



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Health Care Support Worker (Wards)
Pay Band:	2
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	To be completed on recruitment
Department:	To be completed on recruitment
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	To be completed on recruitment
Professionally Accountable to:	To be completed on recruitment
<u>VALUES & BEHAVIOUR</u>	
	<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 work as part of a team of ward-based nursing staff and will be required to carry out a range of assigned tasks involving direct and non-direct care for the benefit of the patient and will be in support of and supervised by a Registered Nurse.

Work within core competency framework and expected to deliver a range of basic nursing duties to patients linked clearly to minimum training requirements providing competency to practice.

Required to carry out a range of assigned tasks, participating in the delivery of basic nursing duties under the supervision of a Registered Nurse.

DUTIES & RESPONSIBILITIES

Working as part of a ward-based team assist in the delivery of a high standard of nursing care, acting in a professional manner at all times.

Assist in the adequate nutrition and hydration of individual patients as directed by the Registered Nurse. Participate in food monitoring and complete documentation accurately.

Assist in ensuring that the ward area is kept clean and tidy, e.g. participating in general housekeeping, adhering guidelines in the disposal of dirty linen etc in accordance with Health Board Policies.

Communicate daily with patients and relatives, ward staff and ward visitors, ensuring a polite, respectful, and courteous manner.

Communicate effectively with patients, negotiate care using tact and persuasive skills, and overcome any barriers to understanding, e.g., blind or deaf patients, those with speech difficulties.

Use effective communication skills within the ward/department and with all members of the team, patients, relatives, and personnel from other departments.

Be expected to attend and participate in ward meetings.

Undertake basic nursing duties, under the supervision of a Registered Nurse, following a period of training and on completion of core competencies.

Undertake care in accordance with the standards of care set out in the Fundamentals of Care.

Assist in the movement and transfer of patients, using manual handling aids as appropriate to maximize the safety of staff and patients, in accordance with the patient's individual care plan.

Enable patients to meet their personal and oral hygiene needs according to their individual preferences and clinical need, ensuring patient's comfort, dignity, and privacy at all times. Recognise and report any change in the patient's condition to a trained member of staff.

Enable patients to safely access and use toilet facilities. Participates in the collection of specimens, and disposes of body waste, as per Health Board procedures and guidelines.

Understand and practice a range of routine procedures, which require a basic level of knowledge, e.g., recording, and documenting patient's observations, sample collection, aseptic technique and the principles of infection control, urinary catheter care.

Assist others in the care of patients with terminal illness, confusion, dementia, and those requiring 1:1 nursing supervision, maintaining dignity and respect at all times, minimizing the negative effects of disruptive or abusive behaviour.

Be alert to recognise any change in patients' observations or condition, and escalate appropriately to a trained member of staff.

Be aware of the principles for pressure sore prevention and the need to report any changes in a patients' skin condition. Be able to correctly use pressure-relieving equipment to prevent and minimize the adverse effects of pressure.

Assist in the reception and care of patients and relatives, ensure that patient's property and valuables are dealt with as per Health Board policy and maintaining confidentiality of information.

Identify equipment not in good working order, reporting any faults to the Ward Manager/Senior Nurse and the Estates Department.

Adhere to Health Board policies and guidelines at all times and Health Care Support Workers Code of Conduct.

Maintain, store, and retrieve accurate records using manual and computerized systems, as appropriate to the ward area.

Participate in any audit as required in relation to ward activities as directed by a Registered Nurse.

Be able to demonstrate own duties to new or less experienced members of the team.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>No formal qualification required</p> <p>On the job training will be provided</p> <p>Good level of general education</p> <p>Demonstrate knowledge of the requirements of the role</p>	<p>Possess or working towards NVQ Level II Award</p> <p>GCSEs or similar qualifications</p> <p>Previous hospital experience</p>	<p>Pre-employment checks</p> <p>Interview</p> <p>Application Form</p> <p>References</p>
Experience	<p>Experience of working as part of a team</p>	<p>Previous experience in working in a caring setting</p>	<p>Application Form and Interview</p>
Aptitude & Abilities	<p>Ability to communicate with a range of people in both a verbal and written capacity</p> <p>Ability to keep calm in stressful situations</p>	<p>Ability to speak Welsh</p>	<p>Interview</p> <p>Application Form</p>
Values	<p>Demonstrate PTHB Values</p> <p>Demonstrate core caring Values</p> <p>Have a caring, kind and sympathetic attitude in line with PTHB Values</p> <p>Ability to work well as part of a team</p> <p>Ability to prioritise competing demands on time</p>		<p>Interview</p> <p>Application Form</p>
Other	<p>Flexibility to meet service needs</p> <p>Ability to adapt to different situations</p> <p>Amenable to change as required</p> <p>Ability to assist with the safe handling of patients</p>		<p>Application Form and Interview</p>

GENERAL REQUIREMENTS

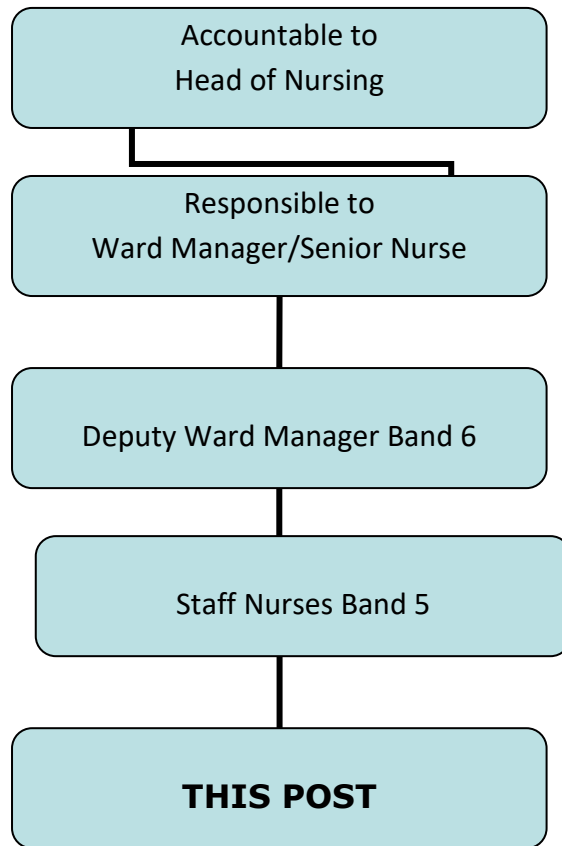
Include those relevant to the post requirements

- **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.
- **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

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Gweithiwr Cymorth Gofal Iechyd (Wardiau)
Band cyflog:	2
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	I'w gwblhau ar ôl recriwtio
Adran:	I'w gwblhau ar ôl recriwtio
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	I'w gwblhau ar ôl recriwtio
Yn Broffesiynol Atebol i:	I'w gwblhau ar ôl recriwtio
<u>GWERTHOEDD AC YMDDYGIAD</u>	
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <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> </div> </div>	

CRYNODEB O'R SWYDD / EI NOD :

Bydd deiliad y swydd yn gweithio fel rhan o dîm staff nyrsio ar ward a bydd gofyn iddo/ iddi wneud amrywiaeth o dasgau wedi'u haseinio sy'n galw am ofal uniongyrchol ac anuniongyrchol er budd y claf, gan gefnogi Nyrs Gofrestredig a fydd yn ei (g)oruchwylio.

Gweithio'n unol â fframwaith cymwyseddau craidd a bydd disgwyl cyflawni amrywiaeth o ddyletswyddau nyrsio sylfaenol i gleifion, sef dyletswyddau sydd â chysylltiad clir â lleiafswm gofynion hyfforddi sy'n darparu cymhwysedd i arfer.

Bydd gofyn gwneud amrywiaeth o dasgau wedi'u haseinio, gan gymryd rhan mewn cyflawni dyletswyddau nyrsio sylfaenol dan oruchwyliaeth Nyrs Gofrestredig.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Gan weithio fel rhan o dîm ar ward, cynorthwyo â chyflenwi gofal nyrsio o safon uchel, gan ymddwyn mewn modd proffesiynol bob amser.

Cynorthwyo â rhoi maeth a dŵr digonol i gleifion unigol, yn unol â chyfarwyddyd y Nyrs Gofrestredig. Cymryd rhan mewn monitro bwyd a chwblhau dogfennaeth yn fanwl gywir.

Cynorthwyo â sicrhau bod ardal y ward yn cael ei chadw'n lân ac yn daclus, e.e. cymryd rhan mewn gwaith cadw tŷ cyffredinol, gan lynu at ganllawiau wrth gael gwared â llieiniau budr ac ati, yn unol â pholisïau'r Bwrdd Iechyd.

Cyfathrebu'n ddyddiol â chleifion a pherthnasau, staff y ward ac ymwelwyr â'r ward, gan defnyddio modd cwrtais, llawn parch.

Cyfathrebu'n effeithiol â chleifion, trafod telerau gofal gan ddefnyddio tact a sgiliau perswadio, a goresgyn unrhyw rwystrau rhag deall e.e. cleifion dall neu fyddar, y rheini ag anawsterau lleferydd.

Defnyddio sgiliau cyfathrebu effeithiol ar y ward/ yn yr adran a chydag aelodau o'r tîm, cleifion, perthnasau a phersonél o adrannau eraill.

Bydd disgwyl mynychu cyfarfodydd y ward a chymryd rhan ynddyn nhw.

Gwneud dyletswyddau nyrsio sylfaenol, dan oruchwyliaeth Nyrs Gofrestredig, ar ôl cyfnod o hyfforddiant ac ar ôl ennill cymwyseddau craidd.

Ymgymryd â gofal yn unol â'r safonau gofal y manylir arnyn nhw yn yr Hanfodion Gofal.

Cynorthwyo â symud a throsglwyddo cleifion, gan ddefnyddio cymhorthion codi a chario fel bo'n briodol i sicrhau bod staff a chleifion mor ddiogel â phosibl, yn unol â chynllun gofal unigol y claf.

Galluogi cleifion i ddiwallu eu hanghenion personol a hylendid y geg, yn unol â'u dewisiadau unigol a'u hangen clinigol, gan sicrhau urddas a phreifatrwydd y claf bob amser a sicrhau ei fod/ ei bod bob amser yn gyfforddus. Sylwi pan fydd unrhyw newid yng nghyflwr y claf a rhoi gwybod am hyn i aelod hyfforddedig o staff.

Galluogi cleifion i fynd i'r toiled a'i ddefnyddio'n ofalus. Cymryd rhan mewn casglu sbesimenau a chael gwared â gwastraff y corff, yn unol â gweithdrefnau a chanllawiau'r Bwrdd Iechyd.

Deall ac arfer amrywiaeth o weithdrefnau rheolaidd, sy'n galw am wybodaeth ar lefel sylfaenol, e.e. cofnodi a dogfennu arsylwadau ynglŷn â'r claf, casglu sbesimenau, defnyddio techneg aseptig ac egwyddorion rheoli haint, gofal cathetr wrinol.

Cynorthwyo eraill i ofalu am gleifion â salwch angheuol, dryswch, dementia a'r rheini sy'n galw am oruchwyliaeth nyrsio 1:1, gan gynnal urddas a pharch bob amser a sicrhau bod effeithiau negyddol ymddygiad aflonyddol neu ddifriol mor fach â phosibl.

Bod yn effro i sylwi ar newid mewn arsylwadau neu gyflwr cleifion, ac uwchgyfeirio hyn yn briodol i aelod hyfforddedig o staff.

Bod yn ymwybodol o'r egwyddorion ar gyfer atal briwiau pwysu a'r angen i roi gwybod am unrhyw newidiadau yng nghyflwr croen cleifion. Gallu defnyddio offer lliniaru pwysau'n gywir i atal briwiau pwysu a sicrhau bod eu heffeithiau mor fach â phosibl.

Cynorthwyo â derbyn a gofalu am gleifion a pherthnasau, gan sicrhau bod eiddo a phethau gwerthfawr y claf yn cael eu trin yn unol â pholisi'r Bwrdd Iechyd a sicrhau bod gwybodaeth yn cael ei chadw'n gyfrinachol.

Nodi offer sy'n ddiffygiol, gan roi gwybod am unrhyw ddiffygion i Reolwr y Ward/ yr Uwch Nyrs a'r Adran Ystadau.

Glynu at bolisiau a chanllawiau'r Bwrdd Iechyd bob amser a'r Cod Ymddygiad ar gyfer Gweithwyr Cymorth Gofal Iechyd.

Cadw, storio ac adalw cofnodion manwl gywir gan ddefnyddio systemau ar bapur ac ar gyfrifiadur, fel bo'n briodol i ardal y ward.

Cymryd rhan mewn unrhyw archwiliad yn ôl y galw o ran gweithgareddau'r ward, yn unol â chyfarwyddyd Nyrs Gofrestredig.

Gallu dangos sut i wneud eich dyletswyddau eich hun i aelodau newydd neu lai profiadol o'r tîm.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Nid oes angen unrhyw gymhwyster ffurfiol</p> <p>Darperir hyfforddiant mewn swydd</p> <p>Addysg gyffredinol ar lefel dda</p> <p>Dangos gwybodaeth o ofynion y rôl</p>	<p>Yn meddu ar Ddyfarniad NVQ Lefel II neu'n gweithio tuag at hyn</p> <p>TGAU neu gymwysterau tebyg</p> <p>Profiad blaenorol mewn ysbyty</p>	<p>Gwiriadau cyn cyflogi</p> <p>Cyfweliad</p> <p>Ffurflen Gais</p> <p>Geirdaon</p>
Profiad	Profiad o weithio fel rhan o dîm	Profiad blaenorol o weithio mewn lleoliad gofal	Ffurflen Gais a Chyfweliad
Doniau a Galluoedd	<p>Gallu cyfathrebu ag amrywiaeth o bobl, boed ar lafar neu'n ysgrifenedig</p> <p>Gallu cadw'ch pen mewn sefyllfaoedd ingol</p>	Gallu siarad Cymraeg	Cyfweliad Ffurflen Gais
Gwerthoedd	<p>Dangos Gwerthoedd BIAP</p> <p>Dangos gwerthoedd gofalu craidd</p> <p>Agwedd ofalgar, garedig a chydymdeimladol, yn unol â Gwerthoedd BIAP</p> <p>Gallu gweithio'n dda fel rhan o dîm</p> <p>Gallu blaenoriaethu galwadau sy'n cystadlu yn brydlon</p>		Cyfweliad Ffurflen Gais
Arall	<p>Hyblygrwydd i ddiwallu anghenion y gwasanaeth</p> <p>Gallu addasu i wahanol sefyllfaoedd</p>		Ffurflen Gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Arall	Yn fodlon derbyn newid yn ôl y galw Gallu cynorthwyo â chodi a chario cleifion yn ddiogel		

GOFYNIION 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 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; anabledd; 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 chymwyseddau 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.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Siart Sefydliadol:

