



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Clinical / Counselling Psychologist: Adult Mental Health Psychology Services
<b>Pay Band:</b>	8a
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Complex Trauma Service
<b>Department:</b>	Mental Health Psychology Services, Complex Trauma
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	Head of Psychology & Psychological Therapies
<b>Professionally Accountable to:</b>	Clinical Lead, Complex Trauma Service
<b><u>VALUES &amp; BEHAVIOUR</u></b>	
	<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 with the Consultant Clinical Psychologist to deliver systematic provision of high-quality formal evidence based psychological therapies (including DBT, and possibly MBT, CAT, EMDR, CFT and CBT), and informal (to include behavioural activation and structured clinical management) within the CTR pathway.

Provide clinical and psychological therapies, and support service developments across the psychologically led treatment pathway.

Work closely with existing teams, including the Community Mental Health Teams and Crisis Resolution Home Treatment Teams, ensuring that CTR clients receive a consistent care approach across mental health services and different professional disciplines; ensuring that staff are able to meet the needs of the client group.

Work across Powys, conducting clinics across the county and will be willing and able to travel between locations on a regular basis.

## **DUTIES & RESPONSIBILITIES**

### **Clinical**

To spend approximately 70% of time in direct/indirect clinical work with clients and/or delivering clinical supervision. Approximately 30% of time will involve service development activities, such as developing and delivering training events, service evaluation, and CPD activities.

Working within the Complex Trauma Recovery Pathway and with the Consultant Clinical Psychologist, adhering to local referral and care pathways, provide mental health clinical screening so that people referred may be signposted, treated or referred on as appropriate.

Provide specialised psychological assessments, formulations and evidence-based psychological therapies (including contributing to one of the Powys Dialectical Behaviour Therapy Teams), drawing on highly developed specialist theoretical and practical knowledge of a wide range of psychological procedures and evidence-based practices.

Work as an independent practitioner and be responsible for a specialist caseload of clients referred to the complex trauma service for assessment and intervention.

Make appropriate clinical judgements, formulations, diagnoses and decisions involving complex facts or situations, and which require the analysis, interpretation and comparison of a range of options, and provide the basis for the development of therapeutic interventions.

Communicate psychological formulations, highly complex and highly sensitive or life changing information to clients, relatives, carers and other professionals, where barriers to acceptance and understanding may need to be overcome, and in situations which may be hostile, antagonistic or emotive.

Work in clinical situations that require intense concentration and which involve highly distressing or emotional circumstances or where there is a risk of verbal or physical aggression.

Develop an individualised formulation and care plan to meet each service user's needs, and design and implement an individual, family, or group based specialised treatment intervention as required.

Communicate and liaise with referrers and appropriate colleagues on the progress of assessments and therapeutic interventions with service users.

Engage with relatives, carers and significant others as part of the psychological process, as appropriate.

Prepare reports derived from systematic assessment and therapy for a range of professional groups and other agencies as required. Reports for statutory/legal agencies external to PTHB will be discussed in supervision before dissemination.

Use on a regular basis, both routine and specialist computer software e.g. PowerPoint, SPSS, for the preparation of reports, data analysis, etc.

Carry out assessments of risk (e.g. abuse, suicide, self-harm, risk to others). Such assessments can carry considerable responsibility as errors could involve human and financial cost and will be discussed in supervision.

Maintain and update client records, service user database records, etc. in accordance with PTHB policies and procedures, and professional guidelines.

Ensure the integrity and proper evaluation of psychological assessments and interventions applied by Trainee and Assistant Psychologists under the post holder's clinical supervision.

Provide expert consultation about the psychological care of the client group to staff and agencies outside the service line and Health Board.

Work within the Clinical Strategy, NICE Guidelines, NSF (Mental Health), Matrics Cymru and evidence-based practice to provide psychological interventions following assessments.

Communicate appropriate clinical information with the team, with referrers and other organisations in a timely fashion with due regard for confidentiality and information sharing protocols.

Develop and deliver group interventions, such as the emotional skills group and dialectical behaviour therapy skills group where appropriate.

In common with all Clinical/Counselling Psychologists, the post holder will be accountable for their own clinical decisions and professional actions, whilst equally obliged to consult appropriately with peers or a clinical supervision.

Efficiently and effectively plan and monitor own clinical workload, CPD and research activities.

Ensure appropriate data upkeep and use of relevant outcome measures.

Conversant and compliant with the Mental Health Measure legislative requirements.

Work across Powys, conducting clinics across the county and will be willing and able to travel between locations on a regular basis.

### **Service Management, Development & Administration**

Notify the Clinical Lead for the service about service needs and priorities, and to implement policy and service changes and developments agreed with the Clinical Lead for the Complex Trauma Service.

Contribute to the development, evaluation and monitoring of operational policies, procedures and protocols required to support people who access the service.

Contribute to the development of the Complex Trauma service in line with clinical evidence and service demands.

Follow the policies and procedures of the Mental Health Division, Powys Psychology Service and Powys Teaching Health Board.

Responsible for advising colleagues within related teams on psychological and/or organisational aspects of the complex trauma service, and to participate in the teams' working parties as necessary, as well as to encourage and support the development of multi-disciplinary teamwork within teams.

Provide records and data regarding Adult Mental Health Psychology activity as required by the Clinical Lead for the service or the Operational Manager.

Implement Clinical Governance policies and initiatives as required.

Responsible for appropriate access to, and safe keeping and maintenance of, Complex Trauma Service equipment.

Maintain up to date knowledge of statutory and legislative developments, national and local policies and issues in relation to Adult Mental Health Psychology.

Participate in the recruitment and selection of staff for the Complex Trauma service, as required.

Work within PTHB organisational policies and procedures, and within HCPC and BPS professional and ethical guidelines.

### **Teaching, Training and Clinical Supervision**

Responsible for the training and clinical supervision of attached Assistant Psychologists, Mental Health Practitioners, Clinical Psychologists in training, and Psychology Students, as required.

Provide supervision, consultation and advice to other staff and agencies on the psychological treatment and management of service users with complex emotional needs.

Design and deliver training to colleagues from other professions and other agencies on the theory and use of psychological approaches, and working with people with complex emotional needs/complex trauma who are likely to meet criteria for a diagnosis of personality disorder.

Contribute to the training of own profession by providing core or elective placements and teaching sessions for the North and South Wales Clinical Psychology Programmes, as required.

Develop relevant materials for information and for the teaching and training of clients, carers, Clinical Psychology Trainees and professional staff.

### **Research and Service Development Activity**

Develop and advise on accessible sources of information for service users and elicit their views on services. Ensure that user involvement is considered and addressed within all aspects of service provision and delivery. Take a co-production approach to service design and delivery wherever practicable.

Work with others, including the Complex Trauma service expert by experience panel and Assistant Psychologist, to design, develop and implement information about services available for referrers, service users and their carers.

Initiate, develop and conduct clinically related audit and research in agreement with the Clinical Lead for the service.

Responsible for ongoing assessment, monitoring, and reporting of clinical outcomes in order to evaluate interventions and improve services.

Deploy professional skills in research, service evaluation and audit to help develop and improve services; and to provide research advice to other team staff undertaking these activities.

Liaise with the Research Scrutiny Committee and Ethics Committee regarding specific research proposals.

Utilise theory, evidence-based literature and research to guide evidence-based practice in own work and work with other team members.

Advise and supervise research activities of attached Assistant Psychologists and colleagues from other mental health professions as required.

### **Professional Development**

Ensure own continuing professional development is kept up-to-date, in line with BPS and HCPC recommendations.

Meet with the Consultant Psychologist for the Complex Trauma Service for the purpose of constructing, reviewing and up-dating a Professional and Development Review.

Meet regularly (at least one hour every fortnight) with an experienced Clinical/Counselling Psychologist for clinical supervision, in accordance with good practice guidelines.

Keep up-to-date with current developments in Clinical Psychology practice, professional issues, service developments and developments in strategic thinking.

Keep abreast of policies and procedures relevant to direct case work with adults their families and their carers, etc.

Participate in professional meetings and activities of the Complex Trauma Service as required.

<b>PERSON SPECIFICATION</b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Good Honours degree in Psychology</p> <p>Post-graduate Doctorate degree in Clinical / Counselling Psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS</p> <p>Eligibility for Chartered status with the BPS</p> <p>HCPC registration as a Clinical or Counselling Psychologist</p> <p>Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practised within Clinical Psychology</p> <p>Doctoral level knowledge of Clinical Psychology theory and practice, including neuro-psychological and psychometric assessment and interpretation; and psychological therapies and their application</p> <p>Familiarity with key strategy documents, policies and procedures and a willingness to develop knowledge of legislation and its implications for both clinical practice and professional management in relation to mental health services</p> <p>Evidence of continuing professional development as recommended by the BPS and HCPC</p>	<p>Post-doctorate clinical supervision training</p> <p>Specialist training in evidence based psychological therapies for people with complex emotional needs e.g. Dialectical Behaviour Therapy, Mentalisation-based Therapy, Schema</p> <p>Record of publications in peer reviewed or academic or professional journals and/or books</p>	<p>Application Form</p> <p>Pre-employment checks</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge cont'd</b>	Awareness of a range of therapeutic psychological models and an advanced understanding of at least two		
<b>Experience</b>	<p>Relevant experience gained through Doctorate training of working across a range of client groups that must include Adults, Children and Families, people with a Learning Disability, and Older Age Adults</p> <p>Significant experience of working in a mental health setting with a wide variety of client groups, across the whole life course presenting with problems that reflect the full range of clinical severity</p> <p>Willingness to develop additional specialist skills through supervision, training or experience</p> <p>Willingness to undertake training in supervisory skills</p> <p>Beginning to develop advanced levels of clinical expertise in at least one area of clinical practice within the adult mental health field</p>	<p>Delivering teaching and training</p> <p>Providing supervision to Clinical/ Counselling Psychologists trained, or in training, and/or to Assistant and graduate psychologists</p> <p>Providing individual or group supervision and consultation to other professional staff groups</p> <p>Experience of working within the NHS as a Clinical / Counselling Psychologist</p>	Interview / Application Form
<b>Aptitude &amp; Abilities</b>	Ability to use a high level of interpersonal and communication skills to convey and receive highly complex / sensitive information effectively, requiring empathy and reassurance, in a highly emotive atmosphere	Ability to speak Welsh	Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Aptitude &amp; Abilities cont'd</b>	<p>Ability to undertake comprehensive psychological assessments, interpret highly complex material, construct psychological formulations, and develop individualised intervention plans</p> <p>Ability to communicate sensitive material verbally and in writing</p> <p>Ability to apply at least two models of intervention in a therapeutic situation with a high level of competency</p> <p>Skills in the use of complex methods of psychological assessment including cognitive / neuro-psychological assessment frequently requiring sustained and intense concentration</p> <p>Ability to tolerate any stress and anxiety that may be experienced / associated with service users' challenging behaviour, whilst maintaining a high level of professionalism at all times</p> <p>Ability to create and maintain effective working relationships</p> <p>Ability to work collaboratively in multi-disciplinary settings</p> <p>Ability to make clinical and service-related judgements involving complex facts requiring analysis, interpretation and comparison of several options</p> <p>Ability to critically evaluate research evidence relating to clinical effectiveness and service development</p>		

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Aptitude &amp; Abilities cont'd</b>	<p>Ability to plan and organise a range of clinical or service-related activities and programmes</p> <p>Computer literate with the ability to use standard and specialist software</p>		
<b>Values</b>	Demonstrate PTHB Values		Interview
<b>Other</b>	<p>Must be capable of working within organisational policies</p> <p>Ability to adhere to BPS and HCPC professional guidelines and be accountable for own professional actions</p> <p>Good presentation skills</p> <p>Willingness to travel between workplaces</p> <p>Willingness to work flexible hours as required</p>		Interview / Application Form

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements

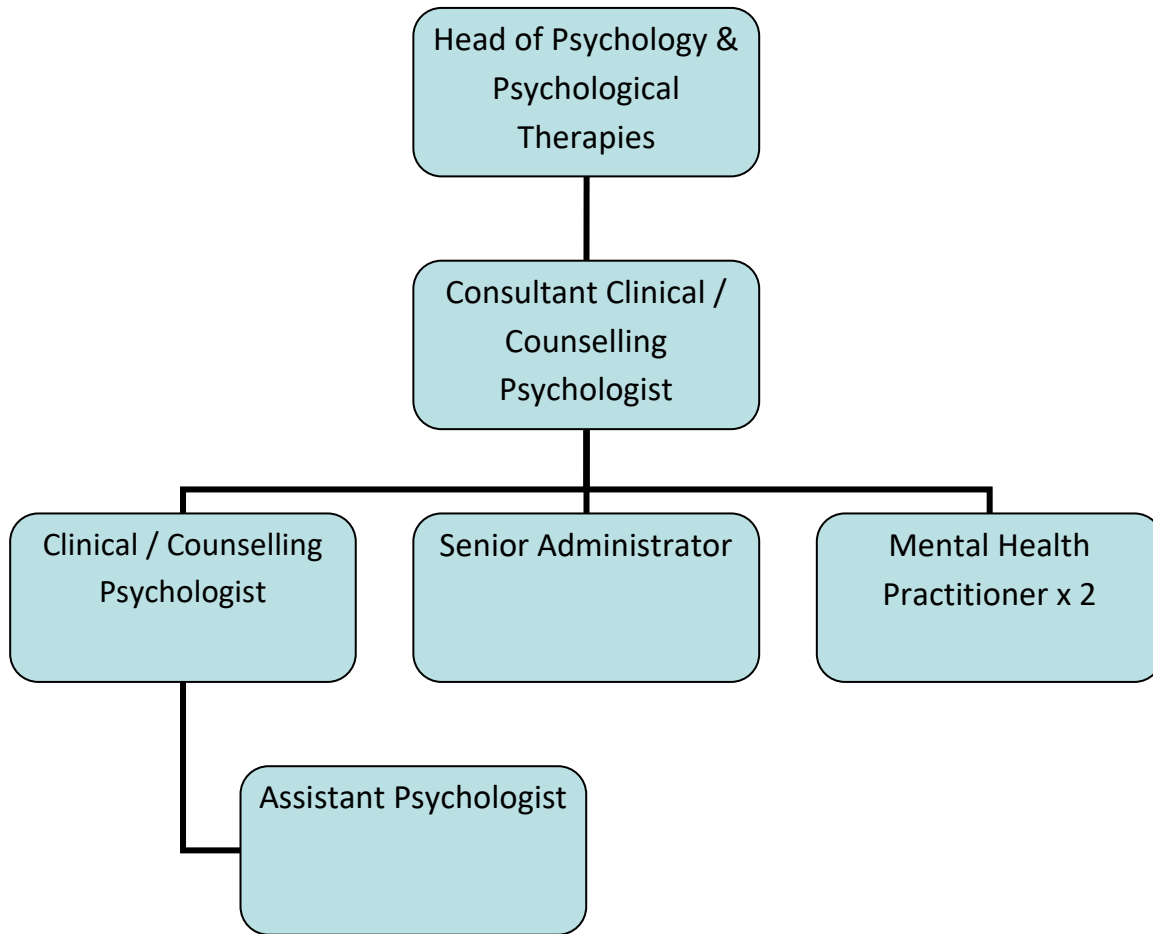
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the

public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart



## BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<b><u>MANYLION Y SWYDD:</u></b>	
<b>Teitl Swydd:</b>	Seicolegydd Clinigol / Cwnsela: Gwasanaethau Seicoleg Iechyd Meddwl Oedolion
<b>Band cyflog:</b>	8a
<b>Oriau Gwaith a Natur y Contract:</b>	I'w gwblhau ar ôl recriwtio
<b>Is-adran/Cyfarwyddiaeth:</b>	Gwasanaeth Trawma Cymhleth
<b>Adran:</b>	Gwasanaethau Seicoleg Iechyd Meddwl, Trawma Cymhleth
<b>Safle:</b>	I'w gwblhau ar ôl recriwtio
<b><u>TREFNIADAU SEFYDLIADOL:</u></b>	
<b>Yn Rheolaethol Atebol i:</b>	Pennaeth Seicoleg a Therapiau Seicolegol
<b>Yn Broffesiynol Atebol i:</b>	Arweinydd Clinigol, Gwasanaeth Trawma Cymhleth
<b><u>GWERTHOEDD AC YMDDYGIAD</u></b>	
	<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 :**

Bydd deiliad y swydd yn gweithio gyda'r Seicolegydd Clinigol Ymgynghorol i gyflenwi darpariaeth systematig o therapïau seicolegol ffurfiol seiliedig ar dystiolaeth ac o ansawdd uchel (gan gynnwys DBT ac, o bosibl, MBT, CAT, EMDR, CFT a CBT), a rhai anffurfiol (i gynnwys ysgogiad ymddygiadol a rheolaeth glinigol strwythuredig) o fewn y llwybr CTR.

Darparu therapïau clinigol a seicolegol, a chefnogi datblygiadau gwasanaeth ar draws y llwybr triniaeth dan arweiniad seicolegol.

Gweithio'n agos â thimau sydd eisoes yn bodoli, gan gynnwys y Timau Iechyd Meddwl Cymunedol a'r Timau Triniaeth yn y Cartref i Ddatrys Argyfwng. Bydd hyn yn galw am sicrhau bod cleientiaid CTR yn derbyn dull cyson o drin gofal ar draws gwasanaethau iechyd meddwl a disgyblaethau proffesiynol gwahanol, gan sicrhau bod staff yn gallu diwallu anghenion y grŵp cleientiaid.

Gweithio ledled Powys, yn cynnal clinigau ar draws y sir a bod yn barod i deithio rhwng lleoliadau'n rheolaidd a gallu gwneud hynny.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :****Clinigol**

Treulio rhyw 70% o'r amser ar waith clinigol uniongyrchol/ anuniongyrchol gyda chleientiaid a/ neu'n darparu goruchwyliaeth glinigol. Bydd rhyw 30% o'r amser yn cael ei dreulio ar weithgareddau datblygu gwasanaeth, fel datblygu a chyflenwi digwyddiadau hyfforddi, gwerthuso gwasanaeth a gweithgareddau datblygiad proffesiynol parhaus.

Gweithio o fewn y Llwybr Adfer ar Ôl Trawma Cymhleth a gyda'r Seicolegydd Clinigol Ymgynghorol, gan lynu at lwybrau atgyfeirio a gofal lleol, i ddarparu gwasanaeth clinigol sgrinio iechyd meddwl fel bod modd cyfeirio, trin neu atgyfeirio pobl sy'n cael eu hatgyfeirio i'r gwasanaeth, fel bo'n briodol.

Darparu asesiadau seicolegol arbenigol, fformiwleiddiadau a therapïau seicolegol seiliedig ar dystiolaeth (gan gynnwys cyfrannu at un o Dimau Therapi Ymddygiad Dialectig Powys), gan dynnu ar wybodaeth ddamcaniaethol ac ymarferol arbenigol hynod ddatblygedig o amrywiaeth eang o weithdrefnau seicolegol ac arferion seiliedig ar dystiolaeth.

Gweithio fel ymarferydd annibynnol a bod yn gyfrifol am lwyth achosion arbenigol o gleientiaid sy'n cael eu hatgyfeirio i'r gwasanaeth trawma cymhleth i gael asesiad ac ymyrraeth.

Llunio barn, fformiwleiddiadau, diagnosisu a phenderfyniadau clinigol sy'n cynnwys ffeithiau neu sefyllfaoedd cymhleth ac sy'n galw am ddadansoddi, dehongli a chymharu amrywiaeth o opsiynau, a darparu'r sail ar gyfer datblygu ymyriadau therapiwtig.

Cyfathrebu fformiwleiddiadau seicolegol a gwybodaeth hynod gymhleth a hynod sensitif neu sy'n newid bywyd i gleientiaid, perthnasau, gofalwyr a gweithwyr proffesiynol eraill, lle y gellid bod angen goresgyn rhwystrau rhag derbyn a deall, ac mewn sefyllfaoedd a allai fod yn anghyfeillgar, yn elyniaethus neu'n gynhyrfiol.

Gweithio mewn sefyllfaoedd clinigol sy'n galw am ganolbwyntio dwys ac sy'n cynnwys amgylchiadau hynod drallodus neu emosiynol neu lle y mae yna risg o ymddygiad ymosodol geiriol neu gorfforol.

Datblygu fformiwleiddiad a chynllun gofal unigoleddig i ddiwallu anghenion pob defnyddiwr gwasanaeth, a dylunio a gweithredu ymyrraeth triniaeth arbenigol un-i-un, teuluol neu mewn grŵp.

Cyfathrebu a chysylltu ag atgyfeirwyr a chydweithwyr priodol ynglŷn â chynnydd asesiadau ac ymyriadau therapiwtig â defnyddwyr gwasanaeth.

Ymgysylltu â pherthnasau, gofalwyr a phobl eraill o bwys fel rhan o'r broses seicolegol, fel bo'n briodol.

Paratoi adroddiadau sy'n deillio o asesiad systematig a therapi ar gyfer amrywiaeth o grwpiau proffesiynol ac asiantaethau eraill, yn ôl y galw. Trafodir adroddiadau ar gyfer asiantaethau statudol/ cyfreithiol sy'n allanol i BIAP yn ystod goruchwyliaeth cyn eu lledaenu.

Defnyddio meddalwedd cyfrifiadurol safonol ac arbenigol yn rheolaidd e.e. PowerPoint, SPSS, i baratoi adroddiadau, dadansoddi data ac ati.

Asesu risg (e.e. camdriniaeth, hunanladdiad, hunan-niweidio, risg i eraill). Mae asesiadau o'r fath yn gallu golygu cyfrifoldeb sylweddol gan y gallai camgymeriadau achosi cost o ran bywydau a chost ariannol, a thrafodir y rhain yn ystod goruchwyliaeth.

Cynnal a diweddarau cofnodion cleientiaid, cofnodion cronfa ddata defnyddwyr gwasanaeth ac ati, yn unol â pholisïau a gweithdrefnau BIAP a chanllawiau proffesiynol.

Sicrhau bod asesiadau ac ymyriadau seicolegol y mae Seicolegwyr dan Hyfforddiant a Seicolegwyr Cynorthwyol yn eu rhoi ar waith dan oruchwyliaeth glinigol deiliad y swydd yn gywir ac yn cael eu gwerthuso'n briodol.

Darparu ymgynghoriad arbenigol ynglŷn â gofal seicolegol y grŵp cleientiaid i staff ac asiantaethau y tu allan i'r llinell wasanaeth a'r Bwrdd Iechyd.

Gweithio'n unol â'r Strategaeth Glinigol, Canllawiau NICE, y Fframwaith Gwasanaeth Cenedlaethol (Iechyd Meddwl), Matrics Cymru ac arfer seiliedig ar dystiolaeth i ddarparu ymyriadau seicolegol ar ôl asesiadau.

Cyfathrebu gwybodaeth glinigol briodol i'r tîm, i atgyfeirwyr ac i sefydliadau eraill yn brydlon, gan roi'r sylw dyledus i gyfrinachedd a phrotocolau rhannu gwybodaeth.

Datblygu a chyflenwi ymyriadau mewn grwpiau, fel y grŵp sgiliau emosiynol a'r grŵp sgiliau therapi ymddygiad dialectig, lle bo'n briodol.

Yr un fath â phob Seicolegydd Clinigol/ Cwnsela, bydd deiliad y swydd yn atebol am ei benderfyniadau/ ei phenderfyniadau clinigol ei hun a'r camau proffesiynol y bydd yn eu cymryd, ac ar yr un pryd bydd yn rhaid iddo/iddi ymgynghori'n briodol â chyfoedion neu oruchwyliwr clinigol.

Cynllunio a monitro eich llwyth gwaith clinigol, eich datblygiad proffesiynol parhaus a'ch gweithgareddau ymchwil yn effeithlon ac effeithiol.

Sicrhau bod data priodol yn cael eu cynnal a defnyddio mesuriadau deilliannau perthnasol.

Bod yn gyfarwydd â gofynion deddfwriaethol Mesurau Iechyd Meddwl a chydymffurfio â nhw.

Gweithio ledled Powys, yn cynnal clinigau ar draws y sir a bod yn barod i deithio rhwng lleoliadau'n rheolaidd a gallu gwneud hynny.

### **Rheoli, Datblygu a Gweinyddu'r Gwasanaeth**

Rhoi gwybod i Arweinydd Clinigol y gwasanaeth am anghenion a blaenoriaethau'r gwasanaeth, a gweithredu newidiadau a datblygiadau i bolisi a gwasanaeth y cytunir arnyn nhw â'r Arweinydd Clinigol ar gyfer y Gwasanaeth Trawma Cymhleth.

Cyfrannu at ddatblygu, gwerthuso a monitro polisiau gweithredol, gweithdrefnau a phrotocolau sydd eu hangen i gefnogi pobl sy'n defnyddio'r gwasanaeth.

Cyfrannu at ddatblygu'r Gwasanaeth Trawma Cymhleth, yn unol â thystiolaeth glinigol a galwadau'r gwasanaeth.

Dilyn polisiau a gweithdrefnau'r Is-adran Iechyd Meddwl, Gwasanaeth Seicoleg Powys a Bwrdd Iechyd Addysgu Powys.

Bod yn gyfrifol am gynghori cydweithwyr mewn timau cysylltiedig ar agweddau seicolegol a/ neu gyfundrefnol ar y gwasanaeth trawma cymhleth, a chymryd rhan yng ngweithgorau'r timau fel bo angen, yn ogystal ag annog a chefnogi datblygiad gwaith tîm amlddisgyblaethol o fewn y timau.

Darparu cofnodion a data ynglŷn â gweithgarwch Seicoleg Iechyd Meddwl Oedolion fel sy'n ofynnol gan yr Arweinydd Clinigol ar gyfer y gwasanaeth neu'r Rheolwr Gweithredol.

Rhoi polisiau a mentrau Llywodraethu Clinigol ar waith yn ôl y galw.

Bod yn gyfrifol am fynediad priodol i gyfarpar y Gwasanaeth Trawma Cymhleth ac am ei gadw'n ddiogel a'i gynnal a'i gadw.

Cynnal y wybodaeth ddiweddaraf am ddatblygiadau statudol a deddfwriaethol, polisiau cenedlaethol a lleol a materion sy'n ymwneud â Seicoleg Iechyd Meddwl Oedolion.

Cymryd rhan mewn recriwtio a dethol staff ar gyfer y Gwasanaeth Trawma Cymhleth, yn ôl y galw.

Gweithio'n unol â pholisiau a gweithdrefnau cyfundrefnol BIAP, ac yn unol â chanllawiau proffesiynol a moesegol HCPC a BPS.

### **Addysgu, Hyfforddi a Goruchwylio Clinigol**

Bod yn gyfrifol am hyfforddiant a goruchwyliaeth glinigol Seicolegwyr Cynorthwyol, Ymarferwyr Iechyd Meddwl, Seicolegwyr Clinigol dan hyfforddiant a Myfyrwyr Seicoleg cysylltiedig, yn ôl y galw.

Rhoi goruchwyliaeth, ymgynghoriaeth a chynghor i staff eraill ac asiantaethau ar driniaeth seicolegol a'r ffordd o reoli defnyddwyr gwasanaeth ag anghenion emosiynol cymhleth.

Dylunio a chyflenwi hyfforddiant i gydweithwyr o feysydd proffesiynol eraill ac asiantaethau eraill ar theori a'r defnydd o ddulliau seicolegol o weithredu, a gweithio gyda phobl ag anghenion emosiynol cymhleth/ trawma cymhleth sy'n debygol o gwrdd â'r meini prawf ar gyfer diagnosis o anhwylder personoliaeth.

Cyfrannu at hyfforddiant eich proffesiwn eich hun trwy ddarparu sesiynau addysgu a lleoliadau craidd neu ddewisol ar gyfer Rhaglenni Seicoleg Glinigol Gogledd a De Cymru, yn ôl y galw.

Datblygu deunyddiau perthnasol i roi gwybodaeth ac addysgu a hyfforddi cleientiaid, gofalwyr, Hyfforddeion Seicoleg Glinigol a staff proffesiynol.

## **Gweithgarwch Ymchwil a Datblygu Gwasanaeth**

Datblygu a chynghori ar ffynonellau gwybodaeth hygyrch ar gyfer defnyddwyr gwasanaeth a'u hysgogi i roi eu barn ar wasanaethau. Sicrhau yr ystyrir cynnwys defnyddwyr a rhoi sylw i hyn ym mhob agwedd ar ddarparu a chyflenwi gwasanaeth. Magu dull cydgynhyrchiol o fynd ati i ddylunio a chyflenwi gwasanaeth lle bo hynny'n ymarferol.

Gweithio gydag eraill, gan gynnwys panel arbenigwyr trwy brofiad y Gwasanaeth Trawma Cymhleth a'r Seicolegydd Cynorthwyol, i ddylunio, datblygu a gweithredu gwybodaeth am wasanaethau sydd ar gael i atgyfeirwyr, defnyddwyr gwasanaeth a'u gofalwyr.

Cychwyn, datblygu a chynnal archwiliad ac ymchwil sy'n glinigol gysylltiedig, fel y cytunir arno ag Arweinydd Clinigol y gwasanaeth.

Bod yn gyfrifol am asesu, monitro ac adrodd yn barhaus ar ddeilliannau clinigol er mwyn gwerthuso ymyriadau a gwella gwasanaethau.

Rhoi sgiliau proffesiynol ar waith o ran ymchwilio, gwerthuso gwasanaeth ac archwilio i helpu i ddatblygu a gwella gwasanaethau; a darparu cyngor ar ymchwil i staff eraill y timau sy'n ymgymryd â'r gweithgareddau hyn.

Cysylltu â'r Pwyllgor Craffu ar Ymchwil a'r Pwyllgor Moeseg ynglŷn â chynigion ymchwil penodol.

Defnyddio theori, llenyddiaeth seiliedig ar dystiolaeth ac ymchwil i dywys arfer seiliedig ar dystiolaeth yn eich gwaith eich hun a gwaith gydag aelodau eraill o'r tîm.

Cynghori a goruchwylio gweithgareddau ymchwil Seicolegwyr Cynorthwyol cysylltiedig a chydweithwyr o broffesiynau iechyd meddwl eraill, yn ôl y galw.

## **Datblygiad Proffesiynol**

Sicrhau bod eich datblygiad proffesiynol parhaus eich hun bob amser yn gyfoes, yn unol ag argymhellion BPS a HCPC.

Cyfarfod â'r Seicolegydd Ymgynghorol ar gyfer y Gwasanaeth Trawma Cymhleth er mwyn adeiladu, adolygu a diweddarau Adolygiad Proffesiynol a Datblygiad.

Cyfarfod yn rheolaidd (o leiaf un awr bob pythefnos) â Seicolegydd Clinigol/ Cwnsela profiadol i gael goruchwyliaeth glinigol, yn unol â chanllawiau arfer da.

Sicrhau'r wybodaeth ddiweddaraf am ddatblygiadau cyfredol mewn arfer Seicoleg Glinigol, materion proffesiynol, datblygiadau gwasanaeth a datblygiadau mewn meddwl strategol.

Cadw i fyny â pholisïau a gweithdrefnau sy'n berthnasol i waith achosion uniongyrchol ag oedolion, eu teuluoedd a'u gofalwyr, ac ati.

Cymryd rhan mewn cyfarfodydd proffesiynol a gweithgareddau'r Gwasanaeth Trawma Cymhleth, yn ôl y galw.

<b>MANYLEB Y PERSON</b>			
<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Cymwysterau a / neu Wybodaeth</b>	<p>Gradd Anrhydedd dda mewn Seicoleg</p> <p>Gradd Doethuriaeth ôl-raddedig mewn Seicoleg Glinigol / Cwmsela (neu gymhwyster cyfwerth yn achos y rheini fu'n hyfforddi cyn 1996) fel y mae'r BPS wedi'i achredu</p> <p>Cymwys i gael statws Siartredig gyda'r BPS.</p> <p>Cofrestriad â'r HCPC fel Seicolegydd Clinigol neu Gwmsela</p> <p>Gwybodaeth ar lefel Doethuriaeth o ddylunio a methodoleg ymchwil, gan gynnwys dadansoddi data amlarwyneb cymhleth fel sy'n cael ei arfer ym maes Seicoleg Glinigol</p> <p>Gwybodaeth ar lefel Doethuriaeth o theori ac arfer Seicoleg Glinigol, gan gynnwys asesu a dehongli niwroseicolegol a seicometrig; a therapïau seicoleg a'r ffordd o'u defnyddio</p> <p>Bod yn gyfarwydd â dogfennau strategaeth allweddol, polisiâu a gweithdrefnau a bod yn barod i ddatblygu gwybodaeth o ddeddfwriaeth a'i goblygiadau i arfer clinigol a rheolaeth broffesiynol o ran gwasanaethau iechyd meddwl</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus yn unol â'r hyn y mae BPS a HCPC yn ei argymhell</p>	<p>Hyfforddiant mewn goruchwyliaeth glinigol ôl-ddoethurol</p> <p>Hyfforddiant arbenigol mewn therapïau seicolegol seiliedig ar dystiolaeth ar gyfer pobl ag anghenion emosiynol cymhleth e.e. Therapi Ymddygiad Dialectig, Therapi seiliedig ar y Meddwl, Sgema</p> <p>Cofnod o gyhoeddiadau mewn llyfrau a/ neu gyfnodolion academiaidd neu broffesiynol neu rai a adolygwyd gan gymheiriaid</p>	<p>Gwiriadau cyn cyflogi</p> <p>Ffurflen Gais</p>

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
<b>Cymwysterau a / neu Wybodaeth</b>	Ymwybyddiaeth o amrywiaeth o fodolau seicolegol therapiwtig a dealltwriaeth dda iawn o ddau o leiaf		
<b>Profiad</b>	<p>Profiad perthnasol, wedi'i ennill trwy hyfforddiant Doethuriaeth, o weithio ar draws amrywiaeth o grwpiau cleientiaid sy'n gorfod cynnwys Oedolion, Plant a Theuluoedd, pobl ag Anabledd Dysgu ac Oedolion Hŷn</p> <p>Profiad sylweddol o weithio mewn amgylchedd iechyd meddwl gydag amrywiaeth eang o grwpiau cleientiaid, ar draws y cwrs bywyd cyfan, sydd â phroblemau sy'n adlewyrchu'r amrywiaeth lawn o ddifrifoldeb clinigol</p> <p>Parodrwydd i ddatblygu sgiliau arbenigol ychwanegol trwy oruchwyliaeth, hyfforddiant neu brofiad</p> <p>Parodrwydd i ddilyn hyfforddiant mewn sgiliau goruchwyllo</p> <p>Bod yn dechrau datblygu arbenigedd clinigol ar lefelau uwch mewn o leiaf un agwedd ar arfer clinigol o fewn maes iechyd meddwl oedolion</p>	<p>Profiad o addysgu a hyfforddi</p> <p>Darparu goruchwyliaeth i Seicolegwyr Clinigol/ Cwnsela sydd newydd hyfforddi, neu dan hyfforddiant, a/neu i Seicolegwyr Cynorthwyol a Graddedig</p> <p>Darparu goruchwyliaeth ac ymgynghoriaeth i unigolion neu i grwpiau o staff proffesiynol eraill</p> <p>Profiad o weithio yn y GIG fel Seicolegydd Clinigol/ Cwnsela</p>	Ffurflen Gais Cyfweliad
<b>Doniau a Galluoedd</b>	Gallu defnyddio sgiliau rhyngpersonol a chyfathrebu ar lefel uchel i gyfleu a derbyn gwybodaeth hynod gymhleth/ sensitif yn effeithiol, gan alw am empatheddio a rhoi tawelwch meddwl mewn amgylchedd hynod gynhyrfiol	Gallu siarad Cymraeg	Cyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
<p><b>Doniau a Galluoedd</b></p>	<p>Gallu gwneud asesiadau seicolegol cynhwysfawr, dehongli deunydd hynod gymhleth, llunio fformiwleiddiadau seicolegol a datblygu cynlluniau ymyrryd unigoledig</p> <p>Gallu cyfathrebu deunydd sensitif ar lafar ac yn ysgrifenedig</p> <p>Gallu rhoi o leiaf dau fodel ymyrraeth ar waith mewn sefyllfa therapiwtig yn hynod fedrus</p> <p>Sgiliau mewn defnyddio dulliau cymhleth asesu seicolegol, gan gynnwys asesiadau gwybyddol/ niwroseicolegol sy'n aml yn galw am ganolbwyntio'n barhaus ac yn ddwys</p> <p>Gallu goddef unrhyw straen a phryder a allai ddod i'ch rhan/ fod yn gysylltiedig ag ymddygiad heriol defnyddwyr gwasanaeth, a chynnal agwedd hynod broffesiynol bob amser</p> <p>Gallu creu a chynnal perthnasoedd gweithio effeithiol</p> <p>Gallu gweithio'n gydweithredol mewn amgylcheddau amlddisgyblaeth</p>		<p>Ffurflen Gais a Chyfweliad Geirdaon</p>

<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Doniau a Galluoedd</b>	<p>Gallu defnyddio crebwyll wrth wneud penderfyniadau clinigol cysylltiedig â'r gwasanaeth sy'n cynnwys ffeithiau cymhleth sy'n galw am ddadansoddi, dehongli a chymharu nifer o opsiynau</p> <p>Gallu gwerthuso'n feirniadol tystiolaeth ymchwil sy'n ymwneud ag effeithiolrwydd clinigol a datblygiad y gwasanaeth</p> <p>Gallu cynllunio a threfnu amrywiaeth o weithgareddau a rhaglenni clinigol neu gysylltiedig â'r gwasanaeth</p> <p>Hyddysg mewn cyfrifiadura, gyda'r gallu i ddefnyddio meddalwedd safonol ac arbenigol</p>		
<b>Gwerthoedd</b>	Dangos Gwerthoedd BIAP		Cyfweliad
<b>Arall</b>	<p>Rhaid gallu gweithio o fewn polisiau cyfundrefnol</p> <p>Gallu glynu at ganllawiau proffesiynol y BPS a HCPC a bod yn atebol am y camau proffesiynol y byddwch chi'n eu cymryd</p> <p>Sgiliau cyflwyno da</p> <p>Parodrwydd i deithio rhwng gweithleoedd</p> <p>Parodrwydd i weithio oriau hyblyg yn ôl y galw</p>		Ffurflen Gais a Chyfweliad

**GOFYNION CYFFREDINOL**

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchoddedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchoddedig: oedran; anabled; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â \*chleifion / defnyddwyr gwasanaeth / 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 gofodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

**Siart Sefydliadol:**

