



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Assistant Psychologist
Pay Band:	5
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health & Learning Disabilities
Department:	Adult Psychology Complex Trauma
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Consultant Clinical Psychologist/Clinical Lead
Professionally Accountable to:	Clinical/Counselling Psychologist
<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

To support and enhance the professional psychological care of clients within the Adult Psychology Service or Complex Trauma Service across all sectors of care, providing psychological assessment and psychological interventions, working independently according to a plan agreed with a qualified Psychologist and within the overall framework of the policies and procedures for the Service. To assist in clinically related administration, conduct of audits, collection of statistics, and development of audit and/or research projects, teaching and project work.

Assisting a qualified Clinical Psychologist, the Assistant Psychologist will be responsible for the psychological aspects of the multi-disciplinary/multi-agency care provided for adults.

The Assistant Psychologist:-

- Will liaise with and provide an advisory service for a wide range of voluntary and statutory organisations.
- Time will be divided between clinical/administrative tasks and research/audit tasks as required.
- Will carry an agreed caseload. This work will be managed and assessed at weekly intervals by a qualified Clinical Psychologist.

DUTIES & RESPONSIBILITIES

The post holder will:-

- Be required to undertake clinical interviews with service users, carers and relatives on a very frequent basis often in a hostile and highly emotive atmosphere. During such interviews the post holder will be expected to display good attention, listening and communication skills via both verbal and non-verbal means. This will involve sitting for extended periods of time (up to 2 hours) on a frequent basis, will involve prolonged and intense concentration, a high degree of professionalism and regular use of de-escalation skills.
- In the context of clinical work, be exposed to frequent experiences of highly distressing emotional material including histories of severe abuse, family breakdown and mental illness coupled with likely exposure to some verbal aggression and some risk of physical aggression.

- Work across a range of physical environments which may present different kinds of demands, e.g. out-patient hospital clinics, inpatient wards, GP surgeries, service users homes etc. This may require carrying test materials and other equipment when required.
- Require proficiency in using a keyboard and in operating a personal computer which will be used on a daily basis.
- Be expected to have a driving licence and the post will involve extensive driving occasionally (for periods of 30 minutes or more several times a week).
- Conduct initial assessments of new referrals to the service. This may involve semi-structured interviews with service users and carers, direct observations of service users and reviews of medical and of psychological records.
- Administer standardised psychological tests and standardised assessments. To score the tests, carry out the initial analysis of results and prepare a report of the findings.
- Assist in the implementation, planning and monitoring of systemic psychological interventions, once formulations have been completed.
- Carry out prescribed cognitive behavioural treatments or behavioural treatments.
- Communicate condition related information to clients, relatives and in an atmosphere which may be highly emotive.
- Liaise, where appropriate, with private and voluntary organisations.
- Attend team meetings and other multi-disciplinary, clinical meetings about individual service users where appropriate.
- Be responsible for the planning and implementation of individual or group therapeutic sessions with service users (following discussion with supervising psychologist), and managing the clinical contact.
- May be required to demonstrate own duties to new/less experienced Assistant Psychologists.
- Assist in the preparation of appropriate training materials and with the presentation of such materials using a range of equipment including PowerPoint.

- Complete written clinical reports based on analysis of the information gathered during the initial assessment process.
- Maintain written records of work to the standard set by the Health Board.
- Ensure confidentiality in all aspects of the service provision, including service users' records.
- Develop a knowledge of and to follow the relevant legislation, the relevant local and national policies and the relevant codes of professional conduct.
- Have knowledge and skills in the use of a range of computer packages eg: PowerPoint, Excel, SPSS, Word for Windows, Access, etc.
- Be competent in the use of email for professional communication and in the use of a variety of on-line research databases and in the use of e-library.
- Be responsible for providing information about all his/her clinical and non-clinical appointments at least one week in advance.
- Be responsible for maintaining accurate records of individual clinical work and will provide relevant data for the departmental and NHS Powys Teaching Health Board Information systems.
- Be responsible for cataloguing departmental resources and for ensuring that stocks are maintained.
- Maintain a record of own CPD activities.
- Assist in the design and implementation of audit and research projects.
- Undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
- Undertake literature searches (including reading specific articles) to assist all the qualified clinical psychologists with evidence-based practice for their clinical work.
- In accordance with professional practice guidelines, receive clinical supervision with a qualified Clinical Psychologist, during which the post holder's workload, his/her clinical priorities and clinical activities will be assessed and managed.
- Be expected to manage, plan and prioritise their daily work load.

- Recognise the boundaries to current competence, acting within professional guidelines, codes of conduct and the operational policies of the adult psychology service.

All clinical and written work is managed by a qualified Clinical/Counselling Psychologist.

The post holder may have to make minor changes to the planned course of treatment, or decide to stop treatment, in response to information received from the client. The post holder would then be responsible for reporting such changes to a qualified Clinical Psychologist.

Following discussion with the supervising Clinical Psychologist the post holder will be responsible for:

- Communicating with and establishing a therapeutic relationship with a small number of service users presenting with a range of mental health problems.
- Using communication skills to establish a working alliance with service users, some of whom will be deeply distrusting of professionals and possibly, potentially aggressive.
- Eliciting a comprehensive and accurate account of a service user's presenting problems and personal history.
- Assisting with the development of a coherent psychological formulation of a service user's difficulties and communicating condition-specific information to a service user who may be distressed, hostile, suffering from psychological disorders and who may present with challenging behaviour.

Where appropriate and with consent from a service user, the post holder will communicate with carers or relatives who may be able to offer assistance in the assessment, formulation or treatment of that service user's problems. In such circumstances the post holder will show awareness of the boundaries of confidentiality and be sensitive to the particular needs of carers/relatives of the service user.

Work alone with frequent exposure to highly unpleasant working conditions, either client related e.g. verbal aggression, or external influences e.g. weather and driving conditions and unhygienic environments.

Personal duty of care in relation to Health Safety and Security, Health Board/Directorate policies and procedure e.g. lone working and inclement weather.

Attending relevant statutory update workshops/seminars in Health & Safety, moving and handling, Cardio Pulmonary Resuscitations and Positive Behavioural Management.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Upper Second or First Class Honours degree in Psychology Eligibility for affiliate status graduate membership of the British Psychological Society	Postgraduate training / experience in relevant area of Applied Psychology and in Research Knowledge of, or additional training in, working with individuals with a history of mental health difficulties / complex trauma and/or emotional instability/ diagnoses of "personality	Application Form Pre-employment checks
Experience	Previous employment or voluntary or research work with individuals with psychological and/or other difficulties Knowledge of clinical use of neuropsychological assessments	Experience of working with individuals with a history of complex mental health issues / complex trauma and/or emotional instability/ diagnoses of "personality disorder". Experience of administering standardised questionnaires / assessments	Interview / Application Form / References
Aptitude & Abilities	High level communication skills (verbal and written) Knowledge and skills in the use of a range of computer packages e.g. Excel, Word, PowerPoint, SPSS Experience of data analysis Research, presentation and reporting skills	Ability to speak Welsh General administrative experience and team working Evidence of undertaking presentation to groups Able to demonstrate situations where effective leadership and management skills have been used	Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Values	Demonstrate PTHB Values Compassion, competence, communication, courage and commitment Ability to work reliably and consistently under supervision Good interpersonal skills, sensitivity, tolerance, self-motivation and enthusiasm	An interest in working with people who experience mental health difficulties / complex trauma and/or who meet criteria for a diagnosis of personality disorder Ability to work in multi-disciplinary teams	Interview / Application Form / References
Other	Ability to accept and use supervision effectively Full Driving licence	Good time management Ability to speak Welsh Ability to prioritise workload	Application Form and Interview

GENERAL REQUIREMENTS

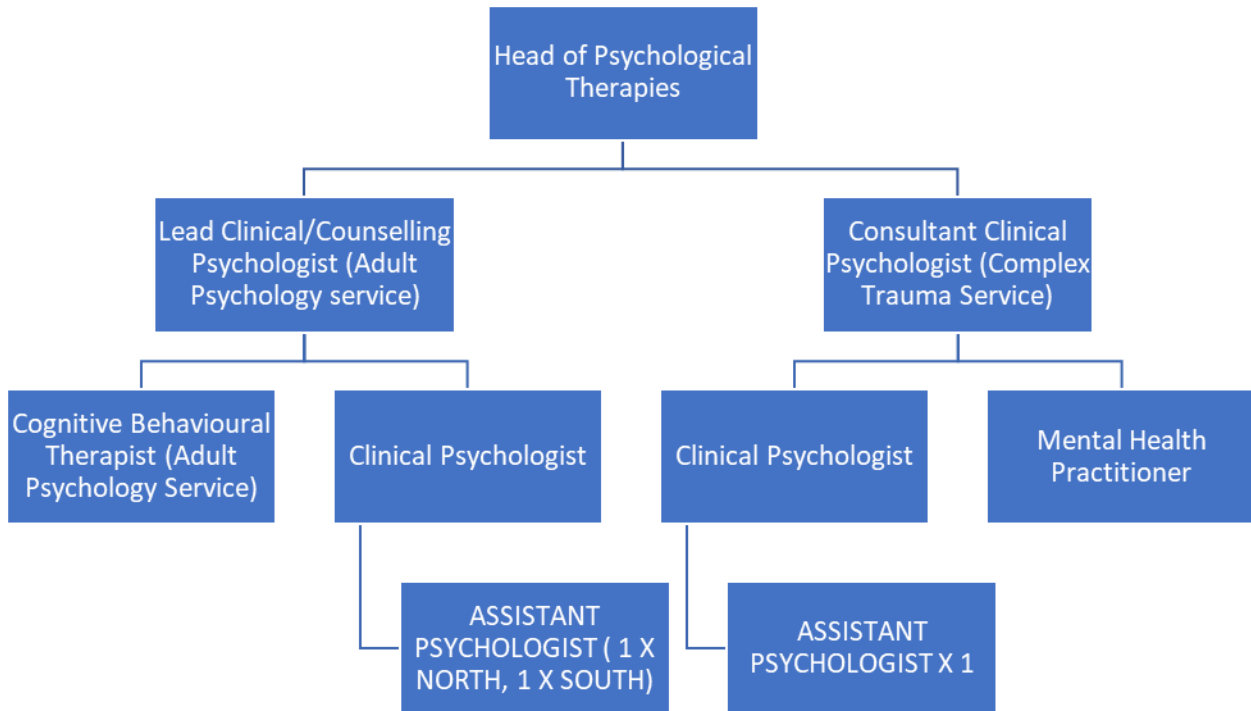
Include those relevant to the post requirements

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


- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment 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 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

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Seicolegydd Cynorthwyol
Band cyflog:	5
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Iechyd Meddwl ac Anableddau Dysgu
Adran:	Seicoleg Oedolion Trawma Cymhleth
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Seicolegydd Clinigol Ymgynghorol/ Arweinydd Clinigol
Yn Broffesiynol Atebol i:	Seicolegydd Clinigol/ Cwnsela
<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 :

Cefnogi a chyfoethogi'r gofal seicolegol proffesiynol ar gyfer cleientiaid yn y Gwasanaeth Seicoleg Oedolion neu'r Gwasanaeth Trawma Cymhleth, ar draws pob sector gofal, gan ddarparu asesiad seicolegol ac ymyriadau seicolegol, a gweithio'n annibynnol yn unol â chynllun y cytunir arno â Seicolegydd cymwysedig ac o fewn fframwaith cyffredinol polisïau a gweithdrefnau'r gwasanaeth. Cynorthwyo â gwaith gweinyddol sy'n glinigol gysylltiedig, cynnal archwiliadau, casglu ystadegau, a datblygu prosiectau archwilio a/neu ymchwilio, addysgu a gwaith prosiect.

Gan gynorthwyo Seicolegydd Clinigol cymwysedig, bydd y Seicolegydd Cynorthwyol yn gyfrifol am agweddau seicolegol ar y gofal aml-ddisgyblaeth/ amlasiantaeth a ddarperir i oedolion.

Bydd y Seicolegydd Cynorthwyol yn:-

- Cysylltu ag amrywiaeth eang o sefydliadau gwirfoddol a statudol ac yn darparu gwasanaeth cynghori iddyn nhw.
- Caiff amser ei rannu rhwng tasgau clinigol/ gweinyddol a thasgau ymchwil / archwilio yn ôl y gofyn.
- Bydd yn gyfrifol am lwyth achosion cytunedig. Bydd Seicolegydd Clinigol cymwysedig yn rheoli ac yn asesu'r gwaith hwn bob wythnos.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Bydd deiliad y swydd yn:-

- Gyfrifol am ymgymryd â chyfweliadau clinigol â defnyddwyr gwasanaeth, gofalwyr a pherthnasau yn aml iawn, a gall hyn fod yn aml mewn awyrgylch gelyniaethus a hynod gynhyrfiol. Yn ystod cyfweliadau o'r fath, bydd disgwyl i ddeiliad y swydd ddangos sgiliau talu sylw, gwrando a chyfathrebu da trwy ddulliau geiriol a dieiriau. Bydd hyn yn galw am eistedd am gyfnodau estynedig o amser (hyd at 2 awr) yn aml, a bydd yn galw am ganolbwyntio'n ddwys am gyfnod maith, ymddygiad hynod broffesiynol a defnydd rheolaidd o sgiliau dad-ddwysáu.

- Yng nghyd-destun gwaith clinigol, bydd yn aml yn dod ar draws deunydd emosiynol hynod drallodus gan gynnwys hanesion cam-drin difrifol, teulu'n chwalu a salwch meddwl, ac mae'n debygol y bydd hefyd yn cael profiadau o ymosodiad geiriol ac, o bryd i'w gilydd, ymosodiad corfforol.
- Gweithio ar draws amrywiaeth o amgylcheddau ffisegol a allai fod yn amrywiol eu galw, e.e. clinigau ysbyty cleifion allanol, wardiau cleifion mewnol, meddygfeydd Meddygon Teulu, cartrefi defnyddwyr gwasanaeth ac ati. Gallai hyn olygu y bydd yn rhaid cario deunyddiau profion ac offer eraill yn ôl y galw.
- Bydd angen bod yn fedrus mewn defnyddio bysellfwrdd ac mewn gweithredu cyfrifiadur personol, a ddefnyddir bob dydd.
- Bydd disgwyl meddu ar drwydded yrru a bydd y swydd yn galw am gryn dipyn o yrru o bryd i'w gilydd (am gyfnodau o 30 munud neu fwy sawl tro bob wythnos).
- Cynnal asesiadau cychwynnol o atgyfeiriadau newydd i'r gwasanaeth. Gall hyn alw am gyfweiliadau lled-strwythuredig â defnyddwyr gwasanaeth a gofalmwr, arsylwi'n uniongyrchol ar ddefnyddwyr gwasanaeth ac adolygu cofnodion meddygol a seicolegol.
- Gweinyddu profion seicolegol safonedig ac asesiadau safonedig. Er mwyn sgorio'r profion, cynnal y dadansoddiad cychwynnol o ganlyniadau a pharatoi adroddiad ar y darganfyddiadau.
- Cynorthwyo â gweithredu, cynllunio a monitro ymyriadau seicolegol systematig, unwaith y mae fformiwleiddiadau wedi'u cwblhau.
- Cynnal triniaethau ymddygiadol gwybyddol rhagnodedig neu driniaethau ymddygiadol.
- Cyfathrebu gwybodaeth sy'n gysylltiedig â chyflwr i gleientiaid, perthnasau ac mewn amgylchedd a allai fod yn hynod gynhyrfiol.
- Cysylltu, lle bo'n briodol, â sefydliadau preifat a gwirfoddol.
- Mynychu cyfarfodydd tîm a chyfarfodydd amlddisgyblaeth, clinigol eraill ynglŷn â defnyddwyr gwasanaeth unigol, lle bo'n briodol.
- Bod yn gyfrifol am gynllunio a gweithredu sesiynau therapiwtig unigolion neu grwpiau gyda defnyddwyr gwasanaeth (ar ôl trafod â'r seicolegydd goruchwyliol), a rheoli'r cyswllt clinigol.

- Mae'n bosibl y bydd gofyn arddangos eich dyletswyddau eich hun i Seicolegwyr Cynorthwyol newydd / llai profiadol.
- Cynorthwyo â pharatoi deunyddiau hyfforddi priodol ac â chyflwyno deunyddiau o'r fath, gan ddefnyddio amrywiaeth o offer yn cynnwys PowerPoint.
- Cwblhau adroddiadau clinigol ysgrifenedig ar sail dadansoddiad o'r wybodaeth a gesglir yn ystod y broses asesu gychwynnol.
- Cynnal cofnodion ysgrifenedig o waith i'r safon sydd wedi'i gosod gan y Bwrdd Iechyd.
- Sicrhau cyfrinachedd ym mhob agwedd ar y ddarpariaeth gwasanaeth, gan gynnwys cofnodion defnyddwyr gwasanaeth.
- Datblygu gwybodaeth o'r ddeddfwriaeth berthnasol, y polisiau lleol a chenedlaethol perthnasol a'r codau ymddygiad proffesiynol perthnasol, a dilyn y rhain.
- Meddu ar wybodaeth a sgiliau mewn defnyddio amrywiaeth o becynnau cyfrifiadurol, e.e.: PowerPoint, Excel, SPSS, Word for Windows, Access, ac ati.
- Gallu defnyddio e-bost ar gyfer cyfathrebu proffesiynol a defnyddio amrywiaeth o gronfeydd data ymchwilio ar-lein, a defnyddio e-lyfrgell.
- Bod yn gyfrifol am ddarparu gwybodaeth am eich holl apwyntiadau clinigol ac anghlinigol, o leiaf un wythnos ymlaen llaw.
- Bod yn gyfrifol am gynnal cofnodion manwl gywir o waith clinigol unigol a darparu data perthnasol ar gyfer systemau gwybodaeth yr adran a Bwrdd Iechyd Addysgu GIG Powys.
- Bod yn gyfrifol am gatalogio adnoddau'r adran ac am sicrhau bod stociau'n cael eu cynnal ar lefelau digonol.
- Cadw cofnodion o'ch gweithgareddau Datblygu Proffesiynol Parhaus eich hun.
- Cynorthwyo â dylunio a gweithredu prosiectau archwilio ac ymchwilio.
- Mynd ati i gasglu data, eu dadansoddi, cynhyrchu adroddiadau a chrynodebau, defnyddio TG a rhaglenni ystadegol.

- Chwilio deunydd ysgrifenedig (gan gynnwys darllen erthyglau penodol) i gynorthwyo'r holl seicolegwyr clinigol cymwysedig ag arfer seiliedig ar dystiolaeth ar gyfer eu gwaith clinigol.
- Yn unol â chanllawiau arfer proffesiynol, derbyn goruchwyliaeth glinigol gyda Seicolegydd Clinigol cymwysedig, ac yn ystod yr oruchwyliaeth hon bydd eich llwyth gwaith, eich blaenoriaethau clinigol a'ch gweithgareddau clinigol yn cael eu hasesu a'u rheoli.
- Bydd disgwyl rheoli, cynllunio blaenoriaethu'ch llwyth gwaith dyddiol.
- Cydnabod ffiniau'ch cymhwysedd presennol, gan weithredu o fewn canllawiau proffesiynol, codau ymddygiad a pholisïau gweithredol y gwasanaeth seicoleg oedolion.

Bydd Seicolegydd Clinigol/ Cwnsela cymwysedig yn rheoli'r holl waith clinigol ac ysgrifenedig.

Mae'n bosibl y bydd yn rhaid i ddeiliad y swydd wneud mân newidiadau i'r driniaeth gynlluniedig, neu benderfynu atal triniaeth, mewn ymateb i wybodaeth a dderbynnir oddi wrth y cleient. Byddai deiliad y swydd yna'n gyfrifol am roi gwybod am newidiadau o'r fath i Seicolegydd Clinigol cymwysedig.

Ar ôl trafod â'r Seicolegydd Clinigol goruchwyliol, bydd deiliad y swydd yn gyfrifol am:

- Gyfathrebu â nifer fach o ddefnyddwyr gwasanaeth sydd ag amrywiaeth o broblemau iechyd meddwl, a sefydlu perthynas therapiwtig â nhw.
- Defnyddio sgiliau cyfathrebu i sefydlu cynghair weithio gyda defnyddwyr gwasanaeth – ni fydd gan rai o'r rhain unrhyw hyder o gwbl mewn gweithwyr proffesiynol a gallen nhw, o bosibl, fod yn ymosodol.
- Ennyn cyfrif cynhwysfawr a manwl gywir o broblemau defnyddiwr gwasanaeth a'i hanes personol.
- Cynorthwyo â datblygu casgliad seicolegol cydlynol o anawsterau defnyddiwr gwasanaeth a chyfathrebu gwybodaeth sy'n benodol am y cyflwr i ddefnyddiwr gwasanaeth a allai fod yn ofidus, yn elyniaethus, yn dioddef o anhwylderau seicolegol ac a allai fod yn heriol ei (h)ymddygiad.

Lle bo'n briodol, a chyda chydysyniad defnyddiwr gwasanaeth, bydd deiliad y swydd yn cyfathrebu â gofalwyr neu berthnasau a fydd o bosibl yn gallu cynorthwyo ag asesu, dod i gasgliad neu drin problemau'r defnyddiwr gwasanaeth hwnnw. Mewn amgylchiadau o'r fath, bydd deiliad y swydd yn dangos ymwybyddiaeth o ffiniau cyfrinachedd a bydd yn sensitif i anghenion penodol gofalwyr / perthnasau'r defnyddiwr gwasanaeth.

Gweithio ar eich pen eich hun, yn aml mewn amodau gweithio hynod annifyr, sydd naill ai'n ymwneud â'r cleient e.e. sy'n ymosodol â geiriau, neu'n ymwneud â dylanwadau allanol e.e. y tywydd ac amodau gyrru, ac amgylcheddau aflan.

Dyletswydd gofal personol o ran Iechyd a Diogelwch, polisiâu a gweithdrefnau'r Bwrdd Iechyd/y Gyfarwyddiaeth e.e. gweithio ar eich pen eich hun a thywydd garw.

Mynychu gweithdai/ seminarau diweddarau statudol perthnasol mewn Iechyd a Diogelwch; symud, codi a chario; Adfywio Cardio-Pwlmonaidd a Rheoli Ymddygiad Positif.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Gradd Anrhydedd Ail Ddosbarth Uwch neu Ddosbarth Cyntaf mewn Seicoleg</p> <p>Bod yn gymwys ar gyfer aelodaeth fel graddedig â statws cyswllt â Chymdeithas Seicolegol Prydain</p>	<p>Hyfforddiant ôl-raddedig/ profiad mewn maes perthnasol o Seicoleg Gymhwysol ac mewn Ymchwil</p> <p>Gwybodaeth o weithio gydag unigolion â hanes o anawsterau iechyd meddwl/ trawma cymhleth a/ neu ansefydlogrwydd emosiynol/ diagnosis o "anhwylder personoliaeth", neu hyfforddiant ychwanegol yn y meysydd hyn</p>	Ffurflen Gais Gwiriadau cyn cyflogi
Profiad	<p>Cyflogaeth flaenorol neu waith gwirfoddol neu ymchwil gydag unigolion ag anawsterau seicolegol a/neu anawsterau eraill</p> <p>Gwybodaeth o ddefnydd clinigol o asesiadau niwroseicolegol</p>	<p>Profiad o weithio gydag unigolion â hanes o anawsterau broblemau iechyd meddwl cymhleth/ trawma cymhleth a/ neu ansefydlogrwydd emosiynol/ diagnosis o "anhwylder personoliaeth"</p> <p>Profiad o weinyddu holiaduron/ asesiadau safonedig</p>	Ffurflen Gais a Chyfweliad Geirdaon
Doniau a Galluoedd	<p>Sgiliau cyfathrebu o safon uchel (llafar ac ysgrifenedig)</p> <p>Gwybodaeth a sgiliau mewn defnyddio amrywiaeth o becynnau cyfrifiadurol e.e. Excel, Word, PowerPoint, SPSS</p> <p>Profiad o ddadansoddi data</p>	<p>Gallu siarad Cymraeg</p> <p>Profiad o weinyddiaeth gyffredinol a gweithio mewn tîm</p> <p>Tystiolaeth o wneud cyflwyniad i grwpiau</p> <p>Gallu dangos sefyllfaoedd lle y defnyddiwyd sgiliau arwain a rheoli effeithiol</p>	Cyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	Sgiliau ymchwilio, cyflwyno ac adrodd		
Gwerthoedd	Dangos Gwerthoedd BIAP Tosturi, cymhwysedd, gallu i gyfathrebu, gwroldeb ac ymrwymiad Gallu gweithio'n ddibynadwy ac yn gyson dan oruchwyliaeth Sgiliau rhyngpersonol da, sensitifrwydd, goddefedd, hunan-gymhelliant a brwdfrydedd	Diddordeb mewn gweithio gyda phobl ag anawsterau iechyd meddwl/ trawma cymhleth a/ neu sy'n bodloni meini prawf ar gyfer diagnosis o anhwylder personoliaeth Gallu gweithio mewn timau amlddisgyblaeth	Cyfweliad Ffurflen Gais Geirdaon
Arall	Gallu derbyn a defnyddio goruchwyliaeth yn effeithiol Trwydded yrru lawn	Gallu rheoli amser yn dda Gallu siarad Cymraeg Gallu blaenoriaethu'r llwyth gwaith	Ffurflen Gais Cyfweliad

GOFYNION CYFFREDINOL

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

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Aadrannol, 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 Blynnyddol 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 cyflogeion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart Sefydliadol:

