



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Sexual Health Clinical Support Worker
Pay Band:	3
Hours of Work and Nature of Contract:	15 hours
Service Group:	Women and Children's Services
Department:	Sexual Health Services
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Sexual Health Clinical Lead / Sexual Health Programme Manager
Professionally Accountable to:	Head of Midwifery & Sexual Health
<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 registered practitioner for the effective running of the Sexual Health services. The post holder will undertake clinical duties as delegated by the Sexual Health Practitioner including collecting specimens and assisting with examinations. The post holder will be expected to work without direct supervision within the limits of their competence. The post holder will also provide an administrative support service to the team within the Sexual Health service, including the process of correspondences, filing and retrieving of patient notes.

DUTIES & RESPONSIBILITIES

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

To be the initial point of contact for queries in to the department, escalating these as appropriate.

To inform Sexual Health practitioner as clients arrive and ensure that client's case notes are available and complete.

To input correct information and accurately use the Patient Administration System WCCIS or similar.

The post holder will need to be able to support patients using the service using tact and re-assurance as appropriate. This will at time involve supporting patients who are anxious and/or distressed.

To assist in the retrieval, organisation, dissemination and filing of results or other information in client's case notes

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

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

Ensure clinic areas and office space are maintained to a suitable standard.

To undergo any training relevant to the job role.

To work in a flexible manner.

To assist in the collection of information in connection with audits.

To be aware of Health and Safety issues and not act in a way that would compromise others.

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

Chaperone when required.

To maintain confidentiality in line with PTHB guidance and policy.

Adhere to PTHB safeguarding policy.

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 where indicated.

There will be a requirement to work at speed at times of acuity within the Sexual Health services.

Any other duties in line with the grade and scope of the post.

Clinical

To work as a member of the Team supporting & chaperoning health professionals within the clinical setting.

To prepare the clinical settings appropriately and carry out any adhoc clinical duties.

To facilitate the smooth operation of the clinic by providing a welcome for patients, preparing them for examination.

Label clinical specimens, and ensure transport to the laboratory.

To dismantle clinics at the end of the session, returning equipment as required.

To assist in the recording of administrative information under the direction of the health professional.

To perform simple nursing procedures for sexual health screening e.g. Urinalysis, venepuncture, recording height, weight and BMI, basic observations such as blood pressure, temperature and pulse.

Assist in the triage of asymptomatic patients.

Monitor stock levels of equipment and supplies and order appropriately.

To prepare and give information to clients as directed by the health professional and take and receive messages from clients.

To assist trained staff in matching results on relevant system.

To text results under supervision of trained staff.

To answer the phone and make appointments, and when required act as receptionist for clinics, putting patient details onto the computer system and preparing patient notes.

Undertake basic administrative duties such as photocopying, scanning/shredding records or disposing of records in line with PTHB guidance.

Support clinical audit activities in conjunction with the health professional and audit department.

To communicate and liaise appropriately with all members of the sexual health team and wider staff.

To attend staff meetings and team brief.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>NVQ level 3 in Health Care or equivalent experience</p> <p>GCSE level qualifications or equivalent experience; or experience in working in healthcare or multi-agency setting</p>		Application Form & pre-employment checks
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>Knowledge of aspects of Sexual Health</p> <p>Experience of working with a wide variety of professionals</p>	<p>Experience of having developed and implemented effective sexual health and/or teenage pregnancy initiatives</p>	Application Form
Aptitude and Abilities	<p>An understanding of clinical governance</p> <p>Can verbalise a caring attitude</p> <p>Participate in Meetings</p> <p>Participation within the team in care monitoring, audit and evaluation</p> <p>Can demonstrate an understanding of health & safety issues</p> <p>Computer skills. Use of word, internet, email</p> <p>Willingness to learn new skills e.g. IT systems, microscopy</p> <p>Skills in accurate filing</p> <p>Experience of obtaining diagnostic test samples including blood and urine</p>		Interview /Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	<p>Venepuncture Skills</p> <p>Experience of working with young people</p> <p>Be able to demonstrate tact and diplomacy when working with others</p> <p>Proven ability to respond to pressure and to prioritise workload</p> <p>Excellent time management skills</p> <p>Ability to work flexible hours and provide cover for annual leave and sickness</p>		
Values	<p>Additional demonstrable qualities e.g. care, compassion, competence, communication, courage and commitment</p> <p>Ability to travel</p> <p>Good time keeping and reliable</p> <p>Ability to manage stressful situations in self</p> <p>Physical ability to handle equipment to meet the role of a Sexual Health clinical Support Worker</p>		Application Form Interview References
Other	Ability to travel between various locations within Powys	Welsh Speaker	Application

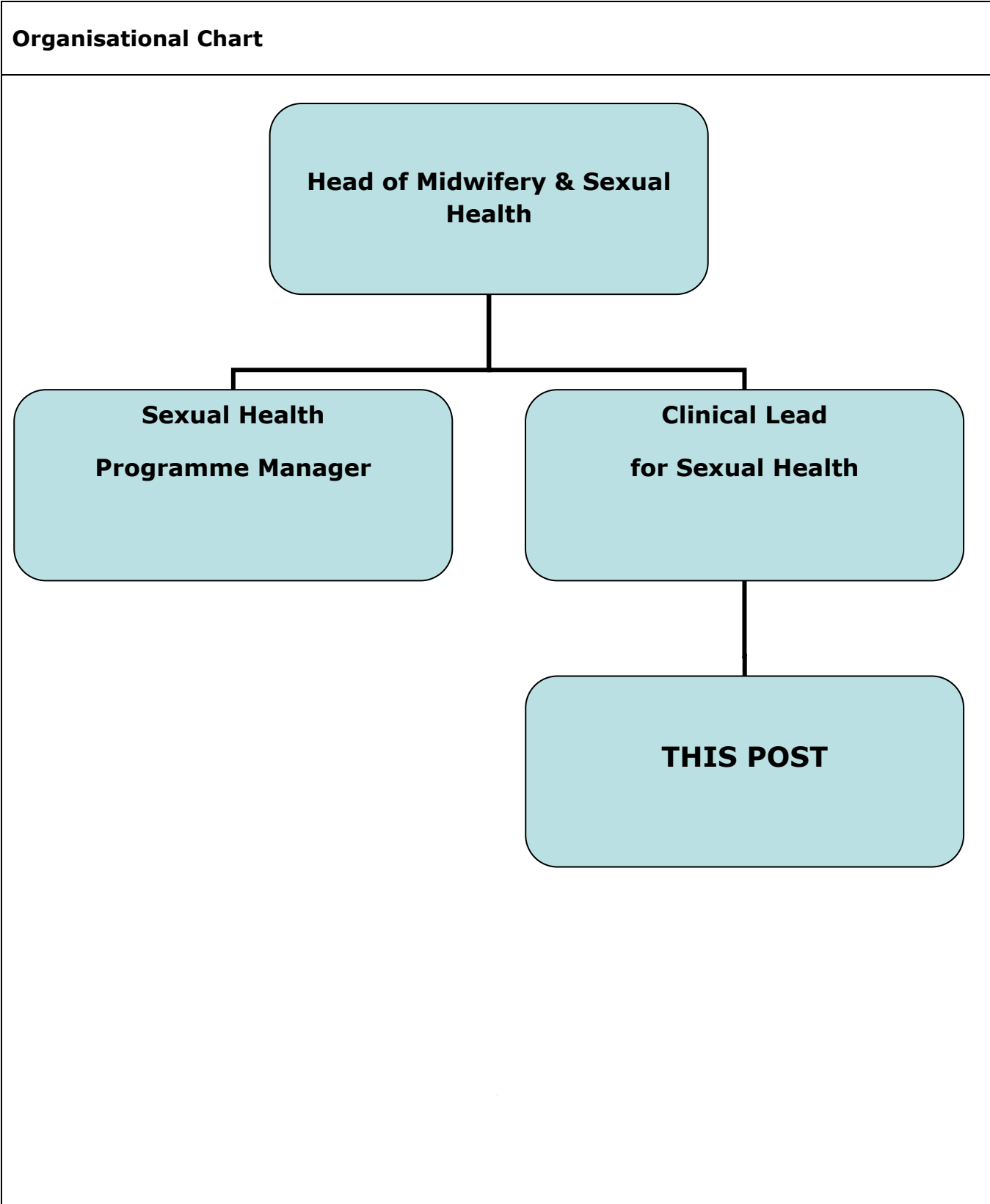
GENERAL REQUIREMENTS

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 Standard 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.





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Gweithiwr Cymorth Clinigol Iechyd Rhywiol
Band cyflog:	3
Oriau Gwaith a Natur y Contract:	15 awr
Is-adran/Cyfarwyddiaeth:	Gwasanaethau Menywod a Phlant
Adran:	Gwasanaethau Iechyd Rhywiol
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Arweinydd Clinigol Iechyd Rhywiol / Rheolwr y Rhaglen Iechyd Rhywiol
Yn Broffesiynol Atebol i:	Pennaeth Bydwreigiaeth ac Iechyd Rhywiol
<u>GWERTHOEDD AC YMDDYGIADAU</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>

Cyf. ESR: / Dyddiad Cymeradwyo:

CRYNODEB O'R SWYDD / EI NOD :

Darparu cymorth clinigol i'r ymarferydd cofrestredig i sicrhau bod y gwasanaethau Iechyd Rhywiol yn rhedeg yn esmwyth. Bydd deiliad y swydd yn ymgymryd â dyletswyddau clinigol wedi'u dirprwyo iddo/ iddi gan yr Ymarferydd Iechyd Rhywiol, gan gynnwys casglu sbesimenau a chynorthwyo ag archwiliadau. Bydd disgwyl i ddeiliad y swydd weithio heb oruchwyliaeth uniongyrchol o fewn cyfyngiadau ei gymwyseddau/ ei chymwyseddau. Bydd deiliad y swydd hefyd yn darparu gwasanaeth cefnogaeth weinyddol i'r tîm o fewn y gwasanaeth Iechyd Rhywiol, gan gynnwys proses gohebiaethau, ffeilio ac adfer nodiadau cleifion.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Bod y man cyswllt cyntaf ar ran yr adran, yn derbyn ymwelwyr mewn modd proffesiynol a chwrtais bob amser.

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

Rhoi gwybod i'r ymarferydd Iechyd Rhywiol pan fo'r cleientiaid yn cyrraedd a sicrhau bod nodiadau achos y cleient ar gael ac yn gyflawn.

Mewnbynnu'r wybodaeth gywir a defnyddio System Gweinyddu Cleifion WCCIS neu debyg yn fanwl gywir.

Bydd angen i ddeiliad y swydd allu cefnogi cleifion sy'n defnyddio'r gwasanaeth gan ddefnyddio tact a rhoi sicrwydd fel bo'n briodol. Bydd hyn yn cynnwys cefnogi cleifion sy'n bryderus a/neu'n ofidus ar adegau.

Cynorthwyo ag adfer, trefnu, dosbarthu a ffeilio canlyniadau neu wybodaeth arall yn nodiadau achos y cleientiaid.

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

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

Sicrhau bod yr ardaloedd clinigol a'r swyddfa'n cael eu cynnal i safon addas.

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

Gweithio mewn modd hyblyg.

Cynorthwyo â chasglu gwybodaeth mewn cysylltiad ag archwiliadau.

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

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

Hebrwng pan fo angen.

Cynnal cyfrinachedd yn unol â pholisi a chanllawiau BIAP.

Cadw at bolisi diogelu BIAP.

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 lle bo gofyn.

Bydd gofyn gweithio'n gyflym ar adegau tyngedfennol o fewn y gwasanaethau Iechyd Rhywiol.

Unrhyw ddyletswyddau eraill yn unol â gradd a chwmpas y swydd.

Clinigol

Gweithio fel aelod o'r Tîm sy'n cefnogi a hebrwng gweithwyr iechyd proffesiynol o fewn y lleoliad clinigol.

Paratoi y lleoliadau clinigol yn briodol ac ymgymryd ag unrhyw ddyletswyddau clinigol yn ôl y galw.

Hwyluso rhedeg y clinig yn esmwyth trwy groesawu'r cleifion a'u paratoi ar gyfer archwiliad.

Labelu samplau clinigol a sicrhau eu bod yn cael eu cludo i'r labordy.

Datgymalu clinigau ar ddiwedd y sesiwn, gan ddychwelyd cyfarpar yn ôl y gofyn.

Cynorthwyo i gofnodi gwybodaeth weinyddol dan gyfarwyddyd y gweithiwr iechyd proffesiynol.

Perfformio gweithdrefnau nyrsio syml ar gyfer sgrinio iechyd rhywiol e.e. dadansoddi wrin, gwythien-bigo, cofnodi taldra, pwysau a BMI ac arsylwadau sylfaenol fel pwysedd gwaed, tymheredd a churiad y galon.

Cynorthwyo â brysbennu cleifion asymptomatig.

Monitro lefelau stociau o gyfarpar a chyflenwadau ac archebu'n briodol.

Paratoi a rhoi gwybodaeth i gleientiaid yn ôl cyfarwyddyd y gweithiwr iechyd proffesiynol a chymryd a derbyn negeseuon oddi wrth gleientiaid.

Cynorthwyo staff hyfforddedig i gyfateb canlyniadau ar systemau perthnasol.

Anfon y canlyniadau mewn neges destun dan gyfarwyddyd staff hyfforddedig.

Ateb y ffôn a threfnu apwyntiadau a, phan bo angen, gweithredu fel derbynnydd ar gyfer clinigau, gan roi manylion cleifion ar y system gyfrifiadurol a pharatoi nodiadau cleifion.

Ymgymryd â dyletswyddau gweinyddol sylfaenol fel llungopïo, sganio/rhwygo cofnodion neu gael gwared o gofnodion yn unol â chanllawiau BIAP.

Cefnogi gweithgareddau archwilio clinigol ar y cyd â gweithwyr iechyd proffesiynol a'r adran archwilio.

Cyfathrebu a chysylltu'n briodol â holl aelodau'r tîm iechyd rhywiol a'r staff ehangach.

Mynychu cyfarfodydd staff a sesiynau briffio'r tîm.

MANYLEB Y PERSON

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	NVQ lefel 3 mewn Gofal Iechyd neu brofiad cyfwerth Cymwysterau lefel TGAU neu brofiad cyfwerth; neu brofiad o weithio mewn lleoliad gofal iechyd neu aml-asiantaeth		Ffurflen gais a gwiriadau cyn cyflogi
Profiad	Gallu dangos sgiliau trosglwyddadwy clir sy'n ddilys i'r amgylchedd gofal iechyd Gwybodaeth neu brofiad blaenorol mewn lleoliad clinigol Gwybodaeth o agweddau ar Iechyd Rhywiol Profiad o weithio gydag amrywiaeth eang o weithwyr proffesiynol	Profiad o ddatblygu a gweithredu mentrau iechyd rhywiol/ beichiogi yn yr arddegau effeithiol	Ffurflen Gais
Doniau a Galluoedd	Dealltwriaeth o lywodraethu clinigol Gallu rhoi agwedd ofalgar mewn geiriau Cymryd rhan mewn Cyfarfodydd Cymryd rhan yn y tîm mewn monitro, archwilio a gwerthuso gofal Gallu dangos dealltwriaeth o faterion iechyd a diogelwch Sgiliau cyfrifiadurol Defnyddio word, y rhyngwyd, e-bost Parodrwydd i ddysgu sgiliau newydd e.e. systemau TG, microsgopeg Sgiliau ffeilio manwl gywir		Cyfweliad / Ffurflen Gais

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	<p>Profiad o gymryd samplau ar gyfer profion diagnostig gan gynnwys gwaed ac wrin Sgiliau gwythïen-bigo</p> <p>Profiad o weithio gyda phobl ifanc</p> <p>Gallu dangos tact a thringarwch wrth weithio gydag eraill</p> <p>Gallu profedig i ymateb i bwysau ac i flaenoriaethu llwyth gwaith</p> <p>Sgiliau rheoli amser ardderchog</p> <p>Gallu gweithio oriau hyblyg a chyflenwi ar gyfer absenoldeb salwch a gwyliau</p>		
Gwerthoedd	<p>Nodweddion ychwanegol dangosadwy e.e. gofal, tosturi, cymhwysedd, gallu i gyfathrebu, gwroldeb ac ymrwymiad</p> <p>Gallu teithio</p> <p>Yn brydlon iawn ac yn ddibynadwy</p> <p>Gallu rheoli sefyllfaoedd sy'n ingol ichi</p> <p>Gallu corfforol i drin cyfarpar i gyflawni rôl Gweithiwr Cymorth clinigol Iechyd Rhywiol</p>		Ffurflen Gais Cyfweliad Geirdaon
Arall	Gallu teithio rhwng lleoliadau amrywiol ym Mhowys	Siaradwr Cymraeg	Ffurflen gais

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 ymrwmo 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 cyflogeion 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 chymwysedau 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.

Teitl y Swydd:

