



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Mental Health Practitioner – Complex Trauma
<b>Pay Band:</b>	6
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Mental Health & Learning Disabilities
<b>Department:</b>	Psychology & Psychological Therapies
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	Consultant Clinical/ Counselling Psychologist – Complex Trauma
<b>Professionally Accountable to:</b>	Mental Health Practitioner as per professional discipline
<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:**

Support the Consultant Clinical/Counselling Psychologist and other team members to deliver the Complex Trauma recovery service, for individuals often presenting with a traumatic history and who might have been diagnosed with borderline or emotionally unstable personality disorder.

Work within an integrated, multi-disciplinary team, focusing upon individuals with emotional dysregulation with regard to assessment, diagnosis and treatment pathways. Undertake responsibility for the care co-ordination and case management of a defined caseload of clients with complex and challenging needs as defined within The Mental Health (Wales) Measure 2010.

Within their role as Care Co-ordinator the post holder will facilitate the promotion and maintenance of a high standard of professional care adhering to current legislation, professional and corporate guidelines.

Expected to work closely with existing teams, including the Community Mental Health Teams and Crisis Resolution Home Treatment teams, ensuring that 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.

## **DUTIES & RESPONSIBILITIES**

Work within Powys Teaching Health Board policies and procedures.

Expected to facilitate User and Carer involvement in all aspects of service delivery.

Works collaboratively and co-operatively with others to meet the needs of clients and their families.

Have a role in the management and organisation of their clinical area and participate in the education, development and supervision of junior staff and students.

Responsible for the care co-ordination of a designated caseload of clients.

Ensure that the (Wales) Mental Health Measure (2010) legislative standards are adhered to and that standards are met.

As Care Co-ordinator, will be responsible for undertaking and documenting on the Mental Health Measure paperwork, evidence-based assessments of client's physical, psychological, spiritual and social needs, taking-into-account and respecting ethnicity, for a defined caseload.

Assess and manage the care of clients with complex risk behaviours ensuring that a comprehensive risk assessment is completed and documented, for all actual or potential areas of risk, i.e. harm to self or others, neglect, exploitation and vulnerability. Inform and liaise with other professionals (where appropriate) in order to positively risk manage and maintain the client's maximum independence and enhance recovery.

As Care Co-ordinator, responsibility for formulating and developing standard and complex, outcome focused Care and Treatment Plans in collaboration with clients and in accordance with the multi-disciplinary care programme approach.

Co-ordinate and facilitate, in conjunction with the care plan, appropriate resources (e.g. Welfare Rights, Housing Agencies, Voluntary Agencies, Day Services etc.) to effectively implement effective packages of care, recording and reporting any unmet needs.

Ensure effective lines of communication are maintained with other services, including Community Mental Health Teams, inpatient facilities and Crisis Resolution Home Treatment teams to promote good working practices and ensure that client information is passed on appropriately between teams.

Monitor and evaluate commissioned services utilised within the care packages.

Responsible for the care co-ordination of reviews in accordance with legislation incorporating statutory and legal requirements under the Mental Health Act 1983, amended 2007, and the Mental Capacity Act, ensuring dissemination of documentation as appropriate.

In the role of Care Co-ordinator, provide written and verbal reports for Mental Health Review Tribunals/Appeals and for other service requirements as necessary.

Professionally accountable at Appeal tribunals i.e. benefits, housing, medical and Community Treatment Order.

Maintain accurate clinical documentation in line with Health Board policies.

Undertake self-audit of care coordination activity in line with Welsh Government audit requirements.

Undertake initial assessments and recommend and coordinate appropriate action.

Co-ordinate, arrange and where appropriate chair case conferences where there is notification of serious concern i.e. Child Protection, Protection of Vulnerable Adults.

Work in an autonomous capacity within the community on a daily basis responding to changing need and risk within the boundaries of safe working practices.

Undertake advanced levels of problem solving in the delivery of client care.

Consider the needs of carers offering appropriate and expert assessment, support and intervention.

Work collaboratively with Children's Services and other Health and Social Care Agencies when considering the safeguarding of children and other vulnerable individuals. Where necessary undertake assessments and initiate referrals to relevant agencies.

## **Research**

Ensure that all clinical psychiatric nursing interventions are evidence based.

Initiate and participate in research projects as required.

## **Management/Administration**

Contribute to the business planning process. Promote the development of services, determining new ideas for improvement within the clinical area and implement change.

Ensure the effective and efficient use of resources.

Maintain standards and ethics according to Health Board Policies and the Codes of Professional Practice relevant to discipline.

Follow agreed policies and procedures during the course of work, especially with concern to health and safety, care plans and risk assessments. Ensure that staff for which you are responsible also follow these policies and procedures.

Receive Personal Development Review from the relevant Line Manager.

Ensure that clinical supervision is received as per Policy, in order to maintain a high standard of professional care.

Provide identified staff with managerial and caseload supervision, ensuring that training/professional needs are identified and that work load is regularly reviewed.

Carry out personal development reviews for those staff for which you are responsible.

In the role of Mentor/Assessor, to be responsible for facilitating student training placements, including offering teaching sessions and to be involved in training if required.

Actively involved in clinical audit.

Deputise for the Clinical Lead as required. Chair business / professional meetings as required.

Meet regularly with the designated supervisor for supervision and performance review. Keep the Clinical Lead/Line Manager informed of any situation that cannot be effectively managed.

Ensure that your mandatory training requirements are met and for any staff that you line manage on an annual basis.

Maintain confidentiality of clients, members of the public and members of staff in accordance with Health Board Policy.

Ensure efficient use of resources through adequate monitoring and control mechanisms and to ensure cost effectiveness of care packages.

Maintain an awareness of current changes and developments within the field of mental health.

Act as a resource to other professionals and agencies by providing expert advice, guidance and education as appropriate.

Assist in the recruitment and selection of staff as required.

Document and record all data using the requisite IT systems.

<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>Registered Mental Health Nurse and registered with the NMC, registered Occupational Therapist or registered Social Worker</p> <p>Educated to Diploma /Degree level</p> <p>Evidence of continuing professional development</p> <p>Advanced knowledge of current Mental Health Legislation and practice</p> <p>Knowledge of Health &amp; safety Legislation</p> <p>Extensive knowledge of mental health issues</p> <p>Knowledge of research based and evidence-based interventions</p> <p>Advanced knowledge and application of Care and Treatment Plans</p> <p>Knowledge of the Mental Health Act 1983, as amended, for those parts of the Act that directly affect the role</p> <p>Understanding of clinical governance</p>	<p>Teaching and Assessing Qualification</p> <p>Evidence of personal development to degree level or equivalent to degree level</p> <p>Specialist Practitioner award</p> <p>Psycho-Social Interventions qualifications</p> <p>Cognitive Behavioural Therapy qualifications</p> <p>Risk assessment/ WARRN/HCR20/LR AMP</p> <p>An interest in delivering interventions which are DBT informed</p> <p>Knowledge of/interest in trauma-based therapies, i.e. MBT, SCM, CAT, Schema</p>	<p>Application Form</p> <p>Pre-employment checks</p>
<b>Experience</b>	<p>Significant post registration experience of community mental health working in nursing, social work, OT or other allied profession</p> <p>Evidence of supervisory experience</p>	<p>Experience of working with clients with a trauma background and/or a borderline or emotionally unstable personality disorder diagnosis</p>	<p>Interview / Application Form / References</p>

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience cont'd</b>	<p>Sound understanding of community and multi-disciplinary work</p> <p>Experience of working within a community setting and with clients with a diagnosis of severe and enduring mental illness</p>	Evidence of supervising and developing junior staff	
<b>Aptitude &amp; Abilities</b>	<p>Excellent communication skills</p> <p>Motivational Skills</p> <p>Multi-disciplinary team work skills</p> <p>Advanced care planning and problem-solving skills</p> <p>Advanced risk assessment skills</p> <p>Good medication management skills including facilitation of medication clinics</p> <p>Ability to lead small team</p> <p>Ability to provide clinical supervision</p> <p>Committed to raising the standards of clinical care</p> <p>Ability to manage resources</p> <p>Range of assessment skills for community / inpatient working</p>	<p>Ability to speak Welsh</p> <p>Mentor and Assessor skills</p> <p>Change Management skills</p> <p>IT skills. (e.g. ECDL)</p> <p>Skills to promote user involvement</p>	Interview
<b>Values</b>	Commitment to PTHB Values		Interview / Application Form / References
<b>Other</b>	Ability to travel within Powys		Interview / Application Form

**GENERAL REQUIREMENTS**

Include those relevant to the post requirements

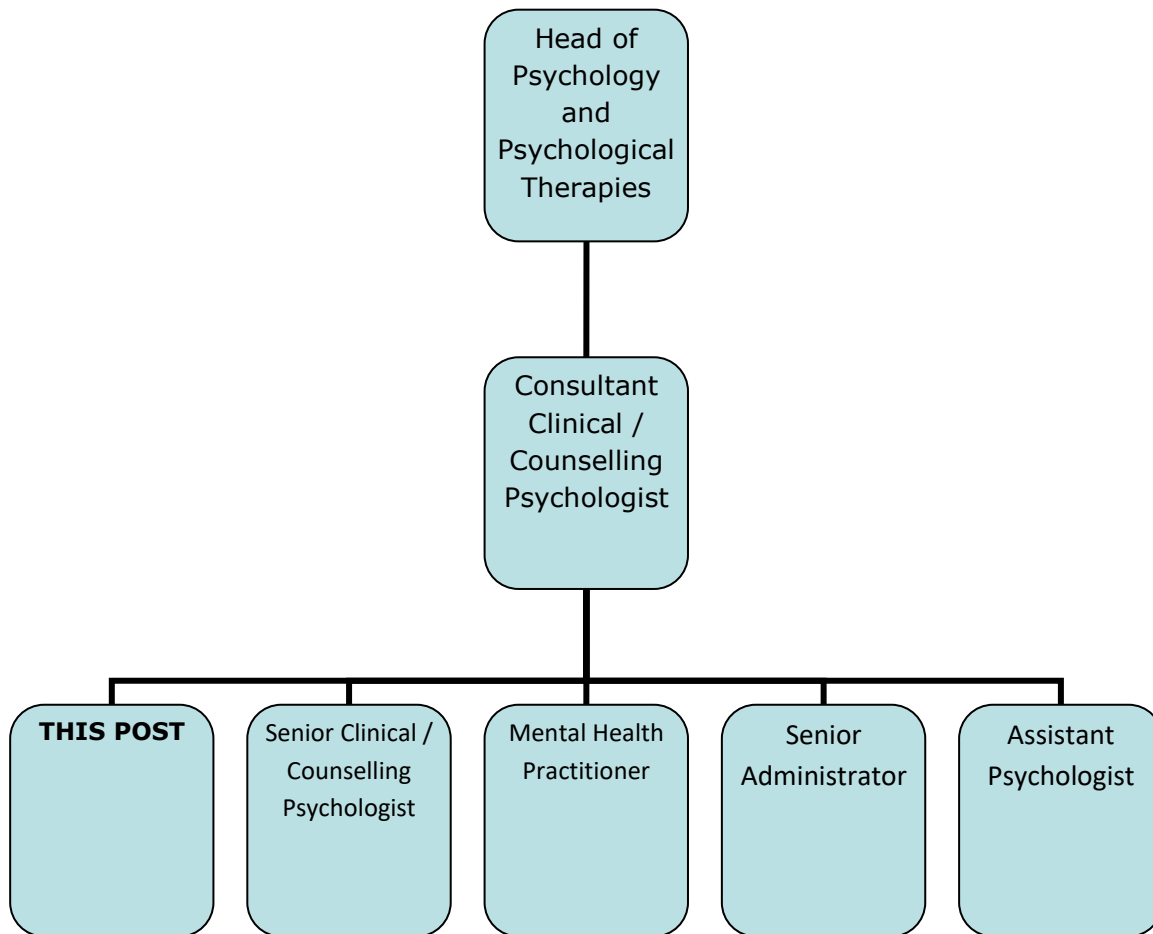
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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>	Ymarferydd Iechyd Meddwl – Trawma Cymhleth
<b>Band cyflog:</b>	6
<b>Oriau Gwaith a Natur y Contract:</b>	I'w gwblhau ar ôl recriwtio
<b>Is-adran/Cyfarwyddiaeth:</b>	Iechyd Meddwl ac Anableddau Dysgu
<b>Adran:</b>	Seicoleg a Therapiau Seicolegol
<b>Safle:</b>	I'w gwblhau ar ôl recriwtio
<b><u>TREFNIADAU SEFYDLIADOL:</u></b>	
<b>Yn Rheolaethol Atebol i:</b>	Seicolegydd Ymgynghorol Clinigol / Cwnsela – Trawma Cymhleth
<b>Yn Broffesiynol Atebol i:</b>	Ymarferydd Iechyd Meddwl yn ôl y ddisgyblaeth broffesiynol
<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 :**

Cefnogi'r Seicolegydd Clinigol/Cwnsela Ymgynghorol ac aelodau eraill o'r tîm i ddarparu'r gwasanaeth adfer Trawma Cymhleth, i unigolion sydd yn aml â hanes trawmatig ac a allai fod wedi cael diagnosis o anhwylder personoliaeth ffiniol neu emosiynol ansefydlog.

Gweithio o fewn tîm integredig, amlddisgyblaethol, gan ganolbwyntio ar unigolion sydd ag anhawster rheolaeth emosiynol o ran asesu, diagnosis a llwybrau triniaeth. Cymryd cyfrifoldeb am gydgyssylltu gofal a rheoli llwyth achosion diffiniedig o gleientiaid ag anghenion cymhleth a heriol fel y'u diffinnir ym Mesur Iechyd Meddwl (Cymru) 2010.

Yn y rôl fel Cydgysylltydd Gofal, bydd deiliad y swydd yn hwyluso'r gwaith o hyrwyddo a chynnal safon uchel o ofal proffesiynol gan gadw at ddeddfwriaeth a chanllawiau proffesiynol a chorfforaethol cyfredol.

Disgwylir iddynt weithio'n agos gyda thimau sy'n bodoli eisoes, gan gynnwys y Timau Iechyd Meddwl Cymunedol a'r timau Datrys Argyfwng Triniaeth yn y Cartref, gan sicrhau bod cleientiaid yn cael gofal cyson ar draws gwasanaethau iechyd meddwl a disgyblaethau proffesiynol gwahanol; sicrhau bod staff yn gallu diwallu anghenion y grŵp cleientiaid.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Gweithio yn unol â pholisïau a gweithdrefnau Bwrdd Iechyd Addysgu Powys.

Hwyluso cyfranogiad Defnyddwyr a Gofalwyr ym mhob agwedd ar y ddarpariaeth gwasanaethau.

Cydweithio a chydweithredu ag eraill i ddiwallu anghenion cleientiaid a'u teuluoedd.

Rôl mewn rheoli a threfnu eu maes clinigol a chymryd rhan yn y gwaith o addysgu, datblygu a goruchwyllo staff iau a myfyrwyr.

Yn gyfrifol am gydlynu gofal llwyth achosion dynodedig o gleientiaid.

Sicrhau y glynir wrth safonau deddfwriaethol Mesur Iechyd Meddwl (Cymru) (2010) a bod safonau'n cael eu bodloni.

Fel Cydgysylltydd Gofal, bod yn gyfrifol am ymgymryd â gwaith papur y Mesur Iechyd Meddwl a'r ddogfennaeth berthnasol, asesiadau sy'n seiliedig ar dystiolaeth o anghenion corfforol, seicolegol, ysbrydol a chymdeithasol cleientiaid, gan ystyried a pharchu ethnigrwydd, ar gyfer llwyth achosion diffiniedig.

Asesu a rheoli gofal cleientiaid ag ymddygiadau risg cymhleth gan sicrhau bod asesiad risg cynhwysfawr yn cael ei gwblhau a'i ddogfennu, ar gyfer pob maes risg gwirioneddol neu bosibl, h.y. niwed i'w hunan neu i eraill, esgeulustod, camfanteisio a bod yn agored i niwed. Hysbysu a chysylltu â gweithwyr proffesiynol eraill (lle bo'n briodol) er mwyn rheoli risgiau'n gadarnhaol a chynnal annibyniaeth y cleient gymaint ag sy'n bosibl a gwella adferiad.

Fel Cydlynnydd Gofal, cyfrifoldeb am lunio a datblygu cynlluniau gofal a thriniaeth safonol a chymhleth sy'n canolbwyntio ar ganlyniadau mewn cydweithrediad â chleientiaid ac yn unol â'r dull rhaglen gofal amlddisgyblaethol.

Cydlynu a hwyluso, ar y cyd â'r cynllun gofal, adnoddau priodol (e.e. Hawliau Lles, Asiantaethau Tai, Asiantaethau Gwirfoddol, Gwasanaethau Dydd ac ati) i weithredu pecynnau gofal yn effeithiol, cofnodi ac adrodd am unrhyw anghenion nas diwallwyd.

Sicrhau bod llinellau cyfathrebu effeithiol yn cael eu cynnal gyda gwasanaethau eraill, gan gynnwys Timau Iechyd Meddwl Cymunedol, cyfleusterau cleifion mewnol a thimau Datrys Argyfwng Triniaeth yn y Cartref i hyrwyddo arferion gwaith da a sicrhau bod gwybodaeth cleientiaid yn cael ei throsglwyddo'n briodol rhwng timau.

Monitro a gwerthuso'r gwasanaethau a gomisiynir a ddefnyddir yn y pecynnau gofal.

Bod yn gyfrifol am gydlynu gofal adolygiadau yn unol â deddfwriaeth sy'n ymgorffori gofynion statudol a chyfreithiol o dan Ddeddf Iechyd Meddwl 1983 fel y'i diwygiwyd yn 2007, a'r Ddeddf Galluedd Meddyliol, gan sicrhau bod dogfennau'n cael eu rhannu fel y bo'n briodol.

Yn rôl y Cydlynnydd Gofal, darparu adroddiadau ysgrifenedig a llafar ar gyfer Tribiwnlysoedd/Apeliadau Adolygu Iechyd Meddwl ac ar gyfer gofynion gwasanaeth eraill yn ôl yr angen.

Bod yn atebol yn broffesiynol mewn tribiwnlysoedd apêl h.y. budd-daliadau, tai, meddygol a Gorchymyn Triniaeth Gymunedol.

Cynnal dogfennau clinigol cywir yn unol â pholisïau'r Bwrdd Iechyd.

Cynnal hunan-archwiliad o weithgarwch cydlynu gofal yn unol â gofynion archwilio Llywodraeth Cymru.

Cynnal asesiadau cychwynnol ar ran y tîm ac argymell a chydlynu camau priodol.

Cydlynu, trefnu a lle bo'n briodol, cadeirio cynadleddau achos lle rhoddir gwybod am bryder difrifol h.y. Amddiffyn Plant, Amddiffyn Oedolion Agored i Niwed.

Gweithio'n annibynnol yn y gymuned yn ddyddiol gan ymateb i anghenion a risgiau newidiol o fewn ffiniau arferion gwaith diogel.

Ymgymryd â lefelau uwch o ddatrys problemau wrth ddarparu gofal cleientiaid.

Ystyried anghenion gofalwyr gan gynnig asesiadau, cymorth ac ymyrraeth briodol ac arbenigol.

Cydweithio â'r Gwasanaethau i Blant ac Asiantaethau Iechyd a Gofal Cymdeithasol eraill wrth ystyried diogelu plant ac unigolion eraill sy'n agored i niwed. Lle bo angen, cynnal asesiadau a chychwyn atgyfeiriadau i asiantaethau perthnasol.

## **Ymchwil**

Sicrhau bod yr holl ymyriadau nyrsio seiciatrig clinigol yn seiliedig ar dystiolaeth.

Cychwyn a chymryd rhan mewn prosiectau ymchwil yn ôl y gofyn.

## **Rheoli/Gweinyddu**

Cyfrannu at y broses cynllunio busnes. Hyrwyddo'r gwaith o ddatblygu gwasanaethau, pennu syniadau newydd ar gyfer gwella yn y maes clinigol a gweithredu newid.

Sicrhau bod adnoddau'n cael eu defnyddio'n effeithiol ac yn effeithlon.

Cynnal safonau a moeseg yn unol â Pholisïau'r Bwrdd Iechyd a Chodau Ymarfer Proffesiynol perthnasol i'r ddisgyblaeth.

Dilyn polisïau a gweithdrefnau y cytunwyd arnynt yn ystod y gwaith, yn enwedig o ran iechyd a diogelwch, cynlluniau gofal ac asesiadau risg. Sicrhau bod staff yr ydych yn gyfrifol amdanynt hefyd yn dilyn y polisïau a'r gweithdrefnau hyn.

Derbyn Adolygiad Datblygu Personol gan y Rheolwr Llinell Nyrsio.

Sicrhau bod goruchwyliaeth glinigol yn cael ei derbyn yn unol â'r Polisi, er mwyn cynnal gofal nyrsio o safon uchel.

Darparu goruchwyliaeth reoli i staff dynodedig ac i'r llwyth achosion, gan sicrhau bod anghenion hyfforddiant/proffesiynol yn cael eu nodi a bod llwyth gwaith yn cael ei adolygu'n rheolaidd.

Cynnal adolygiadau datblygiad personol ar gyfer y staff hynny yr ydych yn gyfrifol amdanynt.

Yn rôl Mentor/Aseswr, bod yn gyfrifol am hwyluso lleoliadau hyfforddi myfyrwyr, gan gynnwys cynnig sesiynau addysgu a bod yn rhan o hyfforddiant os oes angen.

Cymryd rhan weithredol mewn archwiliad clinigol.

Dirprwyo ar gyfer yr Arweinydd Clinigol yn ôl y gofyn. Cadeirio cyfarfodydd busnes/proffesiynol yn ôl y gofyn.

Cyfarfod yn rheolaidd â'r goruchwyliwr dynodedig ar gyfer goruchwyllo ac adolygu perfformiad. Rhoi gwybod i'r Arweinydd Clinigol/Rheolwr Llinell am unrhyw sefyllfa na ellir ei rheoli'n effeithiol.

Sicrhau bod gofynion hyfforddi gorfodol blynyddol yn cael eu bodloni ar eich cyfer chi ac ar gyfer unrhyw staff rydych chi'n eu rheoli.

Cynnal cyfrinachedd cleientiaid, aelodau o'r cyhoedd ac aelodau o staff yn unol â Pholisi'r Bwrdd Iechyd.

Sicrhau bod adnoddau'n cael eu defnyddio'n effeithlon drwy ddulliau monitro a rheoli digonol a sicrhau cost-effeithiolrwydd pecynnau gofal.

Cynnal ymwybyddiaeth o newidiadau a datblygiadau cyfredol ym maes iechyd meddwl.

Gweithredu fel adnodd i weithwyr proffesiynol ac asiantaethau eraill drwy ddarparu cyngor, arweiniad ac addysg arbenigol fel y bo'n briodol.

Helpu i recriwtio a dethol staff yn ôl y gofyn.

Dogfennu a chofnodi'r holl ddata gan ddefnyddio'r systemau TG gofynnol.

<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>Nyrs Iechyd Meddwl Gofrestredig ac wedi Cofrestru gyda'r NMC, Therapydd Galwedigaethol neu Weithiwr Cymdeithasol cofrestredig</p> <p>Addysg i lefel Diploma /Lefel gradd</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus</p> <p>Gwybodaeth uwch am Ddeddfwriaeth ac ymarfer Iechyd Meddwl cyfredol</p> <p>Gwybodaeth am Ddeddfwriaeth Iechyd a Diogelwch</p> <p>Gwybodaeth helaeth am faterion iechyd meddwl</p> <p>Gwybodaeth am ymyriadau sy'n seiliedig ar ymchwil, ac ymyriadau sy'n seiliedig ar dystiolaeth</p> <p>Gwybodaeth uwch ynghylch y cynlluniau Gofal a Thriniaeth a'u gweithredu</p> <p>Gwybodaeth am Ddeddf Iechyd Meddwl 1983, fel y'i diwygiwyd, ar gyfer y rhannau hynny o'r Ddeddf sy'n effeithio'n uniongyrchol ar y rôl</p> <p>Dealltwriaeth o lywodraethu clinigol</p>	<p>Cymhwyster Addysgu ac Asesu</p> <p>Tystiolaeth o ddatblygiad personol i lefel gradd neu gyfwerth â lefel gradd</p> <p>Dyfarniad Ymarferydd Arbenigol</p> <p>Cymwysterau Ymyriadau Seicogymdeithasol</p> <p>Cymwysterau Therapi Ymddygiad Gwybyddol</p> <p>Asesu risg WARRN/HCR20/LRAMP</p> <p>Diddordeb mewn darparu ymyriadau sy'n cael eu hysbysu gan DBT</p> <p>Gwybodaeth am therapiau sy'n seiliedig ar drawma, h.y. MBT, SCM, CAT, Schema</p>	<p>Gwiriadau cyn-gyflogi</p> <p>Ffurflen Gais</p>

<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Profiad</b>	<p>Profiad ôl-gofrestru sylweddol o iechyd meddwl cymunedol sy'n gweithio ym maes nyrsio, gwaith cymdeithasol, Therapi Galwedigaethol neu broffesiwn cysylltiedig arall</p> <p>Tystiolaeth o brofiad goruchwyllo</p> <p>Dealltwriaeth gadarn o waith cymunedol ac amlddisgyblaethol</p> <p>Profiad o weithio mewn lleoliad cymunedol a chyda chleientiaid sydd â diagnosis o salwch meddwl difrifol a pharhaus</p>	<p>Profiad o weithio gyda chleientiaid sydd â chefnidir trawma a/neu ddiagnosis anhwylder personoliaeth ffiniol neu emosiynol ansefydlog</p> <p>Tystiolaeth o oruchwyllo a datblygu staff iau</p>	Cyfweliad Ffurflen Gais Geirda
<b>Doniau a Galluoedd</b>	<p>Sgiliau cyfathrebu rhagorol</p> <p>Sgiliau ysgogol</p> <p>Sgiliau gwaith tîm amlddisgyblaethol</p> <p>Uwch sgiliau cynllunio gofal a datrys problemau</p> <p>Uwch sgiliau asesu risg</p> <p>Sgiliau rheoli meddyginiaeth da gan gynnwys hwyluso clinigau meddyginiaeth</p> <p>Y gallu i arwain tîm bach</p> <p>Y gallu i ddarparu goruchwylloeth glinigol</p>	<p>Yn gallu siarad Cymraeg</p> <p>Sgiliau mentor ac asesydd</p> <p>Sgiliau Rheoli Newid</p> <p>Sgiliau TG (e.e. ECDL)</p> <p>Sgiliau i hyrwyddo cynnwys defnyddwyr</p>	Cyfweliad

<b>RHINWEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Doniau a Galluoedd</b>	Ymrwymedig i godi safonau gofal clinigol  Yn gallu rheoli adnoddau  Ystod o sgiliau asesu ar gyfer gweithio yn y gymuned / gyda chleifion mewnol		Ffurflen Gais Cyfweliad Geirda
<b>Gwerthoedd</b>	Ymrwymiad i Werthoedd PTHB		Cyfweliad Ffurflen Gais
<b>Arall</b>	Y gallu i deithio yn ardal Powys		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 greddo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth /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 chymwyseddu 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:**

