Datgelu a Gwahardd</p> <p>Yn gallu ymgymryd ag ystod lawn o ddyletswyddau'r rôl, gan gynnwys sifftiau gwahanol e.e. diwrnodau, nosweithiau, penwythnosau yn ôl y gofyn</p>		Ffurflen Gais a Chyfweliad

**GOFYNION CYFFREDINOL**

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Aadrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchoddedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchoddedig: oedran; anabled; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu greddo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddu penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

**Siart Sefydliadol:**

