



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

| <u>JOB DETAILS</u> | |
|--|--|
| Job Title: | Day Assessment Maternity Support worker-Clinical |
| Pay Band: | 3 |
| Hours of Work and Nature of Contract: | To be completed on recruitment |
| Service Group: | Primary Care |
| Department: | Women & Childrens |
| Base: | To be completed on recruitment |
| <u>ORGANISATIONAL ARRANGEMENTS</u> | |
| Managerially Accountable to: | Assistant Head of Midwifery |
| Professionally Accountable to: | Head of Midwifery |
| <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:

Provide clinical support to the Midwife for the effective running of Maternity Day Assessment services. The post holder will:-

- Undertake clinical duties as delegated by the Midwife, including basic observations and collecting specimens.
- Be expected to work without direct supervision within the limits of their competence.
- Provide an administrative support service to the Midwifery team within the Day Assessment service, including the process of correspondence, drafting of letters, and the filing and retrieving of patient notes.

DUTIES & RESPONSIBILITIES

Initial point of contact for the department, receiving visitors in a professional and courteous manner at all times.

Initial point of contact for queries in to the department, escalating these as appropriate.

Inform midwifery staff as women arrive and ensure that women's case notes are available and complete.

Input correct information from the Midwifery Team and personal observations and accurately use the Patient Administration System.

Support patients using the service using tact and re-assurance as appropriate. This will at times involve supporting patients who are anxious, distressed or bereaved.

Assist midwives in the retrieval, organisation, dissemination and filing of results or other information in women's case notes.

Provide information and guidance to women i.e. appointments, antenatal education timetable.

Type and send out correspondence and reports as dictated or directed by the Midwifery team.

Deal with incoming and outgoing internal/external mail, ensuring this is distributed and prioritised appropriately. Ensure relevant mail is distributed accordingly.

Tidy Day Assessment as required.

Provide refreshments for women and their families as required.

Undergo any training relevant to the job role.

Assist in the induction and training of new and relief staff, demonstrating duties.

Work in a flexible manner e.g. unsociable hours.

Work within PTHB guidelines and policy and where indicated propose relevant changes to these to the Midwifery team as per families individual needs assessment.

Assist in the collection of information in connection with audits.

Ensure safety of the new-born is maintained in line with Health Board policy.

Aware of and ensure personal practice supports the Health Board's aims of achieving and maintaining UNICEF baby friendly status.

Aware of Health and Safety issues and not act in a way that would compromise others.

Treat all women, relatives, Health Board staff and others outside the Health Board at all times with discretion and courtesy, ensuring that a professional image of the Health Board is presented.

Chaperone when required.

Carry out all mandatory training.

The post holder will work alone on a regular basis and will need to be confident to follow clinical care guidelines and instigate referral and transfer where indicated.

Clinical

The post holder will implement clinical care packages, undertaking a range of clinical duties, recording observations and collecting specimens.

Assess client's condition through basic test results, assess the comfort of the client and where necessary instigate emergency procedures.

Carry out basic observation: Blood pressure, pulse, respirations, temperature, weight and height; calculate BMI and determine the best course of action on fault finding during initial patient assessments.

Take bloods for routine tests and when requested by the Midwife.

Carry out urinalysis.

Carry out blood glucose monitoring when required.

Carry out Glucose Tolerance tests when required.

Assist the Midwife in carrying out clinical examinations.

Exposed to bodily fluids on a daily basis.

Responsible for ensuring the safe use of equipment - highly developed physical skills including hand eye co-ordination will be required to handle equipment with accuracy and carry out technical duties.

Contact with distressed families on a regular basis.

Frequent contact with unpleasant smells, and bodily fluids. High levels of concentration will be required when carrying out clinical tasks to ensure own and client safety.

Exposed to and expected to support clients in distressing and emotional circumstances requiring both physical and emotional effort on a regular basis.

| <u>PERSON SPECIFICATION</u> | | | |
|--|---|---|---|
| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| Qualifications and/or Knowledge | <p>NVQ level 3 in Health Care or equivalent experience</p> <p>RSA III or the ability to Audio type</p> <p>Can verbalise a caring attitude</p> | | Application Form & pre-employment checks Interview |
| Experience | <p>Able to demonstrate clear transferable skills valid to the healthcare setting</p> <p>Previous experience and knowledge in a clinical setting</p> <p>Participate in meetings</p> <p>Experience of obtaining diagnostic test samples including blood and urine</p> <p>Experience of carrying out basic observations, BP, Pulse, Temp, Urinalysis</p> <p>Clear communication skills both oral and written</p> | <p>Experience of working in a maternity antenatal care setting</p> <p>Participation within the team in care monitoring, audit and evaluation</p> <p>Can demonstrate an understanding of Health & Safety issues</p> <p>Experience of carrying out blood glucose monitoring</p> | Interview / Application Form |
| Aptitude & Abilities | <p>Skills in accurate filing</p> <p>Ability to work alone using own initiative</p> <p>Ability to prioritise and work to deadlines</p> <p>Ability to maintain confidentiality at all times</p> <p>Ability to manage stressful situations in self</p> <p>Physical ability to handle equipment to meet the role of a Maternity Support Worker</p> | Ability to speak Welsh | Interview / Application Form |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------|--------------------------------|-------------------|---------------------------------|
| Values | Demonstrate PTHB Values | | Interview / Application Form |
| Other | Good time keeping and reliable | Ability to travel | Interview / Application Form |

GENERAL REQUIREMENTS

Include those relevant to the post requirements

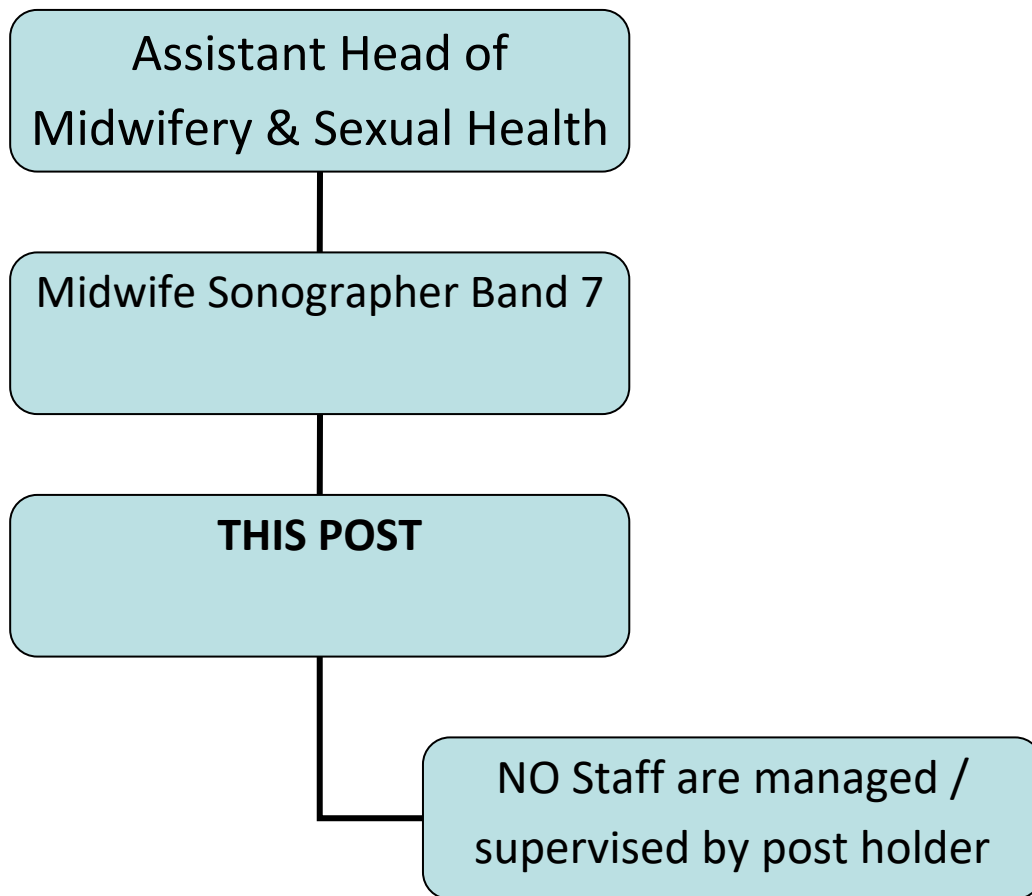
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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 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 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 Enhance 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 Mamolaeth Asesiadau Dydd – Clinigol |
| Band cyflog: | 3 |
| Oriau Gwaith a Natur y Contract: | I'w gwblhau ar ôl recriwtio |
| Is-adran/Cyfarwyddiaeth: | Gofal Sylfaenol |
| Adran: | Menywod a Phlant |
| Safle: | I'w gwblhau ar ôl recriwtio |
| <u>TREFNIADAU SEFYDLIADOL:</u> | |
| Yn Rheolaethol Atebol i: | Pennaeth Cynorthwyol Bydwreigiaeth |
| Yn Broffesiynol Atebol i: | Pennaeth Bydwreigiaeth |
| <u>GWERTHOEDD AC YMDDYGIAD</u> | |
|  | <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 :

Darparu cefnogaeth glinigol i'r Fydwraig ar gyfer rhedeg y gwasanaeth Asesiadau Dydd Mamolaeth yn effeithiol. Bydd deiliad y swydd yn:-

- Gwneud dyletswyddau clinigol y mae'r Fydwraig yn eu dirprwyo iddi/ iddo, gan gynnwys arsylwi sylfaenol a chasglu sbesimenau.
- Bydd disgwyl gweithio heb oruchwyliaeth uniongyrchol o fewn cyfyngiadau eich cymhwysedd.
- Darparu gwasanaeth cymorth gweinyddol i'r tîm Bydwreigiaeth yn y gwasanaeth Asesiadau Dydd, gan gynnwys prosesau gohebu, drafftio llythyrau a ffeilio ac adalw nodiadau cleifion.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Bod y pwynt cyswllt cyntaf ar ran yr adran, gan dderbyn ymwelwyr mewn modd proffesiynol a chwrtais bob amser.

Bod y pwynt cyswllt cyntaf ar gyfer ymholiadau i'r adran, gan uwchgyfeirio'r rhain fel bo'n briodol.

Rhoi gwybod i staff bydwreigiaeth pan fydd menywod yn cyrraedd a sicrhau bod nodiadau achosion menywod ar gael ac yn gyflawn.

Mewnbynnu gwybodaeth gywir oddi wrth y Tîm Bydwreigiaeth ac o arsylwadau personol a defnyddio'r System Gweinyddu Cleifion yn fanwl gywir.

Cefnogi cleifion sy'n defnyddio'r gwasanaeth gan ddefnyddio tact a chysuro fel bo'n briodol. Bydd hyn ar adegau'n cynnwys cefnogi cleifion sy'n bryderus, yn ofidus neu mewn profedigaeth.

Cynorthwyo bydwragedd ag adalw, trefnu, dosbarthu a ffeilio canlyniadau neu wybodaeth arall yn nodiadau achos y menywod.

Darparu gwybodaeth a chyfarwyddyd i fenywod h.y. apwyntiadau, amserlen addysg gynenedigol.

Teipio ac anfon yr holl ohebiaeth ac adroddiadau yn ôl gorchymyn neu gyfarwyddyd y tîm Bydwreigiaeth.

Delio â'r post mewnol/ allanol sy'n dod i mewn ac yn mynd allan, gan sicrhau ei fod yn cael ei ddosbarthu a'i flaenoriaethu'n briodol. Sicrhau bod y post perthnasol yn cael ei ddosbarthu'n gyfatebol.

Tacluso'r Uned Asesiadau Dydd yn ôl y galw.

Darparu lluniaeth i fenywod a'u teuluoedd yn ôl y galw.

Ymgymryd ag unrhyw hyfforddiant sy'n berthnasol i'r swydd.

Cynorthwyo â chynefino a hyfforddi staff newydd a staff wrth gefn, gan ddangos sut i wneud dyletswyddau.

Gweithio mewn modd hyblyg e.e. oriau anghymdeithasol.

Gweithio'n unol â chanllawiau a pholisi BIAP a, lle awgrymir hynny, cynnig newidiadau perthnasol i'r rhain i'r tîm Bydwreigiaeth yn unol ag asesiadau o anghenion unigol teuluoedd.

Cynorthwyo â chasglu gwybodaeth mewn cysylltiad ag archwiliadau.

Sicrhau y cynhelir diogelwch y newydd-anedig, yn unol â pholisi'r Bwrdd Iechyd.

Bod yn ymwybodol o arfer personol a sicrhau ei fod yn cefnogi nodau'r Bwrdd Iechyd i gyflawni a chynnal statws cyfeillgar i fabanod UNICEF.

Bod yn ymwybodol o faterion Iechyd a Diogelwch a pheidio â gweithredu mewn ffordd a fyddai'n peryglu eraill.

Trin yr holl fenywod, perthnasau, staff y Bwrdd Iechyd ac eraill y tu allan i'r Bwrdd Iechyd â phwyll a chwarteisi bob amser, gan sicrhau bod delwedd broffesiynol o'r Bwrdd Iechyd yn cael ei chyflwyno.

Hebrwng pan fo angen.

Gwneud yr holl hyfforddiant gorfodol.

Bydd deiliad y swydd yn gweithio ar ei liwt ei hun yn rheolaidd a bydd angen bod â'r hyder i ddilyn canllawiau gofal clinigol a chychwyn atgyfeiriad a throsglwyddiad lle bo gofyn.

Clinigol

Bydd deiliad y swydd yn rhoi pecynnau gofal clinigol ar waith, gan ymgymryd ag amrywiaeth o ddyletswyddau clinigol, cofnodi arsylwadau a chasglu sbesimenau.

Asesu cyflwr y cleient trwy ganlyniadau profion sylfaenol, asesu cyfforddusrwydd y cleient a, lle bo angen, cychwyn gweithdrefnau argyfwng.

Arsylwi ar bethau sylfaenol: Pwysedd gwaed, pwls, anadliad, tymheredd, pwysau a thaldra; cyfrifo BMI a phennu'r ffordd orau o weithredu i ddod o hyd i namau yn ystod asesiadau cychwynol cleifion.

Cymryd samplau gwaed ar gyfer profion cyffredin a phan fo'r Fydwraig yn gofyn am hynny.

Gwneud dadansoddiadau o wrin.

Monitro glwcos gwaed yn ôl y galw.

Gwneud profion Goddefiad Glwcos yn ôl y galw.

Cynorthwyo'r Fydwraig â gwneud archwiliadau clinigol.

Dod i gysylltiad yn ddyddiol â hylifau corfforol.

Bod yn gyfrifol am sicrhau bod cyfarpar yn cael ei ddefnyddio'n ddiogel – bydd galw am sgiliau corfforol hynod ddatblygedig, gan gynnwys cydsymudiad llaw a llygad, i drin cyfarpar yn fanwl gywir ac i wneud dyletswyddau technegol.

Dod i gysylltiad â theuluoedd gofidus yn rheolaidd.

Dod i gysylltiad yn aml ag oglau annifyr a hylifau corfforol. Bydd galw am gryn ganolbwyntio wrth wneud tasgau clinigol, i sicrhau eich diogelwch eich hun a diogelwch cleifion.

Dod i gysylltiad â chleientiaid mewn amgylchiadau trallodus ac emosiynol, gyda disgwyl i'w cefnogi sy'n galw am ymdrech gorfforol ac emosiynol yn rheolaidd.

| MANYLEB Y PERSON | | | |
|-------------------------------------|---|---|---|
| RHINWEDDAU | HANFODOL | DYMUNOL | DULL ASESU |
| Cymwystrau a / neu Wybodaeth | NVQ lefel 3 mewn Gofal Iechyd neu brofiad cyfwerth RSA III neu gallu Glywdeipio Gallu rhoi agwedd ofalgar mewn geiriau | | Gwiriadau cyn cyflogi Cyfweliad Ffurflen Gais |
| Profiad | Gallu dangos sgiliau trosglwyddadwy clir sy'n ddilys i'r amgylchedd gofal iechyd Gwybodaeth neu brofiad blaenorol mewn lleoliad clinigol Cymryd rhan mewn cyfarfodydd Profiad o gymryd samplau ar gyfer profion diagnostig gan gynnwys gwaed ac wrin Profiad o arsylwi ar bethau sylfaenol fel Pwysedd Gwaed, Pwls, Tymheredd, Dadansoddi Wrin Sgiliau cyfathrebu clir, yn rhai llafar ac ysgrifenedig | Profiad o weithio mewn amgylchedd gofal cynenedigol mamolaeth Cymryd rhan yn y tîm mewn monitro, archwilio a gwerthuso gofal Gallu dangos dealltwriaeth o faterion Iechyd a Diogelwch Profiad o fonitro glwcos gwaed | Ffurflen Gais a Chyfweliad |
| Doniau a Galluoedd | Sgiliau ffeilio manwl gywir Gallu gweithio ar eich pen eich hun a gweithio ar eich liwt eich hun Gallu blaenoriaethu a gweithio o fewn amseroedd cau Gallu cynnal cyfrinachedd bob amser Gallu rheoli sefyllfaoedd sy'n ingol ichi | Gallu siarad Cymraeg | Cyfweliad Ffurflen Gais |

| RHINWEDDAU | HANFODOL | DYMUNOL | DULL ASESU |
|---------------------------|--|----------------|------------------------------------|
| Doniau a Galluoedd | Gallu corfforol i drin cyfarpar i gyflawni rôl Gweithiwr Cymorth Mamolaeth | | Ffurflen Gais a Chyweliad Geirdaon |
| Gwerthoedd | Dangos Gwerthoedd BIAP | | Cyweliad Ffurflen Gais |
| Arall | Yn brydlon iawn ac yn ddibynadwy | Gallu teithio | Ffurflen Gais a Chyweliad |

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 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.

Siart Sefydliadol:

