



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Theatre & Endoscopy Health Care Support Worker
Pay Band:	3
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Endoscopy and Surgical Services
Department:	Day Surgery and Endoscopy Unit
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Theatre & Endoscopy Team Leader
Professionally Accountable to:	Professional Lead for Surgical Services
<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 a member of the Nursing Team and Preoperative Team under the direction and supervision of the qualified nurse or Operating Department Practitioner (ODP) to ensure a high standard of nursing care and safety for all patients or service users within the Theatre and Endoscopy department.

Contribute to the assessment of care needs and the implementation and evaluation of programmes of care, participating and contributing to the wider clinical governance agenda including service development and flexible working to meet the needs of the patients and service.

The post holder will include using specialist skills in the preparation and decontamination processes for endoscopy procedures. Work in a multidisciplinary and multi-agency arena alongside other members of the primary and community teams. There is also a requirement to supervise junior staff and regularly work without direct supervision of a qualified nurse or ODP.

DUTIES & RESPONSIBILITIES

Transfer of patients within the perioperative and endoscopy environment.

Will act as circulating person in Theatre. This requires knowledge of instrumentation and ability to set up equipment for a variety of specialities.

Answer departmental telephones promptly and courteously, taking the appropriate actions according to the enquiry mode or information required adhering to the Welsh language standards.

Check and prepare patient trolleys.

Check, prepare and clean perioperative and endoscopy areas before, during and after lists / cases.

Carry out checks on flexible endoscopes prior to use, this includes visual checks of the scope and testing once connected to processor. Recognise and report faults removing the equipment from immediate use, reporting faults to Team Leader.

Processing of instruments using the appropriate decontamination process both in manual and automated endoscopic processor, maintaining safe working practice at all times, wearing required PPE when necessary.

Ensure correct and safe handling and storage of fragile equipment and instruments, often of a valuable nature including gastroscopy, colonoscopy and flexible endoscopes.

Comply with Health and Safety guidelines and the safe handling and disposal of endoscopy chemicals to ensure a safe working environment.

Carry out visual checks on all Automated Endoscope Reprocessor (AER) cycles to ensure correct parameters are achieved. The post holder will be expected to recognise when parameters are not met and escalate to Team Leader.

Prioritise workload to ensure endoscopes are ready for endoscopy list, ensuring there is no delay or disruption to patient care.

Decontaminate all equipment going for repair and follow protocol for returning scopes to manufacturer for repair.

Use manual recording and IT systems to provide traceability of instruments and devices throughout the health board.

Be aware of Joint Advisory Group, HTM 01-06 Health Technical Memoranda and British Society of Gastroenterology guidelines, policies and procedures.

Competent in the safe administration of the Tristel Wipe system and the accompanying patient record.

Prepare the clinical area and assist clinician in minor operative procedures following ANTT principles.

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

Maintaining and updating records and database, for traceability of re-useable medical instruments in accordance with quality control and accreditation.

Carry out weekly and monthly tests on the AER, scopes and storage cabinets, ensuring documentation is completed and faults reported to ensure timely repairs and maintenance.

Collect data from both sites and enter data on the IT theatre system.

Undertake weekly stock checks and ordering.

Assist Nursing staff and the multidisciplinary team in the assessment process by contributing to developing a picture of patients' needs.

Responsible for providing support to the Nursing team in the day to day management and implementation of multi-disciplinary care, consisting of scheduled care for patients in the Theatre and Endoscopy setting with multiple, complex and palliative care needs. For example; ensuring the day-to-day cleanliness of the department and preparing medical notes for lists ensuring all relevant documentation is within the notes.

Taking responsibility for own actions and organisational knowledge and operating within PTHB and department policies and standards.

Provide clinical care encompassing a variety of clinical interventions to all patients delegated by Consultant clinicians. The anticipated outcome of these interventions in all cases is to provide clinical information which assists in a diagnosis to be reached.

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

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

Act as an advocate for those in their care, particularly those who lack capacity or the ability to consent and are deemed vulnerable.

Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.

Assist patients where necessary with all aspects of personal hygiene.

Ensuring all patients, carers, relatives and colleagues are treated with dignity and respect.

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

Competent to carry out a range of clinical skills to include:

- Point of care testing for identified routine monitoring, including responsibility for compliance with both internal and external quality assessment of equipment.
- Vital signs assessment and documentation
- Prepare clinical area and assist clinician in minor operative procedures following ANTT principles.

The Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process and have responsibility for managing risks and reporting exceptions.

Staff have a responsibility to access Occupational Health, the Staff Counsellor and any other support in time of need and advice.

Personal Development & Safe Delivery of Care

Maintain knowledge of Theatre / Day Surgery Unit (DSU) / Endoscopy / preanesthetic Screening Clinic and service developments.

Following a period of practical training the HCSW role will:

- Manipulate trolleys and wheelchairs.
- Prepare operating theatres and endoscopy for surgery.
- Assist in the positioning of patients.
- Regularly assist in the assembling and checking of sterile and unsterile equipment.

Attend all mandatory training.

Maintain own ESR record in a timely manner.

Participate in undertaking audits and surveys.

Work following the HCSW Code of Conduct & Code of Practice which can be found at:
<http://www.wales.nhs.co.uk/nhswalescodeofconductandcodeofpractice>

Complete essential training requirements.

Work in accordance with PTHB policy, procedures and guidelines in all aspects of practice and delegated duties.

Assist with the support and induction of new team members.

Contribute to all clinical governance activity.

Attend meetings as required and ensure information is fed back to the Team Leader/Ward Sister.

Participate in development projects

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

Actively participate in appraisal training. Identify a personal development plan incorporating measures both through training and self-directed study/experience.

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

Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of patients, carers and relatives.

Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs and overcoming any barriers to communication.

Develop and maintain communication with people about difficult matters or difficult situations.

Responsible for communication effectively both verbally and in writing with other members of the MDT.

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

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/nominated deputy.

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

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

Make use of information in decision making, problem solving and care management.

Able to identify situations where prioritization is essential determining the need to call the emergency services e.g. patient in a collapsed state.

Escalate concerns to the Registered General Nurse as soon as possible to enable prompt intervention and reassessment of their needs as appropriate.

Have awareness of the triggers and process for incident reporting, risk management, safeguarding, concerns and wider governance related issues and escalate to the Registered Nurse/ODP

Able to recognise safeguarding concerns and where appropriate initiate the safeguarding procedure, taking into account the Deprivation of Liberty Safeguards and the Mental Capacity Act requirements.

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

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Evidence of a good general education and must be numerate and literate</p> <p>Level 3 NVQ/QSF in a health care associated certificate/ Certificate in Health Care Nursing, Support Worker Education,</p> <p>Or</p> <p>Equivalent qualification, skills, knowledge and experience</p>	<p>Evidence of continuing personal development relevant to the role in health care</p> <p>Completion of e- lfh ENDO1 module</p> <p>ENDO1 accredited course</p> <p>Local knowledge of statutory of voluntary services</p>	<p>Application Form & pre-employment checks</p> <p>Interview</p>
Experience	<p>Interpersonal and communication skills</p> <p>Experience in providing care and undertaking clinical observations</p> <p>Experience in a range of clinical skills in the operating Theatre and Endoscopy setting</p> <p>Can demonstrate self-motivation, pro-activity and resourcefulness</p> <p>Demonstrates confidence and assertiveness</p> <p>Can evidence that they can/have acted as a positive role model for others</p> <p>Ability to engage with members of the public</p> <p>Able to work in a multi-agency arena</p>	<p>Previous caring role</p> <p>Experience of decontamination of endoscopes</p>	<p>Interview / Application Form</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd	Able to work independently (within competency) and as part of the team		
Aptitude & Abilities	<p>Able to work under remote supervision</p> <p>Ability to diffuse difficult/threatening situations</p> <p>Skills in post-operative wound care</p> <p>Experience of clinical specialities</p> <p>Knowledge of management processes required to run the Theatre and Endoscopy department</p> <p>Ability to prioritise workload</p> <p>High level of manual dexterity to enable postholder to prepare and check equipment</p> <p>Excellent communication skills</p> <p>Computer literate with an ability to use a range of IT applications e.g. Word, Outlook</p>	Ability to speak Welsh	Interview / Application Form / References
Values	<p>Demonstrate PTHB Values</p> <p>Can demonstrate an understanding of Health and Safety Issues</p>		Interview / Application Form / References
Other	Able to work hours flexibly this includes evenings and weekends and across both our Brecon and Llandrindod Wells sites		Interview / Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Other cont'd	Ability to travel Flexible to meet the demands of the service-changing workloads/roles during the working shift		

GENERAL REQUIREMENTS

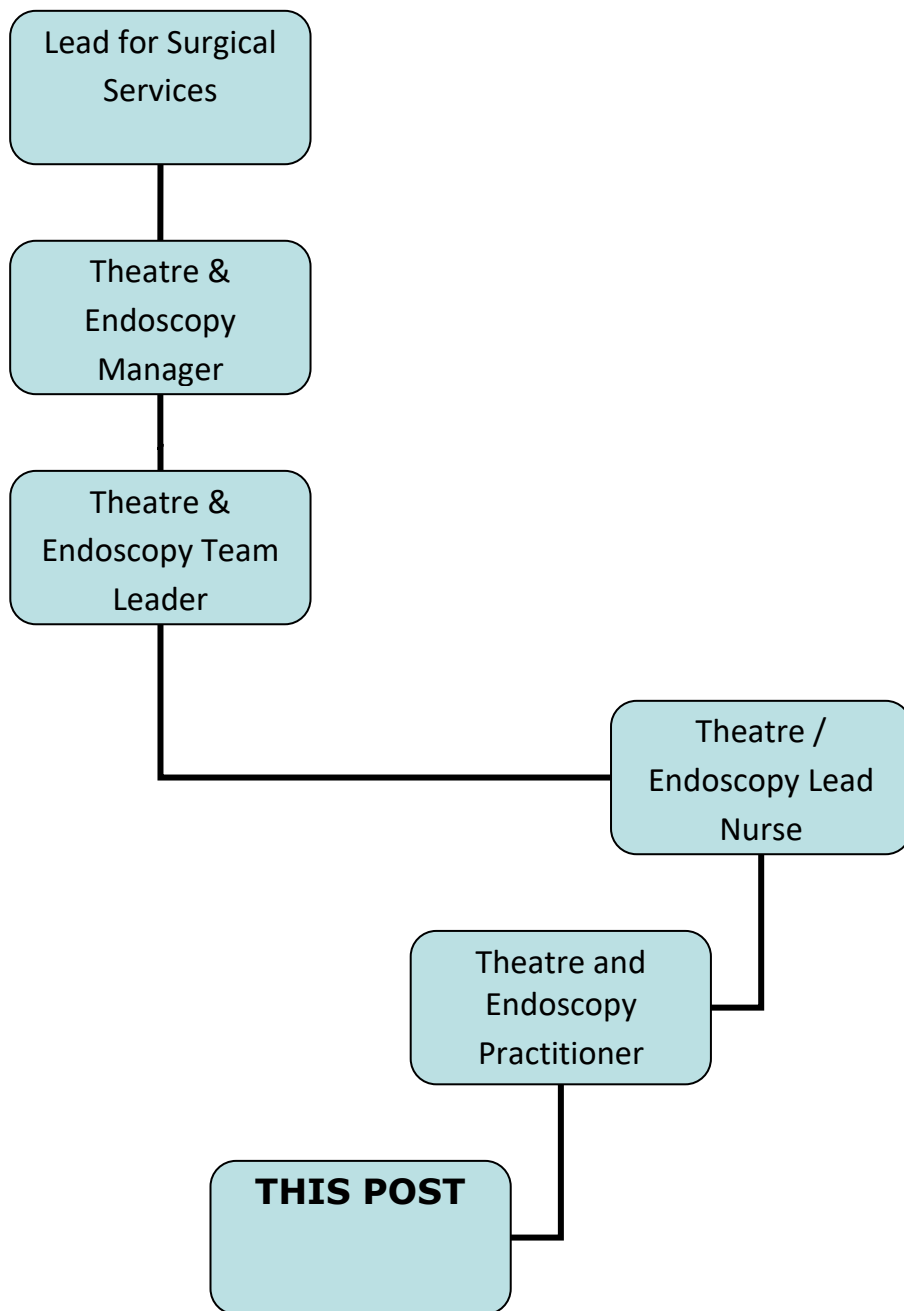
Include those relevant to the post requirements

- **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 / 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 Cynnal Gofal Iechyd Theatr ac Endosgopi
Band cyflog:	3
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Gwasanaethau Endosgopi a Llawdriniaeth
Adran:	Uned Llawdriniaeth Ddydd ac Endosgopi
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Arweinydd Tîm Theatr ac Endosgopi
Yn Broffesiynol Atebol i:	Arweinydd Proffesiynol Gwasanaethau Llawdriniaeth
<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 aelod o'r Tîm Nyrsio a'r Tîm Amdriniaethol o dan gyfarwyddyd a goruchwyliaeth y nyrs gymwysedig neu Ymarferydd yr Adran Llawdriniaeth er mwyn sicrhau safon uchel o ofal nyrsio a diogelwch i bob claf neu ddefnyddiwr gwasanaeth o fewn yr adran Theatr ac Endosgopi.

Cyfrannu at asesu anghenion gofal a gweithredu a gwerthuso rhaglenni gofal, gan gymryd rhan a chyfrannu at yr agenda llywodraethu clinigol ehangach gan gynnwys datblygu gwasanaethau a gweithio'n hyblyg i ddiwallu anghenion y cleifion a'r gwasanaeth.

Bydd deiliad y swydd yn defnyddio sgiliau arbenigol yn y prosesau paratoi a dadlygru ar gyfer gweithdrefnau endosgopi. Gweithio mewn maes amlddisgyblaethol ac amlasiantaeth ochr yn ochr ag aelodau eraill o'r timau sylfaenol a chymunedol. Mae gofyniad hefyd i oruchwylio staff iau a gweithio'n rheolaidd heb oruchwyliaeth uniongyrchol nyrs gymwysedig neu'r Ymarferydd.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Trosglwyddo cleifion o fewn yr amgylchedd amdriniaethol ac endosgopi.

Gweithredu fel person ar gylchdro yn y Theatr. Mae hyn yn gofyn am wybodaeth am gyfarpar a gallu i baratoi offer ar gyfer amrywiaeth o arbenigeddau.

Ateb ffonau'r adran yn brydlon ac yn gwrtais, gan gymryd y camau priodol yn ôl yr ymholiad neu'r wybodaeth angenrheidiol gadw at safonau'r Gymraeg.

Gwirio a pharatoi trolïau i gleifion.

Gwirio, paratoi a glanhau ardaloedd amdriniaethol ac endosgopi cyn, yn ystod ac ar ôl rhestrau / achosion.

Cynnal gwiriadau ar endosgopau hyblyg cyn eu defnyddio, mae hyn yn cynnwys gwiriadau gweledol o'r sgôp a phrofion wedi'u cysylltu â'r prosesydd. Nodi ac adrodd am ddiffygion gan dynnu'r offer yn ôl ar unwaith, gan adrodd am ddiffygion i Arweinydd y Tîm.

Prosesu offer gan ddefnyddio'r broses dadlygru briodol ar gyfer prosesydd endosgopig awtomataidd a'r math a weithredir â llaw, gan gynnal ymarfer gweithio diogel bob amser, gan wisgo cyfarpar diogelu personol angenrheidiol pan fo angen.

Sicrhau y caiff offer ac offerynnau bregus eu trin a'u storio'n gywir ac yn ddiogel, gan eu bod yn aml yn werthfawr, gan gynnwys gastrosgopi, colonosgopi ac endosgopau hyblyg.

Cydymffurfio â chanllawiau Iechyd a Diogelwch a thrin a gwaredu cemegau endosgopi yn ddiogel er mwyn sicrhau amgylchedd gwaith diogel.

Cynnal gwiriadau gweledol ar bob cylch Ailbrosesydd Endosgop Awtomataidd (AER) i sicrhau bod paramedrau cywir yn cael eu cyflawni. Bydd disgwyl i ddeiliad y swydd nodi pan na fydd paramedrau'n cael eu bodloni a'u cyfeirio at Arweinydd y Tîm.

Blaenoriaethu llwyth gwaith i sicrhau bod endosgopau'n barod ar gyfer rhestr endosgopi, gan sicrhau nad oes unrhyw oedi na tharfu ar ofal cleifion.

Dadlygu'r holl offer sy'n mynd i gael ei atgyweirio a dilyn protocol ar gyfer dychwelyd sgopau i'r gwneuthurwr i'w hatgyweirio.

Defnyddio systemau cofnodi â llaw a TG i ddarparu dull olrhain offerynnau a dyfeisiau drwy'r bwrdd iechyd.

Bod yn ymwybodol o'r Grŵp Cyngori ar y Cyd, HTM 01-06 Memoranda Technegol Iechyd a chanllawiau, polisïau a gweithdrefnau Cymdeithas Gastroenteroleg Prydain.

Yn gymwys wrth weinyddu'r system Tristel Wipe yn ddiogel a'r cofnod cleifion sy'n cyd-fynd â hi.

Paratoi'r ardal glinigol a chynorthwyo'r clinigwr mewn mân weithdrefnau gweithredol yn dilyn egwyddorion ANTT.

Bod yn barod i weithio'n hyblyg wrth ymgymryd â dyletswyddau eraill yn ôl y gofyn o fewn a thu allan i'r ardal wasanaeth ddynodedig.

Cynnal a diweddarau cofnodion a chronfa ddata, ar gyfer olrhain offerynnau meddygol ailddefnyddiadwy yn unol â rheoli ansawdd ac achredu.

Cynnal profion wythnosol a misol ar AER, sgopau a chabinetau storio, gan sicrhau bod dogfennau'n cael eu cwblhau a'r namau yn cael eu cofnodi i sicrhau gwaith atgyweirio a chynnal a chadw prydlon.

Casglu data o'r ddau safle a mewnbynnu data ar y system theatr TG.

Ymgymryd â gwiriadau ac archebion stoc wythnosol.

Cynorthwyo staff Nyrsio a'r tîm amlddisgyblaethol yn y broses asesu drwy gyfrannu at ddatblygu darlun o anghenion cleifion.

Yn gyfrifol am ddarparu cymorth i'r tîm Nyrsio yn y gwaith o reoli a gweithredu gofal aml-ddisgyblaeth o ddydd i ddydd, sy'n cynnwys gofal wedi'i drefnu ar gyfer cleifion yn y Theatr a'r lleoliad Endosgopi gydag anghenion gofal lluosog, cymhleth a lliniarol. Er enghraifft; sicrhau glendid yr adran o ddydd i ddydd a pharatoi nodiadau meddygol ar gyfer rhestrau gan sicrhau bod yr holl ddogfennaeth berthnasol yn y nodiadau hynny.

Cymryd cyfrifoldeb am eich gweithredoedd eich hun a gwybodaeth sefydliadol a gweithredu o fewn polisiau a safonau Bwrdd Iechyd Addysgu Powys a'r adran.

Darparu gofal clinigol sy'n cwmpasu amrywiaeth o ymyriadau clinigol i bob claf a ddirprwywyd gan glinigwyr Ymgynghorol. Canlyniad disgwylidig yr ymyriadau hyn ym mhob achos yw darparu gwybodaeth glinigol sy'n cynorthwyo gyda'r diagnosis.

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

Cynnal urddas y claf bob amser a darparu'r uchafswm o breifatrwydd.

Gweithredu fel eiriolwr dros y rhai sydd yn eu gofal, yn enwedig y rhai nad oes ganddynt alluedd neu'r gallu i gydsynio ac y bernir eu bod yn agored i niwed.

Cymryd cyfrifoldeb personol am ddiogelu a sicrhau ansawdd y wybodaeth gan gynnwys cydymffurfio â gofynion Deddf Diogelu Data 1998.

Cynorthwyo cleifion lle bo angen gyda phob agwedd ar hylendid personol.

Sicrhau y caiff yr holl gleifion, gofalwyr, perthnasau a chydweithwyr eu trin â pharch ac urddas.

Parchu gwybodaeth gyfrinachol a geir yn ystod dyletswyddau gan gyfeirio at y Brif Nyrs bob amser a fydd yn hwyluso'r broses o rannu gwybodaeth angenrheidiol.

Cymwys i gyflawni amrywiaeth o sgiliau clinigol gan gynnwys:

- Profion pwynt gofal ar gyfer monitro rheolaidd a nodwyd, gan gynnwys cyfrifoldeb am gydymffurfio ag asesu ansawdd cyfarpar yn fewnol ac yn allanol.
- Asesiad a dogfennaeth arwyddion hanfodol

- Paratoi ardal glinigol a chynorthwyo'r clinigwr mewn mân weithdrefnau gweithredol yn dilyn egwyddorion ANTT.

Mae'r Bwrdd Iechyd wedi ymrwmo i ddiogelu staff, cleifion, asedau ac enw da drwy broses rheoli risg effeithiol. Bydd yn ofynnol i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y Bwrdd Iechyd a chymryd rhan weithredol yn y broses hon a bod yn gyfrifol am reoli risgiau ac adrodd am eithriadau.

Mae gan staff gyfrifoldeb i fynd at Iechyd Galwedigaethol, y Cwnselydd Staff ac unrhyw gymorth arall mewn amser o angen a chynghor.

Datblygiad Personol a Darparu Gofal yn Ddiogel

Cynnal gwybodaeth am y Theatr / Uned Llawfeddygaeth Dydd / Endosgopi / Clinig Sgrinio Cyn-anasthedig a datblygiadau gwasanaeth.

Yn dilyn cyfnod o hyfforddiant ymarferol bydd rôl Gweithwyr Cynnal Gofal Iechyd yn cynnwys:

- Trin a thrafod trolïau a chadeiriau olwyn.
- Paratoi theatrau ac endosgopi ar gyfer llawdriniaeth.
- Cynorthwyo i leoli cleifion.
- Cynorthwyo'n rheolaidd i gydosod a gwirio offer di-haint a heb ei ddiheintio.

Mynychu pob hyfforddiant gorfodol.

Cadw eich cofnod ESR eich hun yn gyfredol.

Cymryd rhan mewn gwaith cynnal archwiliadau ac arolygon.

Cod Ymddygiad a Chod Ymarfer Gweithwyr Cynnal Gofal Iechyd sydd i'w weld yma: <https://www.wales.nhs.uk/codymddygiadachodymarfergigcymru>

Cwblhau gofynion hyfforddiant hanfodol.

Gweithio yn unol â pholisïau a gweithdrefnau Bwrdd Iechyd Addysgu Powys ym mhob agwedd ar ymarfer a dyletswyddau dirprwyedig.

Cynorthwyo gyda chefnogaeth ac ymsefydlu aelodau newydd y tîm.

Cyfrannu at bob gweithgaredd llywodraethu clinigol.

Mynychu cyfarfodydd yn ôl yr angen a sicrhau bod gwybodaeth yn cael ei bwydo'n ôl i Arweinydd y Tîm/Prif Nyrs y Ward.

Cymryd rhan mewn prosiectau datblygu

Sicrhau a chynnal safon uchel o lendid o fewn amgylchedd y Theatr yn ôl y Canllawiau Cenedlaethol.

Cymryd rhan weithredol mewn hyfforddiant arfarnu. Nodi cynllun datblygu personol sy'n ymgorffori mesurau drwy hyfforddiant ac astudiaeth hunangyfeiriedig/profiadau.

Cyfrannu at amgylchedd cadarnhaol lle mae pobl yn teimlo eu bod yn cael eu gwerthfawrogi a'u hysgogi.

Cyfathrebu mewn modd sensitif, yn gyfrinachol ac ag empathi i ddiwallu anghenion corfforol ac emosiynol eang cleifion a'u gofalwyr a'u teuluoedd.

Defnyddio amrywiaeth o ddulliau cyfathrebu, dehongli a chyflwyno gwybodaeth glinigol i gleifion a'u teuluoedd/gofalwyr mewn ffyrdd y gellir eu deall yn glir, cydnabod anghenion unigol, a goresgyn unrhyw rwystrau i gyfathrebu.

Datblygu a chynnal dulliau cyfathrebu â phobl am faterion anodd neu sefyllfaoedd anodd.

Yn gyfrifol am gyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig gydag aelodau eraill y tîm amlddisgyblaethol.

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

Gweithio bob amser o fewn ffiniau'r dyletswyddau dirprwyedig, heb ymgymryd â gweithdrefnau/ymyriadau nad ydynt wedi'u cytuno gan yr Arweinydd Clinigol/dirprwy enwebedig ar unrhyw adeg.

Cyfrannu at drefniadau adrodd e.e. cwynion ac adrodd am ddigwyddiadau.

Dadansoddi, casglu a storio gwybodaeth, sy'n berthnasol i reolaeth glinigol/Theatr lawdriniaeth/Uned Llawdriniaeth Ddydd.

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

Gallu adnabod sefyllfaoedd lle mae blaenoriaethu yn hanfodol o ran penderfynu ar yr angen i alw'r gwasanaethau brys e.e. claf yn mynd yn sâl.

Cyfeirio pryderon at y Nyrs Gyffredinol Gofrestredig cyn gynted â phosibl er mwyn galluogi ymyrraeth brydlon ac ailasesu eu hanghenion fel y bo'n briodol.

Bod ag ymwybyddiaeth o'r sbardunau a'r broses ar gyfer adrodd am ddigwyddiadau, rheoli risgiau, diogelu, pryderon a materion ehangach sy'n ymwneud â llywodraethu a'u trosglwyddo i'r Nyrs Gofrestredig/Ymarferydd.

Gallu adnabod pryderon diogelu, a lle bo'n briodol, cychwyn y weithdrefn ddiogelu, gan ystyried gofynion Diogelu rhag Colli Rhyddid a'r Ddeddf Galluedd Meddyliol.

Gallu dilyn polisiâu, protocolau, canllawiau a chydabod amrywiannau er mwyn eu hadrodd i gydweithiwr ar radd oruchwyliol.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Tystiolaeth o addysg gyffredinol dda ac yn rhifog a llythrennog</p> <p>NVQ Lefel 3/QSF mewn tystysgrif sy'n gysylltiedig â gofal iechyd / Tystysgrif mewn Nyrsio Gofal Iechyd, Addysg Gweithiwr Cymorth,</p> <p>Neu</p> <p>Gymhwyster cyfatebol, sgiliau, gwybodaeth a phrofiad</p>	<p>Tystiolaeth o ddatblygiad personol parhaus sy'n berthnasol i'r rôl ym maes gofal iechyd.</p> <p>Cwblhau modiwl ENDO1 e-lfh</p> <p>Cwrs achrededig ENDO1</p> <p>Gwybodaeth leol am wasanaethau statudol a gwirfoddol.</p>	Ffurflen Gais Gwiriadau cyn-gyflogi Cyfweliad
Profiad	<p>Sgiliau cyfathrebu a rhyngpersonol.</p> <p>Profiad o ddarparu gofal a chynnal arsylwadau clinigol.</p> <p>Profiad mewn ystod o sgiliau clinigol mewn lleoliad Theatr ac Endosgopi</p> <p>Gallu dangos hunan-gymhelliant, yn rhagweithiol ac yn ddyfeisgar</p> <p>Dangos hyder a phendantrwydd</p> <p>Gallu dangos eu bod yn gallu/wedi gweithredu fel model rôl bositif i eraill</p> <p>Y gallu i ymgysylltu ag aelodau o'r cyhoedd.</p> <p>Yn gallu gweithio mewn lleoliad aml-asiantaeth</p>	<p>Rôl ofalgar flaenorol</p> <p>Profiad o ddadlygru endosgopau</p>	Cyfweliad / Ffurflen Gais

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Profiad	Gallu gweithio'n annibynnol (o fewn cymhwysedd) ac fel rhan o'r tîm		Cyfweliad / Ffurflen Gais / Geirda
Doniau a Galluoedd	<p>Gallu gweithio dan oruchwyliaeth o bell</p> <p>Y gallu i leddfufu sefyllfaoedd anodd/bygythiol</p> <p>Sgiliau mewn gofal clwyfau ôl-lawdriniaeth</p> <p>Profiad o arbenigeddau clinigol</p> <p>Gwybodaeth am brosesau rheoli sydd eu hangen i redeg yr adran Theatr ac Endosgopi</p> <p>Yn gallu blaenoriaethu llwyth gwaith.</p> <p>Lefel uchel o ddehurwydd â llaw i alluogi deiliad y swydd i baratoi a gwirio offer</p> <p>Sgiliau cyfathrebu rhagorol</p> <p>Llythrennedd cyfrifiadurol â'r gallu i ddefnyddio ystod o gymwysiadau TG e.e. Word, Outlook</p>	Gallu siarad Cymraeg	Cyfweliad / Ffurflen Gais / Geirda
Gwerthoedd	<p>Yn gallu dangos gwerthoedd y Bwrdd Iechyd</p> <p>Gall ddangos dealltwriaeth o Faterion Iechyd a Diogelwch</p>		Cyfweliad / Ffurflen Gais

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Arall	<p>Yn gallu gweithio'n hyblyg gan gynnwys gyda'r nos ac ar benwythnosau ac ar draws ein safleoedd yn Aberhonddu a Llandrindod</p> <p>Yn gallu teithio</p> <p>Hyblyg i ateb gofynion y gwasanaeth - newid mewn llwyth gwaith/rolau yn ystod y shifft waith</p>		Cyfweliad / Ffurflen Gais

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; 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 /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 Polisiau 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:

