

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Sister/Charge Nurse
Pay Band:	Band 7
Department:	All Acute/Mental Health/Community Departments
Directorate:	All Acute/Mental Health/Community Directorates
Clinical Board:	All Clinical Boards (except Children & Women)
Base:	All Locations

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Senior Nurse
Reports to:	Senior Nurse
Professionally Responsible to:	Lead Nurse

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

Exercise 24-hour accountability for the management of the ward/clinical area, to include leading and developing the core nursing establishment in the delivery of compassionate, high quality, effective, patient-centred nursing care; and providing fair, honest and measured people management.

Provide visible, professional nursing leadership, support, supervision and guidance (in line with NMC standards), expert clinical advice and undertake management and monitoring activities in line with legal and professional requirements, statutory rules and UHB policies relating to evidence based practice

Be responsible for the efficient management of the ward/clinical area budget, effectively deploying the nursing team and utilising the allocated resources and raising any financial expenditure concerns to appropriate personnel in a timely manner.

Work and communicate effectively as a member of the senior clinical and nursing leadership team for the directorate/service, collaborating with other Sister/Charge Nurses and Senior Nurse,

Create and promote a learning culture within the clinical area to support the professional growth and development of all nursing staff, students and (as appropriate) members of the multi-disciplinary team.

Demonstrate the UHB's values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness and compassion in everything that you do in the work environment and ensure that others demonstrate the same values.

Develop relationships and joint working in an integrated way with statutory and independent sector partners

DUTIES AND RESPONSIBILITIES

Work autonomously to plan own work schedule plans, in view of daily and weekly management responsibilities along with leadership and supervisory aspects of the role.

Supervise the professional and clinical work of nursing staff within the clinical area allocating work effectively, considering skill and competency of staff and patient requirement and delegate the delivery of care where appropriate, in line with NHS Wales' delegation framework ensuring staff are using evidence based practice.

Support staff in upholding the standards in the NMC Code (2018) as part of providing the quality and safety of care expected by service users and regulators.

Take responsibility for effective rostering of staff to ensure that ward/clinical area has effective skill mix and staffing levels to meet demand; and that staff health and well-being is a key consideration underpinning the rosters produced

Take responsibility for the procurement and maintenance of physical assets and specialist supplies for the ward/clinical area, ensuring cost effectiveness

Maintain, monitor and evaluate standards ensuring evidence based quality of care is provided by the clinical team and respectfully challenge/take appropriate action when care falls below the expected standards.

Take responsibility for the environment of care, ensuring infection control policies and procedures in place and participate in relevant monthly audit and act upon the results.

Support a culture for learning and development through promotion of a reflective approach to practice and utilising a supportive clinical supervision framework in support of team members as appropriate.

Promote a positive research culture, contributing to the wider research agenda through initiating or supporting research activity.

Deal with complex clinical and managerial situations that arise, analysing data and information, seeking appropriate help and making decisions in relation to patient risk and care and take appropriate action.

Seek appropriate advice/alert agencies when there are any concerns regarding potential/actual risk to any patient or their dependents e.g. child safeguarding, domestic violence, protection of the vulnerable adult, mental capacity and deprivation of liberty.

Promote collaboration across disciplines and across agencies to ensure timely, safe, compassionate patient -centered care is planned and delivered by the service at all times

SERVICE MANAGEMENT

Be responsible for the development of evidence-based policies, procedures and protocols for the ward/clinical area ensuring that they meet national, local and professional criteria, gaining UHB approval/ratification prior to use where appropriate.

Act with autonomy, authority and integrity to make decisions within an agreed professional and managerial structure, seeking advice as appropriate.

Promote multidisciplinary working, with outcomes aimed at achieving the best interests of patients through cohesive service delivery.

Provide open and honest feedback to the team on standards of nursing care provided to, and experienced by, patients and service and communicate and implement agreed improvement actions / learning in a timely fashion.

Lead in the investigation of clinical incidents, complaints and support any serious untoward incidents using root cause analysis methodologies. Ensure action plans and findings are fully implemented in a timely manner and recommendations are incorporated into practice.

With support from Human Resources take necessary steps to effectively and fairly manage any individuals in the team whose performance falls below expected standards

Provide relevant information and actively engage (and support the team to be involved also) in the nurse staffing level calculation processes for area of responsibility, ensuring compliance with the Safe Staffing Act where applicable

Utilise resources effectively ensuring the planned nurse staffing levels are rostered and all reasonable steps are taken to maintain them for the ward/clinical area over the 24 hour period.

Manage the use of temporary staff within budget ensuring patient safety and good governance

SERVICE AND QUALITY IMPROVEMENT

Maintain and monitor the standard and quality of care delivered on the ward/clinical area and respectfully challenge poor practices as appropriate. Escalate immediate/significant/persistent quality concerns to the Senior Nurse Manager and/or taking immediate actions, as appropriate.

Maintain and/or seek to improve standards of the care environment, including environmental cleanliness through participation in multi-disciplinary monitoring of the estate and cleaning specification within the ward/clinical area.

Take actions continually to both maintain and monitor compliance with the agreed planned rosters in order meet the requirements of the Safe Staffing Act where applicable

Ensure up to date nurse establishments are displayed outside the ward/clinical area

Take responsibility for the collection and collation of accurate and timely data and information for a range of purposes including informing nurse staffing level review, audit, research and service performance measurement in order to share examples of good practice and action areas requiring improvement.

Attend daily Board Rounds and support the Senior Nurse by providing accurate and timely information to daily patient flow meetings, taking the appropriate actions in order to ensure effective patient flow through the ward/clinical area.

Act consistently within legislation, policies and procedures and other quality approaches relevant to working in clinical practice, always supporting and enabling others to also practice to the same standards. .

Deal with patient and relative concerns, complaints and incident reports openly and honestly, in line with policy, undertaking initial/full investigations and ensuring immediate action plans are initiated as required in order to safely deal with situations arising

Develop and implement improvement plans for the ward/clinical area in line with the UHB's quality improvement goals.

Work cohesively towards quality improvements targets as agreed with and directed by the directorate management team

Ensure up to date Key Performance Indicators are displayed within the ward/clinical area

Use patient/relative feedback to continually improve practice and communication

Implement strategies to reduce deconditioning of patients, ensure discharge planning starts at the time of admission and ensure patients are discharged to an appropriate place within an appropriate timescale

COMMUNICATIONS

Develop and maintain good interpersonal relationships with the clinical specialists from across nursing and the wider multi-disciplinary team, working in partnership to meet the patient needs and achieve nationally-agreed standards.

Establish and maintain effective team communication mechanisms using a range of methods to ensure that all staff have access to the information made available to them

Practice, and role model, excellence in patient advocacy and liaison.

Establish respectful and effective relations and communication networks with internal and external agencies. Participate in Task & Finish Groups, All Wales networks etc. when required.

Ensure there are effective communication systems in place to enable staff to participate in effective two-way communications on developments across the UHB/NHS Wales.

Ensure effective handover of patients between shifts/health care professionals, effectively using a range of communications aids such as verbal handover/written documentation/referral letters and requests.

Provide both verbal and written reports when required.

Promote excellence in professional/patient care documentation at all times, supporting the drive to digitalise the nursing/patient care records in line with national and UHB developments

FINANCE AND RESOURCES

Demonstrate a sound knowledge of ward/clinical area resource costs and adopt a cost conscious approach to the utilisation of such resources, identifying and taking forward areas for cost reduction.

Work within the agreed budget for the ward/clinical area, demonstrating an excellent understanding of financial value of the resources utilised within the clinical area and approaches to ensure best value for money

Take full account of the requirement to effectively use the available staffing resource whilst considering the requirements to ensure staff well-being is promoted, and responsible for planning and scheduling duty rotas, annual leave, study leave, time in lieu; verifying the ward/clinical area nurse staffing roster; monitoring absences and the use of temporary staff, in line with UHB workforce policies .

Maintain close partnerships with finance department in order to understand resource management processes and standing financial orders.

Ensure that the UHB policies and procedures for escalating concerns around nurse staffing levels are adhered to.

PERSONAL AND PEOPLE DEVELOPMENT AND PEOPLE MANAGEMENT

Manage and ensure the well-being of staff through effective appraisal, roster management, recruitment and selection, fair and compassionate staff management (in line with all UHB workforce policies) and the supervision of learners

Fully engage with recruiting new registrants via Student Streamlining

Work collaboratively with the Learning, Education and Development Department (LED) and with academic organisations directly where appropriate in order to ensure excellence in the student learning experience offered in the ward/clinical area/area.

Optimise the learning environment within the clinical area enabling individual practitioners to flourish and to develop knowledge and competence

Establish an understanding of the evidence-base for practice and assume responsibility for own practice.

Contribute to /coordinate the provision of ward/clinical area and UHB wide teaching as appropriate to specific areas of expertise and evidence based knowledge

Develop and utilise ward/clinical area based competencies for all staff groups, ensuring their use by new starters and promoting the review and refresh of competencies for current ward/clinical area based staff as they are developed.

Take responsibility for ensuring the completion of the nursing team's annual Values Based PADR. In partnership with reviewee, identify opportunities to develop competence/skills in order to achieve objectives.

Support registered staff to complete their professional revalidation with the NMC in a timely manner. Act as the Confirmer and Reflective Discussion Partner as required.

Actively participate in your own Values Based PADR seeking support as appropriate to develop your own skills, knowledge and competencies. Take responsibility for your own NMC Revalidation.

Lead in the staff recruitment cycle for new nursing team members whilst also taking steps to promote retention and enhance the well-being of staff working within the team. Promote the development of a cohesive team through ensuring the effective induction and settling in of new staff members within the team.

INFORMATION PROCESSING

Ensure that legible nursing records are maintained in a timely manner throughout the nursing service, fully utilising current, approved nursing documentation and actively promoting and role modeling the use of e-documentation as appropriate to clinical area.

Ensure that nursing data and patient information is stored safely and correctly and in accordance with data protection legislation and UHB policies and procedures.

Ensure that the nursing team are kept up to date on current legislation and guidance re: information governance and challenge poor practice as required.

Develop and continually improve the knowledge and skills required to ensure the effective use of the relevant IT systems required in the clinical area

Liaise effectively with appropriate support teams to facilitate this work stream e.g. ESR team

Provide accurate and timely organisational workforce and performance data/information as required in line with UHB's managerial systems and processes

HEALTH, SAFETY AND SECURITY

Assess and manage risks associated with health and safety issues and reports untoward incidents.

Take all possible precautions to safeguard the well-being, welfare, health and safety of staff, service users, visitors and the public by implementing all policies related to health, safety and risk.

Ensure all incidents are appropriately reported via E-Datix

To be aware of the protection of adults at risk amongst the service users/families. Report any concerns in accordance with UHB policy.

To be aware of safeguarding of children amongst service users/families. Report any concerns in accordance with UHB policy.

Attend own statutory/mandatory training and ensure that all team members are also supported to attend/undertake required training.

EQUALITY AND DIVERSITY

Recognize the importance of people's rights and maintain own knowledge base to ensure that all actions are in accordance with legislation, policies and procedures.

Promote and support the rights, responsibilities and diversity of patients and their families/carers and relate with kindness and empathy to all concerned.

Respect the privacy, dignity, needs, beliefs, choices and preferences of patients and carers, supporting the development of the care environment to be able to appropriately respond quickly and discretely to those with particular needs/protected characteristics.

Identify and take action when own or others behavior undermines equality and diversity. Ensure own and the wider nursing team's current knowledge base is maintained in relation to potential need to access spiritual/multi-cultural faith support for patients/carers/staff.

Act as a patient advocate at all times

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support 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.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB 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 and 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 UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

This document is available in Welsh

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Sister/Charge Nurse	Department:	All Acute/Mental Health/Community Departments
Band:	Band 7	Clinical Board:	All Clinical Boards (except Children & Women)
Base:	All Locations		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Registered Nurse (Part 1) Current NMC Registration Degree Pertinent postgraduate qualification AND a willingness to undertake appropriate post graduate level study when in post) Bronze IQT	Recognised management qualification Recognised leadership qualification Master's degree in pertinent subject Teaching/Coaching qualification	Application Form Certificate Check Registration Card – Nurse/AHP

<p>EXPERIENCE</p>	<p>Knowledge of legislation pertinent to role</p> <p>Proven and relevant experience at Band 6</p> <p>Able to demonstrate sound knowledge of NMC Code (2018)</p> <p>Proven post-registration experience and evidence of coordinating and managing a team of staff.</p> <p>Experience of working in a multi- professional environment</p> <p>Experience in budget management</p> <p>Experience of effective staff management</p> <p>Experience of running a ward/ area/department</p> <p>Experience of mentoring pre-registration nursing/midwifery students</p>	<p>Experience of leading a team</p> <p>Experience of working in a Band 7 role</p> <p>Understanding of financial and resource management processes</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
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<p>SKILLS</p>	<p>Able to demonstrate an awareness of professional issues and developments.</p> <p>Evidence of leadership skills</p> <p>Excellent (verbal/listening/written) communication skills</p> <p>IT skills</p> <p>Able to relate theory into practice through reflective skills</p> <p>Leadership skills</p> <p>Good knowledge of information governance/data protection requirements</p> <p>Able to demonstrate research based practice</p> <p>Ability to delegate and prioritise work</p> <p>Able to manage time effectively</p>	<p>Ability to speak Welsh</p>	<p>Application Form Interview References</p>
<p>SPECIAL KNOWLEDGE</p>	<p>Appropriate experience within specialty and able to demonstrate sound knowledge of relevant specialty</p> <p>Advanced clinical skills</p> <p>Evidence of effectively implementing change in the clinical practice</p> <p>Evidence of commitment to and understanding of mentorship/reflection/clinical supervision.</p>	<p>Welsh Speaker</p> <p>Evidence of research and audit work</p> <p>Sound knowledge of HR policies</p>	<p>Application Form Interview References</p>
<p>PERSONAL QUALITIES <i>(Demonstrable)</i></p>	<p>Ability to work within a team and independently</p> <p>Flexible to meet the needs of the service</p> <p>Able to work under pressure</p>		<p>Application Form Interview References</p>

Rhif Cyfeirnod CAJE:
RWM/2020/0002

	Pleasant disposition Caring nature Enthusiastic Assertive attitude Positive change agent		
OTHER <i>(Please Specify)</i>			Interview Document Check*

Date Prepared:		Prepared By:	
Date Reviewed:		Reviewed By:	

For a Welsh language version see below / [Am fersiwn Cymraeg, gweler isod](#)

DISGRIFIAD SWYDD

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Prif Nyrs
Band Cyflog:	Band 7
Adran:	Pob Adran Acíwt / Iechyd Meddwl / Cymunedol
Cyfarwyddiaeth:	Pob Cyfarwyddiaeth Acíwt / Iechyd Meddwl / Cymunedol
Bwrdd Clinigol:	Pob Bwrdd Clinigol (ac eithrio Plant a Menywod)
Prif Leoliad Gwaith:	Pob Lleoliad

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Uwch Nyrs
Adrodd i:	Uwch Nyrs
Atebol yn Broffesiynol i:	Nyrs Arwain

Ein Gwerthoedd: 'GOFALU AM BOBL; CADW POBL YN IACH'

Mae gan Fwrdd Iechyd Prifysgol Caerdydd a'r Fro waith pwysig i'w wneud. Mae'r hyn rydym yn ei wneud yn bwysig oherwydd mai ein gwaith yw gofalu am bobl a'u cadw'n iach. Rydym i gyd eisiau gwneud hyn hyd gorau ein gallu - ond rydym yn gwybod nad yw bwriad da bob tro yn ddigon.

Ym Mwrdd Iechyd Prifysgol Caerdydd a'r Fro, ein gwerthoedd a'n hymddygiad esiampl ydy:

Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig i ni.	Rydym yn trin pobl fel hoffem ni gael ein trin a chyda chydymdeimlad bob tro.
Rydym yn ymddiried yn ein gilydd ac yn parchu ein gilydd.	Edrych ar ein hadborth gan eraill ynghylch sut rydym yn gwneud a cheisiwch ffyrdd gwell o wneud pethau.
Rydym yn cymryd cyfrifoldeb personol.	Bod yn frwdfrydig ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.
Rydym yn trin pobl â charedigrwydd.	Diolch i bobl, dathlu llwyddiant a phan aiff pethau o'u lle, gofyn 'beth gallaf fi ddysgu?'

Gweithredu gyda gonestrwydd

Peidio â gadael i strwythurau ein rhwystro rhag gwneud y **peth iawn**.

Mae ein gwerthoedd yn arwain sut rydym yn gweithio a sut rydym yn ymddwyn ag eraill. Bydd disgwyl i ddeiliaid y swydd ymddwyn yn unol â'n gwerthoedd o hyd a dangos ymrwymiad wrth ddarparu gwasanaeth o safon uchel i gleifion.

CRYNODEB O'R SWYDD/DIBEN Y SWYDD

Cyfrifoldeb 24-awr am reoli'r ward/ardal glinigol, gan gynnwys arwain a datblygu'r sefydliad nyrso craidd wrth gynnig gofal nyrso tosturiol, effeithiol, o ansawdd uchel sy'n canolbwyntio ar y claf; a rheoli pobl yn deg, gonest a chyson.

Cynnig arweinyddiaeth, cymorth, goruchwyliaeth ac arweiniad nyrso proffesiynol (yn unol â safonau'r CMC) a chyngror clinigol arbenigol, a chyflawni gweithgareddau rheoli a monitro yn unol â gofynion cyfreithiol a phroffesiynol, rolau statudol a pholisïau BIP o ran arfer yn seiliedig ar dystiolaeth.

Bod yn gyfrifol am reoli cyllideb y ward/ardal glinigol yn effeithlon, gan ddefnyddio'r tîm nyrso yn effeithiol ynghyd â'r adnoddau sydd ar gael, a chodi unrhyw bryderon o ran gwariant ariannol gyda phersonél priodol yn brydlon.

Gweithio a chyfathrebu'n effeithiol fel aelod o'r uwch dîm arwain clinigol a nyrso ar gyfer y gyfarwyddiaeth//gwasanaeth, gan gydweithredu gyda Phrif Nyrsys ac Uwch Nyrsys eraill.

Creu a hyrwyddo diwylliant o ddysgu yn yr ardal glinigol i gefnogi twf a datblygiad proffesiynol yr holl staff nyrso, myfyrwyr ac (fel y bo'n briodol) aelodau o'r tîm amlddisgyblaethol.

Arddangos gwerthoedd y BIP, sef urddas, parch, tegwch, gonestrwydd a natur agored, ofalgar, garedig a thosturiol ym mhopeth a wnewch yn yr amgylchedd gwaith, a sicrhau bod eraill yn arddangos yr un gwerthoedd.

Datblygu perthnasau a chydweithio mewn modd integredig gyda phartneriaid sector statudol ac annibynnol.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Gweithio ar eich pen eich hun i gynllunio'ch amserlen gan ystyried cyfrifoldebau rheoli dyddiol ac wythnosol ynghyd ag agweddau arwain a goruchwyllo ar y rôl.

Goruchwyllo gwaith proffesiynol a chlinigol staff nyrso yn yr ardal glinigol gan ddyrannu gwaith yn effeithiol, ystyried sgiliau a gallu staff a gofynion cleifion a dirprwyo darpariaeth gofal lle y bo'n briodol, yn unol â fframwaith dirprwyo GIG Cymru, gan sicrhau bod staff yn defnyddio arferion sy'n seiliedig ar dystiolaeth.

Cefnogi staff i arfer safonau'r Cod CMC (2018) fel rhan o ddarparu gofal o'r safon a'r diogelwch a ddisgwyllir gan ddefnyddwyr gwasanaeth a rheoleiddwyr.

Bod yn gyfrifol am lunio rota staff effeithiol i sicrhau bod gan y ward/ardal glinigol gymysgedd sgiliau a lefelau staffio sy'n bodloni'r galw; a bod iechyd a lles staff yn ystyriaeth allweddol sy'n sail i'r rotas a gynhrychir.

Bod yn gyfrifol am gaffael a chynnal asedau ffisegol a chyflenwadau arbenigol ar gyfer y ward/ardal glinigol, gan sicrhau cost-effeithiolrwydd.

Cynnal, monitro a gwerthuso safonau gan sicrhau bod gofal o ansawdd sy'n seiliedig ar dystiolaeth yn cael ei ddarparu gan y tîm clinigol, a herio yn barchus/cymryd camau priodol lle mae gofal yn cwmpo'n is na'r safonau disgwyliedig.

Bod yn gyfrifol am yr amgylchedd gofal, gan sicrhau bod polisiau a gweithdrefnau rheoli haint ar waith a chymryd rhan mewn archwiliadau misol perthnasol a gweithredu ar y canlyniadau.

Cefnogi diwylliant o ddysgu a datblygu drwy hyrwyddo dull myfyriol o ymarfer a defnyddio fframwaith goruchwyliaeth glinigol cefnogol i gefnogi aelodau'r tîm fel y bo'n briodol.

Hyrwyddo diwylliant ymchwil cadarnhaol, gan gyfrannu at yr agenda ymchwil ehangach drwy weithredu neu gefnogi gweithgarwch ymchwil.

Delio â sefyllfaoedd clinigol a rheolaethol cymhleth sy'n codi, gan ddadansoddi data a gwybodaeth, ceisio cymorth priodol a gwneud penderfyniadau o ran risg a gofal cleifion, a chymryd camau priodol.

Ceisio cyngor priodol/rhoi gwybod i asiantaethau lle mae unrhyw bryderon o ran risg bosibl/wirioneddol i unrhyw glaf neu ei ddibynyddion e.e. diogelu plant, trais domestig, diogelu oedolyn sy'n agored i niwed, galluedd meddyliol ac amddifadu o ryddid.

Hyrwyddo cydweithio ar draws disgyblaethau ac ar draws asiantaethau i sicrhau bod gofal amserol, diogel, tosturiol sy'n canolbwyntio ar y claf yn cael ei gynllunio a'i ddarparu gan y gwasanaeth bob amser.

RHEOLI GWASANAETH

Bod yn gyfrifo am ddatblygu polisiau, gweithdrefnau a phrotocolau sy'n seiliedig ar dystiolaeth ar gyfer y ward/ardal glinigol gan sicrhau eu bod yn bodloni meini prawf cenedlaethol, lleol a phroffesiynol, gan geisio cymeradwyaeth/dilysiad y BIP cyn eu defnyddio lle y bo'n briodol.

Gweithredu ag ymreolaeth, awdurdod a gonestrwydd i wneud penderfyniadau o fewn strwythur proffesiynol a rheolaethol cytûn, gan geisio cyngor fel y bo'n briodol.

Hyrwyddo gwaith amlddisgyblaethol, gyda chanlyniadau sydd wedi'u hanelu at gyflawni budd pennaf i gleifion drwy ddarparu gwasanaeth cydlynol.

Cynnig adborth agored a gonest i'r tîm ar safonau gofal nyrsio sy'n cael ei gynnig i, ac a brofir gan, gleifion a gwasanaeth, a chyfathrebu a gweithredu camau gwella / dysgu y cytunwyd arno mewn modd prydlon.

Arwain ymchwiliadau i ddigwyddiadau clinigol a chwynion, a chefnogi unrhyw ddigwyddiadau anffodus difrifol gan ddefnyddio methodolegau dadansoddi achos sylfaenol. Sicrhau bod cynlluniau gweithredu a chanfyddiadau'n cael eu gweithredu'n brydlon a bod argymhellion yn cael eu cynnwys mewn arfer.

Gyda chymorth Adnoddau Dynol, cymryd camau angenrheidiol i reoli unrhyw unigolion yn y tîm y mae eu perfformiad yn cwmpo'n is na'r safonau disgwylidig yn effeithiol a theg.

Cynnig gwybodaeth berthnasol ac ymgysylltu'n rhagweithiol (a chefnogi'r tîm i ymgysylltu hefyd) â'r prosesau cyfrifo lefelau staffio nyrsys ar gyfer y maes o gyfrifoldeb, gan sicrhau cydymffurfiaeth â'r Ddeddf Staffio Diogel lle y bo'n berthnasol.

Defnyddio adnoddau'n effeithiol, gan sicrhau bod y lefelau staffio nyrsys a gynlluniwyd yn cael eu trefnu i mewn i rota a chymryd pob cam rhesymol i'w cynnal ar gyfer y ward/ardal glinigol dros gyfnod o 24 awr.

Rheoli'r defnydd o staff dros dro o fewn cyllideb, gan sicrhau diogelwch cleifion a llywodraethu da.

GWELLA GWASANAETH AC ANSAWDD

Cynnal a monitro safon ac ansawdd y gofal a gynigir yn y ward/ardal glinigol a herio arferion gwael yn barchus fel y bo'n briodol. Uwchgyfeirio pryderon ansawdd uniongyrchol/sylweddol/cyson i'r Uwch-reolwr Nyrsio a/neu gymryd camau uniongyrchol fel y bo'n briodol.

Cynnal a/neu geisio gwella safonau'r amgylchedd gofal, gan gynnwys glendid amgylcheddol, drwy fonitro'r ystâd ar sail amlddisgyblaethol a chyfrannu at y fanyleb glanhau yn y ward/ardal glinigol.

Gweithredu'n barhaus i gynnal a monitro cydymffurfiaeth gyda'r rotas cytûn a gynlluniwyd er mwyn bodloni gofynion y Ddeddf Staffio Diogel lle y bo'n berthnasol.

Sicrhau bod y sefydliadau nyrsio diweddaraf yn cael eu harddangos y tu allan i'r ward/ardal glinigol.

Bod yn gyfrifol am gasglu data a gwybodaeth gywir ac amserol at amrywiaeth o ddibenion, gan gynnwys adolygu lefelau staffio nyrsys, archwilio, ymchwil a mesur perfformiad gwasanaeth i rannu enghreifftiau o arfer da a gweithredu mewn meysydd lle mae angen gwella.

Mynychu Rowndiau Bwrdd dyddiol a chefnogi'r Uwch Nyrs drwy gynnig gwybodaeth gywir ac amserol i gyfarfodydd llif cleifion dyddiol, gan gymryd camau priodol i sicrhau llif cleifion effeithiol drwy'r ward/ardal glinigol.

Gweithredu'n unol â deddfwriaeth, polisïau a gweithdrefnau a dulliau ansawdd eraill sy'n berthnasol i waith mewn ymarfer clinigol, gan gefnogi a galluogi eraill i ymarfer i'r un safonau bob amser.

Delio â phryderon cleifion a pherthnasau, cwynion ac adroddiadau digwyddiadau yn agored a gonest, yn unol â pholisi, gan gynnal ymchwiliadau cychwynnol/llawn a sicrhau bod cynlluniau gweithredu'n cael eu rhoi ar waith ar unwaith yn ôl yr angen i ddelio'n ddiogel â sefyllfaoedd sy'n codi.

Datblygu a gweithredu cynlluniau gwella ar gyfer y ward/ardal glinigol yn unol â nodau gwella ansawdd y BIP.

Gweithio'n gydlynol tuag at dargedau gwella ansawdd fel y cytunwyd gyda chi, ac yn ôl cyfarwyddyd tîm rheoli'r gyfarwyddiaeth.

Sicrhau bod Dangosyddion Perfformiad Allweddol diweddar yn cael eu harddangos yn y ward/ardal glinigol.

Defnyddio adborth cleifion/perthnasau i wella arferion a chyfathrebu yn barhaus.

Gweithredu strategaethau i leihau datgyflyru cleifion, gan sicrhau bod cynlluniau rhyddhau yn dechrau ar yr adeg derbyn a sicrhau bod cleifion yn cael eu rhyddhau i le priodol o fewn amserlen briodol.

CYFATHREBU

Datblygu a chynnal perthnasau rhyngpersonol da gyda'r arbenigwyr clinigol o bob maes nyrsio a'r tîm amlddisgyblaethol ehangach, gan weithio mewn partneriaeth i fodloni anghenion cleifion a chyflawni safonau y cytunwyd arnynt yn genedlaethol.

Sefydlu a chynnal mecanweithiau cyfathrebu tîm effeithiol gan ddefnyddio amrywiaeth o dulliau i sicrhau bod gan yr holl staff fynediad i'r wybodaeth sydd ar gael iddynt.

Ymarfer a dangos esiampl o ragoriaeth mewn eiriolaeth a chyswllt cleifion.

Sefydlu perthnasau a rhwydweithiau cyfathrebu parchus ac effeithiol gydag asiantaethau mewnol ac allanol. Cymryd rhan mewn Grwpiau Gorchwyl a Gorffen, rhwydweithiau Cymru Gyfan ac ati lle bo angen.

Sicrhau bod systemau cyfathrebu effeithiol ar waith i alluogi staff i gymryd rhan mewn cyfathrebu dwyffordd effeithiol ar ddatblygiadau ar draws y BIP/GIG Cymru.

Sicrhau bod cleifion yn cael eu trosglwyddo'n effeithiol rhwng shifftiau/gweithwyr gofal proffesiynol, gan ddefnyddio amrywiaeth o gymhorthion cyfathrebu yn effeithiol, fel trosglwyddo geiriol/dogfennau ysgrifenedig/llythyrau atgyfeirio a cheisiadau.

Cynnig adroddiadau ar lafar ac yn ysgrifenedig pan fo angen.

Hyrwyddo rhagoriaeth mewn dogfennaeth broffesiynol/gofal cleifion bob amser, gan gefnogi'r ymdrech i ddigideiddio'r cofnodion gofal nyrsio/cleifion yn unol â datblygiadau cenedlaethol a'r BIP.

CYLLID AC ADNODDAU

Dangos gwybodaeth gadarn am gostau adnoddau'r ward/ardal glinigol a mabwysiadu dull sy'n ystyriol o gostau o ddefnyddio adnoddau o'r fath, gan nodi a gweithredu ar feysydd ar gyfer lleihau costau.

Gweithio o fewn y gyllideb gytûn ar gyfer y ward/ardal glinigol, gan arddangos dealltwriaeth wych o werth ariannol yr adnoddau sy'n cael eu defnyddio yn yr ardal glinigol a dulliau o sicrhau gwerth gorau am arian.

Rhoi ystyriaeth lawn i'r gofyniad i ddefnyddio'r adnoddau staffio sydd ar gael yn effeithiol tra'n ystyried y gofynion i sicrhau bod lles staff yn cael ei hybu, a bod yn gyfrifol am gynllunio ac amserlennu rotas dyletswydd, gwyliau blynyddol, absenoldeb astudio, tâl yn lle oriau; dilysu rota staffio nyrsys y ward/ardal glinigol; monitro absenoldeb a'r defnydd o staff dros dro, yn unol â pholisïau gweithlu'r BIP.

Cynnal partneriaethau agos â'r adran gyllid er mwyn deall prosesau rheoli adnoddau ac archebion ariannol sefydlog.

Sicrhau cydymffurfiaeth â pholisïau a gweithdrefnau'r BIP ar gyfer uwchgyfeirio pryderon o ran lefelau staffio nyrsys.

DATBLYGIAD PERSONOL A PHOBL A RHEOLI POBL

Rheoli a sicrhau lles staff drwy arfarnu effeithiol, rheoli rota, recriwtio a dethol, rheolaeth staff deg a thosturiol (yn unol â pholisïau gweithlu'r BIP) a goruchwyllo dysgwyr.

Ymgysylltu'n llawn â'r broses o recriwtio cofrestrwyr newydd drwy'r Cynllun Symleiddio i Fyfwyrwyr.

Cydweithio'n agos â'r Adran Dysgu, Addysg a Datblygu a sefydliadau academaidd yn uniongyrchol lle y bo'n briodol er mwyn sicrhau rhagoriaeth yn y broses ddysgu a gynigir i fyfwyrwyr yn y ward/ardal glinigol/maes.

Sicrhau'r amgylchedd dysgu gorau posibl yn yr ardal glinigol, gan alluogi ymarferwyr unigol i ffynnu a datblygu gwybodaeth a gallu.

Sefydlu dealltwriaeth o'r sail dystiolaeth ar gyfer ymarfer a chymryd cyfrifoldeb am eich ymarfer eich hun.

Cyfrannu at/cydlynu darpariaeth addysgu'r ward/ardal glinigol a'r BIP cyfan fel y bo'n briodol i feysydd penodol o arbenigedd a gwybodaeth sy'n seiliedig ar dystiolaeth.

Datblygu a defnyddio cymwyseddau'r ward/ardal glinigol ar gyfer pob grŵp staff, gan sicrhau bod newydd-ddyfodiaid yn eu defnyddio a hyrwyddo'r gwaith o'u hadolygu a'u diwygio ar gyfer staff presennol y ward/ardal glinigol wrth iddynt gael eu datblygu.

Cymryd cyfrifoldeb am sicrhau bod AADP blynyddol y tîm nyrsio, sy'n seiliedig ar werthoedd, yn cael ei gwblhau. Mewn partneriaeth â'r adolygai, nodi cyfleoedd i ddatblygu gallu/sgiliau er mwyn cyflawni amcanion.

Cefnogi staff cofrestredig i gwblhau eu dilysiad proffesiynol gyda'r CMC yn brydlon. Gweithredu fel Cadarnhâwr a Phartner Trafod Myfyriol yn ôl yr angen.

Cyfrannu'n weithredol at eich AADP Seiliedig ar Werthoedd eich hun, gan ceisio cymorth fel y bo'n briodol i ddatblygu eich sgiliau, gwybodaeth a gallu. Bod yn gyfrifol am eich Ailddilysiad CMC eich hun.

Arwain y cylch recriwtio staff ar gyfer aelodau newydd o'r tîm nyrsio gan hefyd gymryd camau i wella cyfraddau cadw a gwella lles staff sy'n gweithio yn y tîm. Hyrwyddo datblygiad tîm cydlynol drwy sicrhau bod pob aelod newydd o staff yn y tîm yn cael ei sefydlu ac yn setlo'n effeithiol.

PROSESU GWYBODAETH

Sicrhau bod cofnodion nyrsio clir yn cael eu cynnal yn brydlon ym mhob rhan o'r gwasanaeth nyrsio, gan wneud defnydd llawn o ddogfennau nyrsio presennol, cymeradwy a hyrwyddo a dangos esiampl o'r defnydd o e-ddogfennaeth fel y bo'n briodol i'r maes clinigol.

Sicrhau bod data nyrsio a gwybodaeth am gleifion yn cael eu storio'n ddiogel ac yn gywir yn unol â deddfwriaeth diogelu data a pholisïau a gweithdrefnau'r BIP.

Sicrhau bod y tîm nyrsio'n cael y newyddion diweddaraf am ddeddfwriaeth a chanllawiau mewn perthynas â llywodraethu gwybodaeth a herio arfer gwael yn ôl yr angen.

Datblygu a gwella'n barhaus y wybodaeth a'r sgiliau sydd eu hangen i sicrhau defnydd effeithiol o'r systemau TG perthnasol yn y maes clinigol.

Cysylltu'n effeithiol â thimau cymorth priodol i hwyluso'r ffrwd waith hon e.e. y tîm Cofnod Staff Electronig.

Cynnig data/gwybodaeth sefydliadol gywir ac amserol am y gweithlu a pherfformiad yn ôl y gofyn, yn unol â systemau a phrosesau rheoli'r BIP.

IECHYD A DIOGELWCH

Asesu a rheoli risgiau sy'n gysylltiedig â materion iechyd a diogelwch a rhoi gwybod am ddigwyddiadau anffodus.

Cymryd pob cam posibl i ddiogelu lles, iechyd a diogelwch staff, defnyddwyr gwasanaeth, ymwelwyr a'r cyhoedd drwy weithredu pob polisi sy'n gysylltiedig ag iechyd, diogelwch a risg.

Sicrhau bod pob digwyddiad yn cael ei adrodd yn briodol drwy E-Datix.

Bod yn ymwybodol o ddiogelwch oedolion mewn risg ymysg y defnyddwyr gwasanaeth/teuluoedd. Adrodd ar unrhyw bryderon yn unol â pholisi'r BIP.

Bod yn ymwybodol o ddiogelwch plant ymysg defnyddwyr gwasanaeth/teuluoedd. Adrodd ar unrhyw bryderon yn unol â pholisi'r BIP.

Mynychu hyfforddiant statudol/gorfodol a sicrhau bod holl aelodau'r tîm hefyd yn cael eu cefnogi i fynychu/cyflawni'r hyfforddiant angenrheidiol.

Cydraddoldeb ac amrywiaeth

Cydnabod pwysigrwydd hawliau pobl a chynnal eich sail wybodaeth eich hun i sicrhau bod yr holl gamau yn unol â deddfwriaeth, polisiau a gweithdrefnau.

Hyrwyddo a chefnogi hawliau, cyfrifoldebau ac amrywiaeth cleifion a'u teuluoedd/gofalwyr ac uniaethu â charedigrwydd ac empathi â phawb.

Parchu preifatrwydd, urddas, anghenion, credoau a dewisiadau cleifion a gofalwyr, gan gefnogi datblygiad yr amgylchedd gofal i allu ymateb yn briodol, cyflym a chynnil i'r rheini ag anghenion penodol/nodweddion a ddiogelir.

Nodi a gweithredu pan mae eich ymddygiad eich hun neu rywun arall yn tanseilio cydraddoldeb ac amrywiaeth. Sicrhau bod eich sail wybodaeth eich hun a'r tîm nyrsio yn cael ei chynnal mewn perthynas ag angen posibl am fynediad i gymorth ffydd ysbrydol/amlddiwylliannol i gleifion/gofalwyr/staff.

Gweithredu fel eiriolwr cleifion bob amser.

CYFFREDINOL

- **Adolygiadau Perfformiad/Gofyniad Perfformiad:** Bydd disgwyl i ddeiliad y swydd gymryd rhan ym mhroses adolygiadau perfformiad blynyddol y BIP ac fel rhan o'r broses hon, cytuno ar Gynllun Datblygu Personol gydag amcanion clir a chymorth sefydliadol a nodir.
- **Gallu:** Ni ddylai deiliad y swydd weithio'r tu allan i lefel ddiffiniedig ei gymhwyster. Os oes gan ddeiliad y swydd bryderon ynghylch hyn, dylai drafod â'i reolwr yn syth. Mae gan yr holl staff gyfrifoldeb i roi gwybod i'r sawl sy'n goruchwyllo ei gyfrifoldebau os nad yw'n gymwys i gyflawni dyletswydd.
- **Cyfrinachedd:** Yn unol â deddfwriaeth Diogelu Data ac Egwyddorion Cyfrinachedd Cil-y-Coed, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract

cyflogaeth. Mae'r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i'r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu'r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.

- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae'r BIP yn ei thrin fel rhan o'u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy'n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth bersonol sy'n berthnasol i ddefnyddwyr gwasanaeth.
- **Iechyd a Diogelwch:** Mae gofyn i ddeiliad y swydd gydweithredu â'r BIP i sicrhau y cydymffurfir â gofynion a dyletswyddau iechyd a diogelwch. Cyfrifoldeb deiliad y swydd ydy cydymffurfio â gweithdrefnau, rheolau a chodau ymarfer a defnyddio'r holl offer a dyfeisiau diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrsiau hyfforddi yn ôl y gofyn. Mae cyfrifoldeb ar yr holl staff i gael gwasanaeth iechyd Galwedigaethol a chymorth arall mewn cyfnodau o angen a chynghor.
- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.
- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.

- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwmo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabled, rhyw, hunaniaeth o ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu gredo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.
- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau Gymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinellid ac yn nodi'r prif ddyletswyddau. Trafodir unrhyw newid yn llawn o flaen llaw â deiliad y swydd. Caiff y disgrifiad swydd ei adolygu o bryd i'w gilydd i ystyried newidiadau a datblygiadau yng ngofynion y gwasanaeth.

Dyddiad Paratoi:

Paratowyd gan:

Dyddiad Adolygu:

Rhif Cyfeirnod CAJE:
RWM/2020/0002

Adolygwyd gan:

MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Prif Nyrs	Adran:	Pob Adran Acíwt / Iechyd Meddwl / Cymunedol
Band:	Band 7	Bwrdd Clinigol:	Pob Bwrdd Clinigol (ac eithrio Plant a Menywod)
Prif Leoliad Gwaith:	Pob Lleoliad		

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	<p>Nyrs Gofrestredig (Rhan 1)</p> <p>Cofrestriad CMC presennol</p> <p>Gradd</p> <p>Cymhwyster ôl-raddedig perthnasol AC yn barod i gyflawni astudiaeth ôl-raddedig briodol yn y swydd</p> <p>Gwella Ansawdd Gyda'n Gilydd (GAGG) Efydd</p>	<p>Cymhwyster rheoli cydnabyddedig</p> <p>Cymhwyster arwain cydnabyddedig</p> <p>Gradd feistr mewn pwnc perthnasol</p> <p>Cymhwyster Addysgu/Hyfforddi</p>	<p>Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP</p>

<p>PROFIAD</p>	<p>Gwybodaeth am ddeddfwriaeth sy'n berthnasol i'r rôl</p> <p>Profiad amlwg a pherthnasol ar Fand 6</p> <p>Yn gallu arddangos gwybodaeth gadarn am God CMC (2018)</p> <p>Profiad ôl-gofrestru amlwg a thystiolaeth o gydlynu a rheoli tîm o staff</p> <p>Profiad o weithio mewn amgylchedd aml-broffesiynol</p> <p>Profiad o reoli cyllideb</p> <p>Profiad o reoli staff yn effeithiol</p> <p>Profiad o redeg ward/ardal/adran</p> <p>Profiad o fentora myfyrwyr nyrso/bydwreigiaeth cyn-cofrestru</p>	<p>Profiad o arwain tîm</p> <p>Profiad o weithio mewn rôl Band 7</p> <p>Dealltwriaeth o brosesau rheoli arian ac adnoddau</p>	<p>Ffurflen Gais Cyfweiliad Geirdaon</p>
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<p>SGILIAU</p>	<p>Yn gallu arddangos ymwybyddiaeth o faterion a datblygiadau proffesiynol.</p> <p>Tystiolaeth o sgiliau arwain</p> <p>Sgiliau cyfathrebu rhagorol (ar lafar/gwrando/ysgrifenedig)</p> <p>Sgiliau TG</p> <p>Yn gallu trosi theori yn ymarfer drwy sgiliau myfyriol</p> <p>Sgiliau arwain</p> <p>Gwybodaeth dda am ofynion llywodraethu gwybodaeth/diogelu data</p> <p>Yn gallu arddangos ymarfer yn seiliedig ar ymchwil</p> <p>Yn gallu dirprwyo a blaenoriaethu gwaith</p> <p>Y gallu i reoli amser yn effeithiol</p>	<p>Y gallu i siarad Cymraeg</p>	<p>Ffurflen Gais Cyfweiliad Geirdaon</p>
<p>GWYBODAETH ARBENNIG</p>	<p>Profiad priodol mewn arbenigedd ac yn gallu dangos gwybodaeth gadarn am yr arbenigedd perthnasol</p> <p>Sgiliau clinigol uwch</p> <p>Tystiolaeth o weithredu newid yn effeithiol mewn arfer clinigol</p> <p>Tystiolaeth o ymrwymiad i fentora/myfyrio/goruchwyliaeth glinigol a dealltwriaeth o'r pethau hyn.</p>	<p>Siaradwr Cymraeg</p> <p>Tystiolaeth o waith ymchwil ar archwilio</p> <p>Gwybodaeth gadarn am bolisiau AD</p>	<p>Ffurflen Gais Cyfweiliad Geirdaon</p>
<p>RHINWEDDAU PERSONOL (y gellir eu dangos)</p>	<p>Yn gallu gweithio mewn tîm ac yn annibynnol</p> <p>Hyblyg i gwrdd ag anghenion y gwasanaeth</p>		<p>Ffurflen Gais Cyfweiliad Geirdaon</p>

	Yn gallu gweithio dan bwysau Agwedd ddymunol Natur ofalgar Brwdfrydig Agwedd bendant Asiant newid cadarnhaol		
ARALL <i>(Nodwch os gwelwch yn dda)</i>			Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:		Paratowyd gan:	
Dyddiad Adolygu:		Adolygwyd gan:	