



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Theatre & Endoscopy 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>	Endoscopy and Surgical Services
<b>Department:</b>	Day Surgery and Endoscopy Unit
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	Theatre & Endoscopy Team Leader
<b>Professionally Accountable to:</b>	Professional Lead for Surgical Services
<b><u>VALUES &amp; BEHAVIOUR</u></b>	
	<p>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.</p>

**JOB SUMMARY / PURPOSE:**

The post holder will be required to carry out a range of assigned tasks involving direct and indirect care for the benefit of the patient/client in accordance with agreed protocols. The range of responsibilities will be in support of and supervised by a Registered Nurse or Operating Department Practitioner and will involve rotation as appropriate to the needs of the service in consultation with the post holder and in accordance with local agreements.

**DUTIES & RESPONSIBILITIES**

Principle Duties:

- Transfer of patients within the perioperative and endoscopy environment.
- Undertake duties and responsibilities as the circulating person, when caring for the patient in the intra-operative or endoscopy period.
- Take and pass on telephone messages as required.
- Check and prepare patient trolleys.
- Check, prepare and clean perioperative and endoscopy areas before, during and after lists / cases.
- Reprocess flexible scopes.
- Update patient details on the appropriate electronic systems / documentation.
- To take part in the weekly water test from an automated endoscopy processor.
- Collect data from both sites and enter data on the IT theatre system.
- To undertake weekly stock checks and ordering.
- To assist in the delivery of care as identified in the patient's care plan. At all times reporting observations on progress or deterioration to the Nurse in charge.

Develop skills and experience to carrying out delegated duties in respect of the physical and psychological needs of the patient under the management of the qualified Nurse in charge.

To respect the patients/carers and representatives being sensitive at all times to their views and wishes.

To maintain a safe environment for the patient.

To assist patients where necessary with all aspects of personal hygiene.

To maintain the dignity of the patient at all times and provide the maximum amount of privacy.

To respect confidential information obtained in the course of one's duties always referring to the Nurse in charge who will facilitate necessary information sharing.

## **PERSONAL DEVELOPMENT AND SAFE DELIVERY OF CARE**

The post holder will maintain knowledge of Theatre / DSU / Endoscopy / preanesthetic Screening Clinic and service developments.

Following a period of practical training the HCSW role will:

- Manipulating trolleys and wheelchairs.
- Able to prepare operating theatres and endoscopy for surgery.
- Assist in the positioning of patients.
- Regularly assist in the assembling and checking of sterile and unsterile equipment.

Attend all mandatory training.

Contribute to all clinical governance activity.

Participate in ward meetings and development projects.

To ensure and maintain high standard of cleanliness within the Operating Theatre environment according to the National Guidelines.

Participate in the appraisal process.

Contribute to a positive environment in which people feel valued and motivated.

To be responsible for communicating effectively both verbally and in writing with other members.

To inform the Team Leader / Theatre & Endoscopy Manager of any deficiencies which may affect the maintenance of standards (including safety) of staff or patients.

When working without direct supervision, to work at all times within their role.

Contribute to reporting arrangements e.g. complaints and incident reporting.

To analyse, collect and store information, which is relevant to clinical/Operating Theatre/DSU management.

To make use information in decision making, problem solving and care management.

To develop with their line manager a personal development plan which builds upon established skills.

To participate in an ongoing education process

Reporting endoscope reprocessing failures to the surgical, consumables and maintenance officer to arrange a service engineer visit.

Report to theatre or endoscopy staff if patient is missing.

Fault find on medical equipment (under direct supervision).

Able to follow policies, protocols, guidelines and recognise variances in order to report them to a supervisory grade.

<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>Evidence of a good general education must be numerate and literate</p> <p>Knowledge of the health service</p> <p>Can demonstrate clear transferable skills valid to the health care setting equivalent to NVQ / QCF level 2</p> <p>NVQ / QCF level 2 in Health Care or equivalent</p>	<p>IT literate</p> <p>European Computer Driving License (ECDL)</p>	<p>Application Form</p> <p>Interview</p> <p>Pre-employment checks</p>
<b>Experience</b>	Worked in a care sector	Worked in the NHS / Theatre / Service Industry	Interview / Application Form Pre-employment checks
<b>Aptitude &amp; Abilities</b>	<p>Conscientious</p> <p>Able to work under remote supervision</p>	<p>Ability to speak Welsh</p> <p>Able to work under pressure</p>	Interview
<b>Values</b>	<p>Caring and compassionate</p> <p>Demonstrate PTHB Values</p>		Interview
<b>Other</b>	Able to work hours flexibly		Interview

**GENERAL REQUIREMENTS**

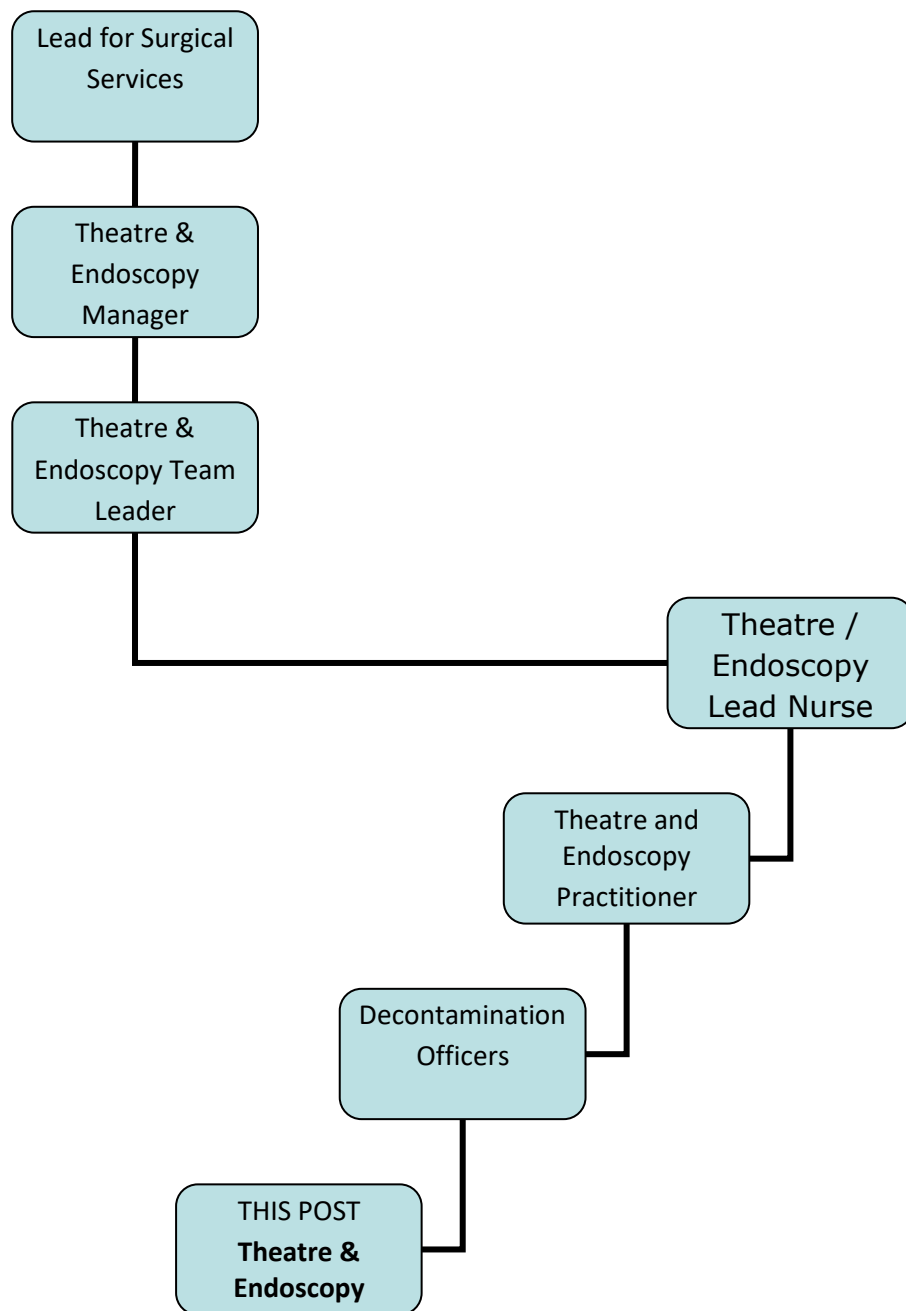
Include those relevant to the post requirements

- **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>	Gweithiwr Cymorth Gofal Iechyd Theatr ac Endosgopi
<b>Band cyflog:</b>	2
<b>Oriau Gwaith a Natur y Contract:</b>	I'w gwblhau ar ôl recriwtio
<b>Is-adran/Cyfarwyddiaeth:</b>	Gwasanaethau Endosgopi a Llawfeddygol
<b>Adran:</b>	Uned Llawdriniaethau Dydd ac Endosgopi
<b>Safle:</b>	I'w gwblhau ar ôl recriwtio
<b><u>TREFNIADAU SEFYDLIADOL:</u></b>	
<b>Yn Rheolaethol Atebol i:</b>	Arweinydd Tîm Theatr ac Endosgopi
<b>Yn Broffesiynol Atebol i:</b>	Arweinydd Proffesiynol Gwasanaethau Llawfeddygol
<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 gofyn i ddeiliad y swydd gyflawni amrywiaeth o dasgau sy'n cael eu dyrannu iddo/ iddi yn ymwneud â gofal uniongyrchol ac anuniongyrchol er budd y claf/ cleient, yn unol â phrotocolau cytunedig. Bydd yr amrywiaeth o gyfrifoldebau'n cefnogi Nyrs Gofrestredig neu Ymarferydd yr Adran Lawdriniaethau, a fydd yn goruchwyllo deiliad y swydd, a bydd yn galw am gylchdroi fel bo'n briodol i anghenion y gwasanaeth, mewn ymgynghoriad â deiliad y swydd ac yn unol â chytundebau lleol.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Prif Ddyletswyddau:

- Trosglwyddo cleifion o fewn yr amgylchedd amdriniaethol ac endosgopi.
- Ymgymryd â dyletswyddau a chyfrifoldebau fel y person sy'n mynd o gwmpas, wrth ofalu am y claf yn y cyfnod mewndriniaethol neu endosgopi.
- Cymryd negeseuon dros y ffôn a'u cyfleu i'r person iawn yn ôl y galw.
- Gwirio a pharatoi trolïau cleifion.
- Gwirio, paratoi a glanhau ardaloedd amdriniaethol ac endosgopi cyn, yn ystod ac ar ôl rhestrau/ achosion.
- Ailbroseu sgopau hyblyg.
- Diweddarau manylion cleifion ar y systemau electronig/ y ddogfennaeth briodol.
- Cymryd rhan yn y prawf dŵr wythnosol o brosesydd endosgopi awtomataidd.
- Casglu data o'r ddau safle a mewnbynnu data ar system TG theatr.
- Gwirio ac archebu stoc yn wythnosol.
- Cynorthwyo i ddarparu gofal yn unol â'r hyn a nodir yng nghynllun gofal y claf. Bob amser, rhoi gwybod i'r Nyrs gyfrifol am yr hyn a welir o ran cynnydd neu ddirywiad.

Datblygu sgiliau a phrofiad i gyflawni dyletswyddau sydd wedi'u dirprwyo o ran anghenion corfforol a seicolegol y claf, dan reolaeth y Nyrs gymwysedig gyfrifol.

Parchu'r cleifion/ gofalwyr a chynrychiolwyr, gan fod yn sensitif bob amser i'w barn a'u dymuniadau.

Cynnal amgylchedd diogel i'r claf.

Cynorthwyo cleifion â phob agwedd ar hylendid personol, lle bo angen hynny.

Cynnal urddas y claf bob amser a sicrhau ei fod/ei bod yn cael cymaint o breifatrwydd â phosibl.

Parchu gwybodaeth gyfrinachol a gesglir wrth gyflawni eich dyletswyddau, gan gyfeirio at y Nyrs gyfrifol bob amser, a fydd yn hwyluso rhannu gwybodaeth angenrheidiol.

### **DATBLYGIAD PERSONOL A DARPARU GOFAL YN DDIOGEL**

Bydd deiliad y swydd yn cynnal ei (g)wybodaeth o ddatblygiadau Theatr/ Uned Llawdriniaethau Dydd/ Endosgopi/ Clinig Sgrinio cyn anesthetig a datblygiadau gwasanaeth.

Ar ôl cyfnod o hyfforddiant ymarferol, bydd rôl y Gweithiwr Cymorth Gofal Iechyd yn cynnwys:

- Symud troliâu a chadeiriau olwyn.
- Gallu paratoi theatrau llawdriniaethau ac endosgopi ar gyfer llawdriniaethau.
- Cynorthwyo â gosod cleifion yn yr osgo cywir.
- Cynorthwyo'n rheolaidd â chydodod a gwirio offer di-haint a heintiol.

Mynychu'r holl hyfforddiant gorfodol.

Cyfrannu at bob gweithgaredd llywodraethu clinigol.

Cymryd rhan mewn cyfarfodydd y ward a phrosiectau datblygu.

Sicrhau a chynnal glendid o safon uchel o fewn amgylchedd y Theatr Llawdriniaethau, yn unol â Chanllawiau Cenedlaethol.

Cymryd rhan yn y broses arfarnu.

Cyfrannu at amgylchedd positif lle y mae pobl yn teimlo'n llawn cymhelliant ac yn teimlo bod eraill yn eu gwerthfawrogi.

Bod yn gyfrifol am gyfathrebu'n effeithiol, boed ar lafar neu'n ysgrifenedig, ag aelodau eraill.

Rhoi gwybod i Arweinydd y Tîm/ y Rheolwr Theatr ac Endosgopi am unrhyw ddiffygion a allai effeithio ar gynnal safonau (gan gynnwys diogelwch) staff neu gleifion.

Wrth weithio heb oruchwyliaeth uniongyrchol, gweithio bob amser o fewn eich rôl.

Cyfrannu at drefniadau adrodd e.e. adrodd ar gwynion a digwyddiadau.

Dadansoddi, casglu a storio gwybodaeth sy'n berthnasol i reoli clinigol/ Theatr Llawdriniaethau/ Uned Llawdriniaethau Dydd.

Defnyddio gwybodaeth wrth wneud penderfyniadau, datrys problemau a rheoli gofal.

Datblygu cynllun datblygu personol gyda'ch rheolwr llinell sy'n adeiladu ar sgiliau sydd wedi'u hen sefydlu.

Cymryd rhan mewn proses addysg barhaus.

Rhoi gwybod i'r swyddog llawdriniaethau, deunyddiau traul a chynnal a chadw pan fethir ag ailbrosesu endosgop, er mwyn iddo/ iddi drefnu ymweliad peiriannydd gwasanaethu.

Rhoi gwybod i staff y theatr neu endosgopi os yw claf ar goll.

Dod o hyd i ddiffygion mewn offer meddygol (dan oruchwyliaeth uniongyrchol).

Gallu dilyn polisiau, protocolau a chanllawiau a chydabod pan wyrir i ffwrdd o'r rhain er mwyn rhoi gwybod am hyn i swyddog goruchwyliol.

<b><u>MANYLEB Y PERSON</u></b>			
<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Cymwysterau a / neu Wybodaeth</b>	<p>Tystiolaeth o addysg gyffredinol dda, a rhaid bod yn rhifog ac yn llythrennog</p> <p>Gwybodaeth o'r gwasanaeth iechyd</p> <p>Gallu dangos sgiliau trosglwyddadwy clir sy'n ddilys i'r amgylchedd gofal iechyd, sydd gyfwerth ag NVQ / QCF lefel 2</p> <p>NVQ / QCF lefel 2 mewn Iechyd Gofal neu gyfwerth</p>	<p>Hyddysg mewn cyfrifiadura</p> <p>Trwydded Yrru Gyfrifiadurol Ewropeaidd (ECDL)</p>	Ffurflen Gais Cyfweliad Gwiriad cyn cyflogi
<b>Profiad</b>	Wedi gweithio mewn sector gofal	Wedi gweithio yn y GIG/ mewn Theatr/ yn y Diwydiant Gwasanaeth	Ffurflen Gais Cyfweliad Gwiriad cyn cyflogi
<b>Doniau a Galluoedd</b>	<p>Cydwybodol</p> <p>Gallu gweithio dan oruchwyliaeth o bell</p>	<p>Gallu siarad Cymraeg</p> <p>Gallu gweithio dan bwysau</p>	Cyfweliad
<b>Gwerthoedd</b>	<p>Gofalgar a thosturiol</p> <p>Dangos Gwerthoedd BIAP</p>		Cyfweliad
<b>Arall</b>	Gallu gweithio oriau hyblyg		Cyfweliad

**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 Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad 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 gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi gyswllt uniongyrchol â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae 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:**

