

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Clinical Nurse Specialist
Pay Band:	Band 7
Department:	All Departments
Directorate:	All Directorates
Clinical Board:	All Clinical Boards
Base:	All Locations

ORGANISATIONAL ARRANGEMENTS

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

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

Working as an autonomous practitioner devise, implement and follow up specialist treatments across the disease spectrum for patients within a specific group. To be a skilled practitioner providing expert clinical care using an extensive theoretical knowledge base and practical experience to underpin the role, while acting as a role model for the delivery of expert care.

To deliver specialist educational programmes to a range of healthcare professionals in relation to the specific disease, including medical, nursing and Allied Health Professional staff.

To lead research and audit within given speciality internally and externally to the UHB

DUTIES AND RESPONSIBILITIES

Clinical and Patient Care Responsibilities

- To work as an autonomous expert practitioner
- To provide up to date evidence based care.
- To be an expert resource, providing expert clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
- To utilise advanced nursing skills and extensive knowledge base to undertake specialist assessments, critically analysing complex information to make informed decisions regarding appropriate treatment/intervention to ensure the delivery of highly specialist care.
- To be responsible and accountable for legible and contemporaneous records.
- To devise, prescribe, evaluate and document care and treatment and outcomes
- To assess patients condition and appropriately advise/prescribe and/or administer medication within UHB, Local and National best practice guidelines as accordingly.

- To have a positive influential role and impact on care across the clinical area

Clinical Practice

- To have an active role in devising and participating in the development and implementation of policies, protocols and clinical pathways to improve care within the clinical area of expertise in line with UHB/ National strategic policy and implement where required throughout the UHB.
- To actively participate in benchmarking with other specialist services across local/ national/ international organisations.
- To autonomously manage individual caseload, using expertise in devising, providing and implementing highly specialised programmes of clinical care spanning primary, secondary and/or tertiary care.
 - Provide highly specialist advice to patients, carers and other health professionals.
- To have a highly specialised knowledge base within clinical sphere and become an advice resource for other healthcare professionals from the multi-disciplinary team across primary and secondary care and, where required, tertiary care.
- To ensure consultations and changes in treatment are communicated to all, (internal and external) involved
- To assess and critically analyse complex health information to implement and evaluate ongoing care management plans and to change as necessary to ensure prompt, effective and appropriate patient care.
- Using highly specialist knowledge, interpret complex clinical information to educate and advise patients, encouraging them to participate in informed decision making and informed consent

Communication and Relationships Skills

- To be the lead clinical link between specialist services and other care providers
- To ensure effective communication with patients and their carers, including the provision of patient and carer education, emotional support and health promotion
- To ensure adequate communication that is empathetic and reassuring to patients and families especially when information is complex, sensitive and highly emotive

- To provide patients and their carers/families with highly complex information providing empathy and reassurance while ensuring any barriers to understanding have been overcome
- To provide psychological and practical advice/support to patients' carers/ families whilst respecting patients' confidentiality

Professional

- To act as a positive role model within and outside the Health Board
- To work in accordance with Nursing and Midwifery Council Code of Professional Conduct, Standards for Conduct, Performance and Ethics
- Maintain own professional development in nursing and midwifery locally, nationally and seek opportunities to develop role
- Maintain confidentiality under the Data Protection Act
- Be accountable for own professional actions and decisions
- Ensure professional registration/revalidation is up to date
- To undertake Values Based PADRs within the team
- To actively participate in own Values Based PADR process
- To be responsible for annual update of independent prescribing scope of practice
- To continue ongoing professional development by participating in professional forums throughout the UHB/ locally and nationally.
- To undertake study days and self study to ensure continued development in the area of specialism.
- To encourage innovation in clinical practice (by motivation and example).
- Ensure there are processes in place to receive feedback from patients/carers/families with regard to their experience

Education

- To develop highly specialist knowledge base and be an expert resource for members of the interdisciplinary team regarding specialist care management.
- To apply highly specialised knowledge attained via MSc level of education to support clinical practice.
- To proactively engage and lead where appropriate in devising, planning and delivering specialist training programmes to a range of health care professionals in a range of settings (e.g. ward/clinic based/lecture theatre/conference) ensuring knowledge of caring for these patients is cascaded and UHB/local/national policies on the care of these patients is implemented throughout the UHB
- To actively consult local/national Universities as a specialised expert resource to devise and deliver educational sessions/ programmes for pre and post registration students across the MDT.
- To supervise and support the education and development of individual nurses caring for patient group in the clinical area
- To identify and ensure personal educational requirements are met at all times to support advanced clinical practice and skills.
- To set up, implement and manage professional interest groups within various specialities to ensure and maintain the profile of the field throughout the Health Board, using these forums as a platform to provide specialist professional teaching to allow the cascade of information throughout the UHB / local and national forums
- To be responsible for providing ongoing education, training and support for staff to develop new advanced skills.

Research

- To be able to understand, analyse and disseminate current research and be able to critically analyse its significance to practice. Implementing findings to improve care for service users where needed and share up to date practice with other nurses/health care professionals in the clinical area
- Actively devise and undertake research projects within specialist field
- To participate and/or co-ordinate UHB, local and national research activity within the specialist area of practice. Ensuring GCP (Good Clinical Practice) certification is 100% up to date

- To provide teaching, support and supervision to allow others to understand and participate in the research process.
- To formulate and/or implement research protocols for NHS/Commercial studies in accordance with UHB Research and Development policies.
- To publish and disseminate research conclusions.
- To present research findings at appropriate meetings locally/nationally/internationally

Management

- Ensure concerns by staff/ patients/families are appropriately noted, investigated and reported.
- Using specialist knowledge and extensive clinical expertise be responsible for and manage own caseload
- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway / care.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To develop clinical interventions to improve patient pathway and patient flow and lead on the roll out of these interventions
- To develop and actively participate in service improvement initiatives for specialist client group
- To ensure awareness and where appropriate become involved in directorate / divisional / UHB / National service developments
- To be responsible for initiating, encouraging and evaluating change whilst improving clinical practice and service development within the specialist clinical area.
- To actively participate in the management of concerns, complaints and incidents within your clinical speciality
- To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.

- To produce an annual report outlining activity and changes throughout previous year.

Audit

- To regularly plan, initiate and participate in clinical audits regarding care/patient management.
- To analyse audit data and disseminate/present information at clinical governance meetings, seminars, link nurse meetings etc, on a local, national and international arena.
- To become a resource to other health professionals undertaking care/patient management audits.

Quality and Safety

- To be responsible for the immediate identification and response to clinical risk issues within specialist area by instigating measures/action plans to protect patients and staff health and safety.
- To maintain accurate, easily accessible records of all clinical incidents (including the monitoring of trends).
- To agree action plans (when appropriate) to prevent recurrence of critical incidents.
- To raise concerns regarding clinical risk/poor practice within specialist area to Lead/Senior Nurse/Directorate Manager/Clinical Director/Clinical Risk Department.
- To comply with the University Health Board policies and protocols.
- To present clinical risk issues at Health Board Quality and Safety meetings when necessary.

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:	Clinical Nurse Specialist	Department:	All Departments
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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	First level nurse registration MSc Evidence of CPD Teaching and assessing in clinical practice/Teaching qualification	Independent prescribing	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	Demonstrable experience in relevant speciality Significant post registration experience	Experience of managing own caseload in relevant speciality	Application Form Interview References

SKILLS	Evidence of excellent communication skills (verbal and written) Demonstrate sound IT skills Evidence of managing self development Evidence of ability to work independently Demonstrate ability to influence within and outside of service, across multi/inter disciplinary groups.	Ability to speak Welsh Involvement in audit and research Evidence of presenting work within and outside the organisation	Application Form Interview References
SPECIAL KNOWLEDGE	Evidence of specific knowledge and skills in speciality IQT Silver		Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	Evidence of ability to motivate, influence change, support staff and evaluate services Evidence of professional and personal development	Ability to work flexibility to meet the needs of the service	Application Form Interview References
OTHER (Please Specify)			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:	Nyrs Clinigol Arbenigol
Band Cyflog:	Band 7
Adran:	Pob Adran
Cyfarwyddiaeth:	Pob Cyfarwyddiaeth
Bwrdd Clinigol:	Pob Bwrdd Clinigol
Prif Leoliad Gwaith:	Pob Lleoliad

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Uwch Nyrs neu gyfatebol
Adrodd i:	Uwch Nyrs neu gyfatebol
Atebol yn Broffesiynol i:	Nyrs Arweiniol neu gyfatebol

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 esiamplydy:

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

Gweithio fel ymarferydd annibynnol i ddyfeisio, gweithredu a dilyn i fyny ar driniaethau arbenigol ar hyd y sbectwm clefydau ar gyfer cleifion o fewn grŵp penodol. Bod yn ymarferydd medrus yn darparu gofal clinigol gan ddefnyddio sail wybodaeth ddamcaniaethol helaeth a phrofiad ymarferol yn sail i'r rôl, tra hefyd yn gweithredu fel model rôl yn y ddarpariaeth ofal.

Darparu rhaglenni addysgol arbenigol i ystod o weithwyr gofal iechyd proffesiynol ar glefydau penodol, gan gynnwys staff meddygol, nyrsio a staff eraill sy'n gysylltiedig ag iechyd.

Arwain ymchwilio ac archwilio o fewn yr arbenigedd penodol yn fewnol a thu allan i'r BIP

DYLETSWYDDAU A CHYFRIFOLDEBAU

CYFRIFOLDEBAU CLINIGOL A GOFAL CLEIFION

- Gweithio fel ymarferydd arbenigol annibynnol
- Darparu gofal ar sail y wybodaeth ddiweddaraf a thystiolaeth
- Bod yn adnodd arbenigol, gan ddarparu cyngor clinigol arbenigol i bob aelod o'r tîm amlddisgyblaethol, cleifion, gofawyr ac asiantaethau eraill.
- Defnyddio sgiliau nyrsio uwch a sail wybodaeth eang i ymgymryd ag asesiadau arbenigol, gan ddadansoddi gwybodaeth gymhleth yn gritigol i wneud penderfyniadau doeth ynghylch triniaeth/ymyriadau addas i sicrhau bod gofal arbenigol o ansawdd yn cael ei ddarparu.
- Bod yn gyfrifol am ac yn atebol dros gofnodion dealladwy a diweddar.
- Dyfeisio, rhagnodi, gwerthuso a chofnodi triniaethau a chanlyniadau

- Asesu cyflwr cleifion a rhoi cyngor/rhagnodi'n briodol a/neu weinyddu meddyginiaethau o fewn canllawiau arfer gorau lleol a chenedlaethol a rhai'r BIP.
- Cael effaith gadarnhaol ar ofal ledled y maes clinigol

YMARFER CLINIGOL

- Bod â rôl weithredol yn y gwaith o ddatblygu a gweithredu polisïau, protocolau a llwybrau gofal i wella gofal o fewn y maes clinigol arbenigol, yn unol â pholisi strategol y BIP a rhai cenedlaethol, a'u rhoi ar waith yn ôl yr angen drwy'r BIP.
- Cyfrannu'n weithredol at y gwaith o feincnodi gyda gwasanaethau arbenigol eraill gan sefydliadau lleol/cenedlaethol/rhyngwladol
- Rheoli eich llwyth gwaith eich hun, a defnyddio arbenigedd i ddyfeisio, darparu a gweithredu gofal hynod o arbenigol mewn gofal cynradd, eilaidd a/neu drydyddol.
- Darparu cyngor hynod arbenigol i gleifion, gofalmwyr a gweithwyr iechyd proffesiynol eraill.
- Meddu ar sail wybodaeth hynod arbenigol yn y maes clinigol a bod yn adnodd cynghori ar gyfer gweithwyr gofal iechyd eraill o'r tîm amlddisgyblaethol gofal cynradd ac eilaidd a gofal trydyddol pan fo angen.
- Sicrhau bod ymgynghoriadau a newidiadau i driniaethau yn cael eu cyfathrebu wrth bawb sydd ynghlwm wrth y gofal (yn fewnol ac yn allanol)
- Asesu a dadansoddi gwybodaeth iechyd gymhleth i weithredu a gwerthuso cynlluniau rheoli gofal ac i'w newid yn ôl yr angen i sicrhau gofal prydlon, effeithiol a phriodol i gleifion.
- Defnyddio gwybodaeth hynod arbenigol i ddehongli gwybodaeth glinigol gymhleth i addysgu a chynghori cleifion, a'u hannog i fod yn rhan o benderfyniadau a rhoi cysyniad call.

SGILIAU CYFATHREBU A RHYNGBERSONOL

- Gweithredu fel y prif gyswllt clinigol rhwng gwasanaethau arbenigol a darparwyr gofal eraill.
- Sicrhau cyfathrebu effeithiol gyda chleifion a'u gofalwyr, gan gynnwys rhoi addysg, cefnogaeth emosiynol a hybu iechyd cleifion a gofalwyr.
- Sicrhau cyfathrebu digonol sy'n empathetig ac yn cynnig cysur i gleifion a theuluoedd yn enwedig pan fo gwybodaeth yn gymhleth, yn sensitif ac yn emosiynol iawn
- Rhoi gwybodaeth hynod gymhleth i gleifion a'u gofalwyr/teuluoedd, gan gynnig empathi a sicrwydd a sicrhau bod unrhyw rwystrau yn cael eu dymchwel.
- Darparu cyngor/cymorth seicolegol ac ymarferol i ofalwyr/teuluoedd cleifion tra hefyd yn parchu cyfrinachedd cleifion

PROFFESIYNOL

- Bod yn fodel rôl cadarnhaol o fewn y Bwrdd Iechyd a'r tu allan iddo
- Gweithio'n unol â Chod Ymddygiad Proffesiynol y Cyngor Nyrsio a Bydwreigiaeth, Safonau Ymddygiad, Perfformiad a Moeseg.
- Cynnal eich datblygiad proffesiynol eich hun mewn nyrsio a bydwreigiaeth yn lleol ac yn genedlaethol, a chwilio am gyfleoedd datblygu
- Cynnal cyfrinachedd dan y Ddeddf Diogelu Data
- Bod yn atebol dros eich gweithredoedd a'ch penderfyniadau proffesiynol eich hun
- Sicrhau bod cofrestriad ac ail-ddilysu proffesiynol yn gyfredol
- Cynnal PADRau ar Sail Gwerthoedd o fewn y tîm
- Cyfrannu'n weithredol at eich proses PADR eich hun
- Bod yn gyfrifol am ddiweddarau cwrmpas ymarfer rhagnodi yn flynyddol
- Datblygu'n broffesiynol yn barhaus drwy gyfranogi yn fforymau proffesiynol y BIP/ yn lleol ac yn genedlaethol.

- Ymgymryd â diwrnodau astudio a hunan-astudio i sicrhau datblygiad parhaus yn y maes arbenigol.
- Annog arloesedd mewn ymarfer clinigol (drwy ysgogi a thrwy esiampl).
- Sicrhau bod prosesau ar waith i dderbyn adborth gan gleifion/gofalwyr/teuluoedd o ran eu profiad

ADDYSG

- Datblygu sail wybodaeth hynod arbenigol a bod yn adnodd arbenigol ar gyfer aelodau'r tîm amlddisgyblaethol o ran rheoli gofal arbenigol.
- Cymhwyso gwybodaeth hynod arbenigol a gaed ar lefel MSc yn gefn i ymarfer clinigol
- Ymwneud mewn ffordd ragweithiol, ac arwain pan yn briodol, y gwaith o ddyfeisio, cynllunio a chyflwyno rhaglenni hyfforddi ar gyfer ystod o weithwyr gofal iechyd proffesiynol mewn amrywiol leoliadau (e.e. wardiau / clinigau / darlithfeydd /cynadleddau) gan sicrhau bod gwybodaeth ynghylch gofal cleifion yn cael ei lledaenu a bod polisïau'r BIP/lleol/cenedlaethol ym ymwneud â gofal cleifion yn cael eu rhoi ar waith drwy'r BIP cyfan
- Ymgynghori'n weithredol gyda Phrifysgolion lleol/cenedlaethol fel adnodd arbenigol i ddyfeisio a darparu sesiynau/rhaglenni ar gyfer myfyrwyr cyn ac ar ôl cofrestru ledled y tîm amlddisgyblaethol.
- Goruchwylio a chefnogi addysg a datblygiad nyrsys unigol sy'n gofalu am grwpiau cleifion yn y maes clinigol
- Adnabod a sicrhau bod anghenion addysgol personol yn cael eu diwallu ar bob adeg er mwyn cyfrannu at gynyddu sgiliau ac ymarfer clinigol
- Creu, gweithredu a rheoli grwpiau proffesiynol â diddordeb o fewn nifer o arbenigeddau er mwyn sicrhau a chynnal proffil y maes drwy'r Bwrdd Iechyd cyfan, gan ddefnyddio'r fforymau hyn fel llwyfan ar gyfer darparu addysg arbenigol er mwyn lledaenu gwybodaeth drwy'r BIP/fforymau lleol a chenedlaethol
- Bod yn gyfrifol am ddarparu addysg, hyfforddiant a chymorth i staff a datblygu sgiliau uwch newydd.

YMCHWIL

- Yn gallu deall, dadansoddi a lledaenu ymchwil ddiweddar a dadansoddi ei harwyddocâd o ran ymarfer. Rhoi canfyddiadau ymchwil ar waith i wella gofal ar gyfer defnyddwyr pan fo angen a rhannu arferion diweddar gyda nyrsys/gweithwyr gofal iechyd proffesiynol eraill yn y maes clinigol.
- Dyfeisio a chynnal projectau ymchwil yn y maes arbenigol
- Cyfranogi yng ngweithgaredd ymchwil y BIP a rhai lleol a chenedlaethol o fewn y maes arbenigedd a/neu eu cydlynw. Sicrhau bod tystysgrifau YCD (Ymarfer Clinigol Da) yn cael eu diweddarw
- Darparu dysgu, cymorth a goruchwyliaeth i ganiatáu i eraill ddeall a chymryd rhan yn y broses ymchwilio
- Ffurfio a/neu weithredu protocolau ymchwilio ar gyfer y GIG/Astudiaethau Masnachol yn unol â pholisïau Ymchwil a Datblygu'r BIP
- Cyhoeddi a lledaenu canlyniadau ymchwil.
- Cyflwyno canfyddiadau ymchwil mewn cyfarfodydd addas yn lleol/cenedlaethol/rhyngwladol

RHEOLI

- Sicrhau bod pryderon a fynegir gan staff/cleifion/teuluoedd yn cael eu cofnodi, eu hymchwilio ac yr adroddir arnynt.
- Defnyddio gwybodaeth arbenigol a sgiliau clinigol helaeth i fod yn gyfrifol am eich llwyth gwaith eich hun a'i reoli.
- Ffurfio/datblygu/gweithredu polisïau, protocolau a chanllawiau rheoli gofal, er mwyn gwella gofal/llwybr gofal cleifion
- Adnabod meysydd clinigol sydd angen eu datblygu o ran polisi/protocolau ac estyn cymorth yn y meysydd hynny
- Cefnogi datblygiad ymyriadau clinigol i wella llwybr gofal cleifion a llif cleifion ac arwain y gwaith o gyflwyno'r ymyriadau hyn
- Datblygu a chyfranogi mewn mentrau gwella gwasanaeth ar gyfer y grŵp cleientiaid arbenigol

- Sicrhau ymwybyddiaeth ynghylch datblygiadau yn y gyfarwyddiaeth/adran/BIP/gwasanaeth cenedlaethol a bod ynghlwm wrthynt pan yn briodol
- Bod yn gyfrifol am gychwyn, annog a gwerthuso newid tra'n gwella ymarfer clinigol a datblygiadau gwasanaeth o fewn y maes arbenigol
- Cyfrannu'n weithgar at y gwaith o reoli pryderon, cwynion a materion sy'n codi yn eich arbenigedd clinigol
- Meddu ar sgiliau TG i hwyluso defnyddio pecynnau cyfrifiadurol o ddadansoddi data, canlyniadau ymchwiliadau ac ati
- Cynhyrchu adroddiad blynyddol yn amlinellu gweithgareddau a newidiadau'r flwyddyn

ARCHWILIO

- Cynllunio, cychwyn a chyfrannu at archwiliadau clinigol yn ymwneud â rheoli gofal/cleifion
- Dadansoddi data archwilio a lledaenu/cyflwyno gwybodaeth mewn cyfarfodydd llywodraethiant clinigol, seminarau, cyfarfodydd nyrsys cyswllt ac ati, ar lefel leol, genedlaethol a rhyngwladol.
- Bod yn adnodd ar gyfer gweithwyr iechyd proffesiynol eraill sy'n gwneud archwiliadau rheoli gofal/cleifion

ANSAWDD A DIOGELWCH

- Bod yn gyfrifol am adnabod yn ddi-oed ac ymateb i risgiau clinigol o fewn y maes arbenigol drwy roi mesurau ar waith i ddiogelu iechyd a diogelwch cleifion a staff
- Cadw a chynnal cofnodion cywir, hawdd eu cyrchu o bob mater clinigol (gan gynnwys monitro tueddiadau).
- Cytuno ar gynlluniau gweithredu (pan yn briodol) i atal problemau rhag codi eto
- Mynegi pryderon ynghylch risg glinigol/arfer gwael o fewn y maes arbenigol wrth y Nyrs Arweiniol/Uwch/Rheolwr y Gyfarwyddiaeth/Cyfarwyddwr Clinigol/Adran Risgiau Clinigol.
- Cydymffurfio a pholisïau a phrotocolau'r BIP

- Cyflwyno materion risgiau clinigol yng nghyfarfodydd Ansawdd a Diogelwch y Bwrdd Iechyd yn ôl yr angen.

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.
- **Llywodraethiant 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 chyngor.

- **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 ymrwymo 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 anabledd, 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 Cymraeg 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:

Adolygwyd gan:

MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Nyrs Clinigol Arbenigol	Adran:	Pob Adran
Band:	Band 7	Bwrdd Clinigol:	Pob Bwrdd Clinigol
Prif Leoliad Gwaith:	Pob Lleoliad		

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	Cofrestriad nyrs lefel gyntaf MSc Tystioleth o DPP Cymhwyster Addysgu /Addysgu ac asesu ymarfer clinigol	Rhagnodi'n annibynnol	Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD	Profiad y gellir ei ddangos mewn arbenigedd perthnasol Profiad ôl-gofrestru sylweddol	Profiad o reoli eich llwyth gwaith eich hun mewn arbenigedd perthnasol	Ffurflen Gais Cyfweliad Geirdaon

SGILIAU	Tystiolaeth o sgiliau cyfathrebu ysgrifenedig a llafar rhagorol Arddangos sgiliau TG da Tystiolaeth o reoli hunan-ddatblygiad Yn gallu gweithio'n annibynnol Yn arddangos gallu i ddylanwadu o fewn y gwasanaeth a'r tu allan iddo, mewn grwpiau aml/rhyng-ddisgyblaethol	Y gallu i siarad Cymraeg Bod ynghlwm wrth archwilio ac ymchwilio Tystiolaeth o gyflwyno gwaith o fewn y sefydliad a'r tu allan iddo	Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG	Profiad o wybodaeth a sgiliau arbenigol IQT Arian		Ffurflen Gais Cyfweliad Geirdaon
RHINWEDDAU PERSONOL (y gellir eu dangos)	Tystiolaeth o'r gallu i ysgogi, dylanwadu ar newid, cefnogi staff a gwerthuso gwasanaethau Tystiolaeth o ddatblygiad proffesiynol a phersonol	Y gallu i weithio'n hyblyg i ddiwallu anghenion y gwasanaeth	Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch os gwelwch yn dda)			Cyfweliad Gwirio Dogfennau*

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