



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Health Care Support Worker
Pay Band:	3
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:	Clinical Lead
Professionally Accountable to:	Clinical Lead
<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:

As a Health Care Support Worker, you will support the delivery of nursing care to clients within a clinical setting and/or home environment, as part of a team and under the direction of a Registered Nurse.

The post holder would be responsible for leading a team of staff at Band 2 or would be delegated to work in delivering a service whereby the post holder regularly works without supervision of a qualified nurse for all or most of the shift.

DUTIES & RESPONSIBILITIES

Care Management

To assist nursing staff and the multi-disciplinary team (MDT) in the assessment process by contributing to developing a picture of patients' needs.

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/Clinical Lead.

To develop skills and experience at carrying out delegated duties in respect of the physical and psychological needs of the patient not always under the supervision of the Registered Nurse in charge.

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

Following appropriate WARRN risk assessments by a qualified nurse, work with the patient and carers to minimize identified risk.

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

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

The post holder under the direction of a qualified nurse, will attend client's home or other setting to undertake Behavioural observation / monitoring and report back to the qualified staff member following all care planning documentation

To record specific patient observations as delegated by the qualified nurse immediately reporting any changes.

To support patients with long term conditions by undertaking screening activities as delegated by the Clinical Lead.

Professional Development & Supervision

To identify a personal development plan incorporating measures both through training and self-directed study/experiences.

Complete Essential training requirements.

To work in accordance with Powys Local Health Board policy and procedures in all aspects of practice and delegated duties.

Participate in MDT meetings and development projects as requested.

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 of the MDT.

To participate in an ongoing education process.

To actively contribute to the maintenance of standards by informing the Clinical Lead and/or nominated deputy of any deficiencies which may affect the maintenance of standards (including safety) of staff or patients.

To work at all times within the boundaries of the delegated duties at no time undertaking procedures/ interventions that have not been agreed by the Clinical Lead and/or nominated deputy.

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

Be prepared to work flexibly in undertaking other duties as required both within and outside of the designated service area.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	NVQ3 in Health or Social Care or equivalent demonstrable experience in a Health or Social Care setting	ECDL or equivalent level of computer skills To be aware of the needs of the patients and their relatives/carers and have knowledge of voluntary and statutory services	Application Form & pre-employment checks
Experience	Working within a multi-disciplinary and multi-agency setting		Application Form & Interview
Aptitude and Abilities	Can demonstrate good interpersonal and communication skills both written and verbal Ability to work within a multi-disciplinary team Ability to manage stressful situations in self Ability to travel Can explain the importance of care monitoring, audit and evaluation of fundamentals of care	Ability to speak Welsh Good time management and ability to prioritise Ability to work alone under the supervision of Clinical Lead Able to undertake extended tasks as required by the Clinical Lead	Interview
Values	Can demonstrate an understanding of Health and Safety issues		Application Form Interview References
Other	Flexible approach to the needs of the service		Application Form 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

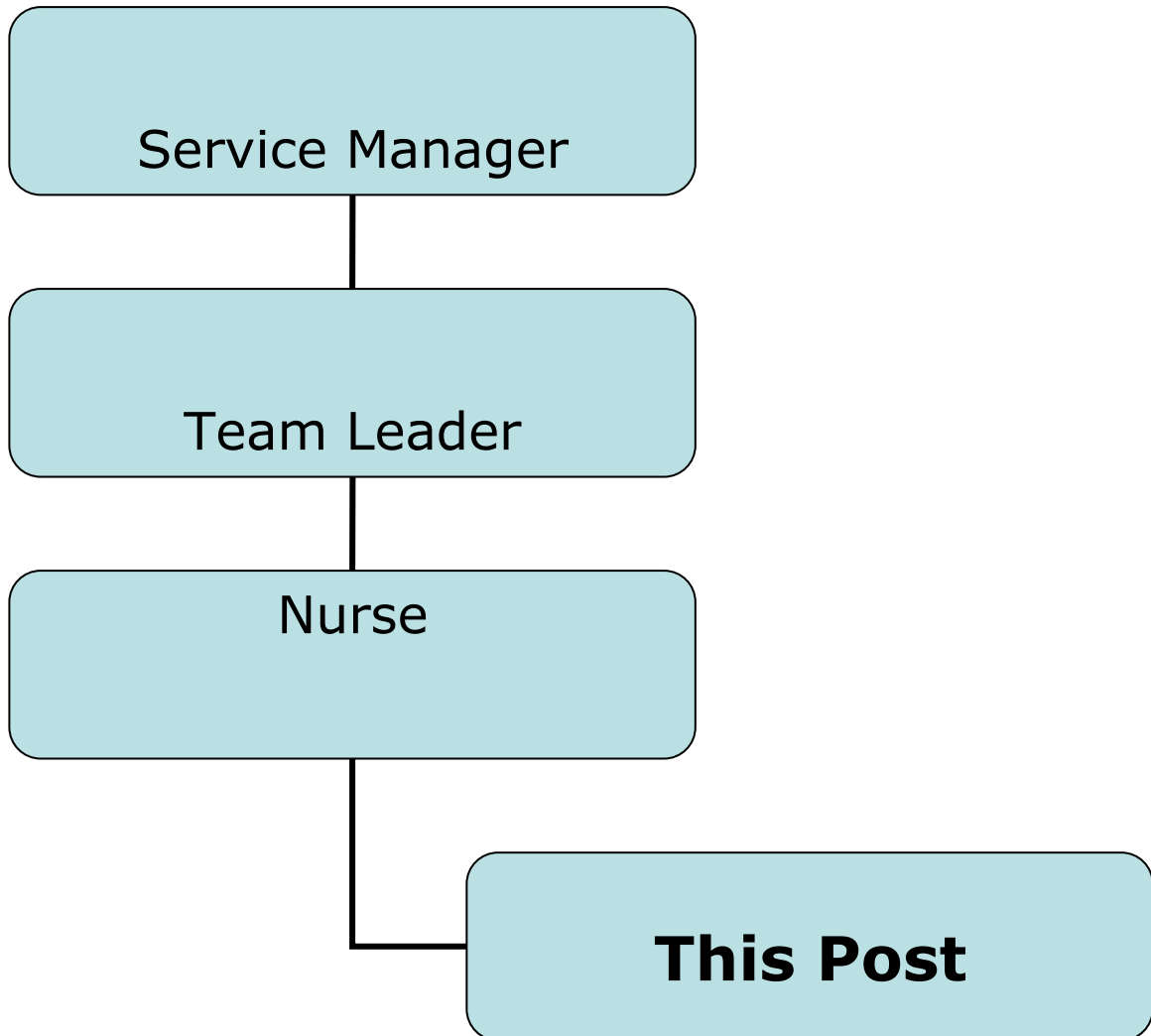
public.

- **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 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** 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 Gofal Iechyd
Band cyflog:	3
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:	Arweinydd Clinigol
Yn Broffesiynol Atebol i:	Arweinydd Clinigol
<u>VALUES & BEHAVIOUR</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 :

Fel Gweithiwr Cymorth Gofal Iechyd, byddwch chi'n cefnogi gwaith darparu gofal nyrsio i gleifion mewn amgylchedd clinigol a/ neu amgylchedd cartref, fel rhan o dîm a dan gyfarwyddyd Nyrs Gofrestredig.

Byddai deiliad y swydd yn gyfrifol am arwain tîm o staff Band 2 NEU byddai'n derbyn gwaith i ddarparu gwasanaeth lle y bydd yn gweithio'n rheolaidd heb oruchwyliaeth nyrs gofrestredig trwy gydol y sifft neu'r rhan fwyaf o'r sifft.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Rheoli Gofal**

Cynorthwyo staff nyrsio a'r tîm amlddisgyblaeth yn y broses asesu trwy gyfrannu at ddatblygu darlun o anghenion cleifion.

Cynorthwyo i ddarparu gofal yn unol â'r hyn a nodir yng nghynllun gofal y claf. Bob amser, rhoi gwybod i'r Nyrs Gyfrifol/ Arweinydd Clinigol am yr hyn a welir o ran cynnydd neu ddirywiad.

Datblygu sgiliau a phrofiad o gyflawni dyletswyddau sydd wedi'u dirprwyo o ran anghenion corfforol a seicolegol y claf, heb bob amser fod dan oruchwyliaeth y Nyrs Gofrestredig gyfrifol.

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

Gan ddilyn asesiadau risg WARRN priodol gan nyrs gymwysedig, gweithio gyda'r claf a gofalwyr i sicrhau bod y risg a nodwyd mor fach â phosibl.

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

Parchu gwybodaeth gyfrinachol a gesglir wrth gyflawni ei (d)dyletswyddau, gan gyfeirio at y Nyrs Gyfrifol/ Arweinydd Clinigol bob amser, a fydd yn hwyluso rhannu gwybodaeth angenrheidiol.

Bydd deiliad y swydd, dan gyfarwyddyd nyrs gymwysedig, yn mynd i gartref y cleient neu leoliad arall i arsylwi ar/ monitro Ymddygiad ac yn adrodd yn ôl i'r aelod cymwysedig o staff, gan ddilyn yr holl ddogfennaeth cynllunio gofal.

Cofnodi arsylwadau ar gleifion penodol, yn unol â'r hyn y mae'r nyrs gymwysedig wedi'i ddirprwyo, gan roi gwybod am unrhyw newidiadau ar unwaith.

Cefnogi cleifion â chyflyrau hirdymor trwy wneud gweithgareddau sgrinio y

mae'r Arweinydd Clinigol wedi'u dirprwyo iddo/ iddi.

Datblygiad Proffesiynol a Goruchwyliaeth

Nodi cynllun datblygu personol, yn cynnwys mesurau trwy hyfforddiant a hefyd trwy astudiaeth/profiadau hunangyfeiriedig.

Cwblhau gofynion hyfforddi hanfodol.

Gweithio yn unol â pholisi a gweithdrefnau Bwrdd Iechyd Lleol Powys ym mhob agwedd ar arfer a dyletswyddau sydd wedi'u dirprwyo.

Cymryd rhan yng nghyfarfodydd y tîm amlddisgyblaeth a phrosiectau datblygu yn ôl y galw.

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 o'r tîm amlddisgyblaeth.

Cymryd rhan mewn proses addysg barhaus.

Mynd ati i gyfrannu at gynnal safonau trwy roi gwybod i'r Arweinydd Clinigol a/ neu ddirprwy enwebedig am unrhyw ddiffygion a allai effeithio ar gynnal safonau (gan gynnwys diogelwch) staff neu gleifion.

Gweithio bob amser o fewn ffiniau'r dyletswyddau sydd wedi'u dirprwyo, a pheidio byth â gwneud gweithdrefnau/ ymyriadau nad ydy'r Arweinydd Clinigol a/ neu ddirprwy enwebedig wedi cytuno arnyn nhw.

Cyfrannu at drefniadau adrodd e.e. cwynion, adrodd ar ddigwyddiadau.

Bod yn barod i weithio'n hyblyg wrth gyflawni dyletswyddau eraill yn ôl y galw, boed o fewn neu'r tu allan i'r maes gwasanaeth dynodedig.

MANYLEB Y PERSON

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	NVQ3 mewn Iechyd a Gofal Cymdeithasol neu brofiad cyfwerth dangosadwy mewn amgylchedd Iechyd a Gofal Cymdeithasol	ECDL neu sgiliau cyfrifiadurol ar lefel gyfwerth Bod yn ymwybodol o anghenion cleifion a'u perthnasau/ gofalwyr a gwybod am wasanaethau gwirfoddol a statudol	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	Gweithio o fewn amgylchedd amlddisgyblaeth ac amlasiantaeth		Ffurflen Gais a Chyfweliad
Doniau a Galluoedd	Gallu dangos sgiliau rhyngbersonol a chyfathrebu da, yn rhai ysgrifenedig a llafar Gallu gweithio mewn tîm amlddisgyblaeth Gallu rheoli sefyllfaoedd sy'n ingol ichi Gallu teithio Gallu esbonio pwysigrwydd monitro gofal, archwilio a gwerthuso hanfodion gofal	Gallu siarad Cymraeg Gallu rheoli amser yn dda a gallu blaenoriaethu Gallu gweithio ar eich pen eich hun dan oruchwyliaeth Arweinydd Clinigol Gallu gwneud tasgau estynedig yn unol â chyfarwyddiadau'r Arweinydd Clinigol	Cyfweliad
Gwerthoedd	Gallu dangos dealltwriaeth o faterion Iechyd a Diogelwch		Ffurflen Gais Cyfweliad Geirdaon
Arall	Bod â dull hyblyg o drin anghenion y gwasanaeth		Ffurflen Gais 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 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 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.

Teitl y swydd:

