

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Deputy Paediatric Team Leader/Sister/Charge Nurse
Pay Band:	Band 6
Department:	All Paediatric Departments
Directorate:	Acute Child Health
Clinical Board:	Children and Women
Base:	Noah's Ark Children's Hospital/Neonatal Intensive Care Unit

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Sister/Charge Nurse
Reports to:	Sister/Charge Nurse
Professionally Responsible to:	Lead Nurse/Senior 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

- The post holder will act as the deputy to the Team Leader/Sister/Charge Nurse regularly taking charge of the clinical area and ensuring that the standards and quality of care given to patients, together with the environment in which care is delivered, are maintained at a high standard.
- The post holder will be an effective leader and role model and will be expected to provide regular direct clinical care and use experience to support the implementation of both clinical and non-clinical governance.
- The post holder will work flexibly as a member of the care team and in support of the Team Leader/Sister/Charge Nurse to ensure standards are being maintained, evaluated, and where necessary improved.

DUTIES AND RESPONSIBILITIES

QUALITY OF CARE

- Use specialist knowledge to provide clinical advice as required to all staff groups, carers and junior colleagues.
- Ensure high quality, dignified, compassionate and evidence-based care is offered to patients and, in collaboration with the Team Leader/Sister/Charge Nurse, identify the common issues which affect the quality of care, devising clear action plans to address any shortcomings ensuring agreed action is undertaken.
- Develop and maintain a ward/department ethos and a standard approach to the delivery of excellent nursing care.
- In collaboration with the Team Leader/Sister/Charge Nurse, ensure that the patient and families have a good experience by evaluating patient processes and redesigning the pathway of care.
- Improve and maintain standards of nursing care by working with the Team Leader/Sister/Charge Nurse and using tools such as the Health Care Standards, Clinical Dashboard and clinical benchmarking.
- Support the Team Leader/Sister/Charge Nurse in ensuring clinical audit and remedial action planning takes place in line with the UHB's requirements to improve practice.

- Regularly take charge of the team/clinical area, utilising resources effectively; ensuring that safe staffing levels are maintained for the entirety of the available off duty.
- Act as a role model and teacher, working alongside other staff.
- Review all patients on the ward/department at least daily in the absence of the Team Leader/Sister/Charge Nurse.
- Work with the Team Leader/Sister/Charge Nurse to identify hazards relating to clinical and non-clinical risks and undertake identified risk assessments.
- Ensure that junior staff also see this as important by maintaining a culture which will support the delivery of both clinical and non-clinical governance within the ward/department.
- Along with the Team Leader/Sister/Charge Nurse, support the ward/ department team in completing appropriate risk assessments and develop action plans accordingly in order to provide a safe environment for the delivery of high quality patient care.
- In line with NMC and UHB standards, ensure that all nursing documentation is regularly and appropriately audited, reviewed and updated with changes implemented.
- Support the Team Leader/Sister/Charge Nurse in discharging their overall accountability for the discharge of patients from the hospital settings; undertakes complex discharge planning including coordinating other internal and external agencies.
- Liaise with partnership with other statutory agencies and the 3rd sector for the benefit of the patient and families.
- Be conversant with The All Wales Safeguarding procedures, Gillick and Fraser Competency guidelines and The Children's rights agenda.

COMMUNICATION AND LIAISON

- Ensure open channels of communication with both internal and external agencies.
- Ensure that best evidence based practice undertaken is shared with colleagues in the Directorate, Clinical Board and the UHB as well as externally in order to raise the profile of the UHB.
- Work with the Team Leader/Sister/Charge Nurse to develop a culture that ensures the contribution to research and the use of evidence to support innovation and practice at ward/department level.

- Assist staff to use clinical information within the ward/department to help improve the quality of patient care.
- Actively encourage staff to be involved in service changes and developments using processes defined within the UHB.
- Participate in developing a communication strategy which enables effective, two-way communication with patients, families, carers and the multidisciplinary team
- Work with the Team Leader/Sister/Charge Nurse to demonstrate clear lines of communication within a defined clinical area which result in clear responsibilities being identified within the multi-professional team.
- Support the Team Leader/Sister/Charge Nurse to create a culture where staff have appropriate authority over issues that contribute to the provision of essential care and enable them to secure and achieve the highest quality standards.
- Be a visible point of contact for patients, visitors, relatives and staff acting as a resource for problems and needs and be able to clearly present the patient's/families view to others.
- Participate in the development of patient care policies, procedures and guidelines.
- Assist in the establishment, motivation and development of the clinical team with a clear focus and direction.
- Ensure that the clinical team is kept informed of the policies, direction and strategy of the Directorate and Clinical Board.
- Take appropriate action if professional concerns are observed or raised with you by another staff member.
- Support the Team Leader/Sister/Charge Nurse to ensure that staff act within UHB and NMC guidance on use of social media at all times.
- At all times be aware of and practice within the NMC Code of Conduct.
- Provide an authoritative and credible source of knowledge and specialist clinical advice and support to the team.
- Take an active role in self-development and identifying one's own needs, taking appropriate steps to meeting those needs.
- Cooperate with and participate in research in order to improve patient care.

- Work with the Team Leader/Sister/Charge Nurse lead and direct the implementation of relevant research-based practice.

MANAGEMENT OF RESOURCES

- Ensure the clinical area works within agreed levels of resources both human and financial.
- Support the Team Leader/Sister/Charge Nurse in ensuring the development and on-going management of work rosters that provide appropriate safe staff cover.
- Authorises time sheets for substantive and temporary staff in Team Leader/Sister/Charge Nurse's absence.
- Participate in the recruitment and selection process for staff in collaboration with the Team Leader/Sister/Charge Nurse as appropriate.
- Encourage ward/department staff to be involved in the management of resources, by effective use of clinical and non-clinical supplies and understanding of financial issues.
- Support of the Team Leader/Sister/Charge Nurse in the management of ward/department budget, to ensure effective use of resources and a balanced budget at the end of each year.
- Contribute to the work of time limited committees and project groups.
- Ensure that, where applicable, information is maintained and kept in an appropriate place and that accurate records are maintained and stored in accordance with UHB and national policy.
- Be a major instrument of change within the clinical area in response to clinical incidents and/or demands.

DEVELOPMENT OF STAFF AND PERSONAL DEVELOPMENT

- Support the Team Leader/Sister/Charge Nurse to undertake a Training Needs Analysis within the defined clinical area, linked to the PADR process and collate the results on an annual basis to inform the training plan for the area.
- Active participation in the PADR process that ensures all staff within the clinical area are assessed annually and have a Personal Development Plan.
- Identify opportunities for staff to access appropriate education and training programmes, and other learning opportunities such as shadowing, mentoring and action learning, ensuring equity and fairness of access.

- Ensuring all staff in the defined clinical area are competent in the use of equipment and have access to appropriate training.
- Acquire and maintain an appropriate level of management skills, engage in continuing professional development appropriate to the field of practice and continue to develop competency in line with agreed personal development plans. This includes leadership skills and enabling the empowerment of other members of ward/department teams.
- Deliver UHB/Children's Hospital induction and preceptorship programmes for staff.
- Encourage a culture of learning where students receive quality clinical placements supported by mentorship, teaching and support from registered nurses.
- Ensure that all staff within the ward/department are up to date with required mandatory training.
- Ensure clinical supervision within the clinical area is actively supported and encourage staff to avail themselves of it.
- Undertake revalidation with the NMC in a timely and professional way.

SERVICE IMPROVEMENT

- Be a significant contributor in maintaining an environment that is conducive to learning and development for staff, patients and visitors.
- Support the Team Leader/Sister/Charge Nurse in the implementation of UHB policies and procedures at the, ward/department, reinforcing their use.
- Ensure that required data for audit and research is collected appropriately.
- Utilise the data for the improvement of patient/family care and services
- Support the Team Leader/Sister/Charge Nurse in the implementation and sustainability of specific improvement work streams relevant to the clinical environment e.g. SKIN bundle etc.
- Work with the Team Leader/Sister/Charge Nurse to ensure the successful implementation of electronic information systems in place and under development.

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: 5/8/20

Reviewed By: Mary Glover

CAJE Reference:
RWM/6477-B

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Deputy Paediatric Team Leader/Sister/Charge Nurse	Department:	Acute Child Health
Band:	Band 6	Clinical Board:	Children and Women
Base:	Noah's Ark Children's Hospital/Neonatal Intensive Care Unit		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Registered Childrens Nurse Current NMC Registration Nursing Degree Specialist training to Postgraduate Diploma level Relevant post basic course Evidence of continuing development 	<ul style="list-style-type: none"> Willingness to study at Masters Level 	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	<ul style="list-style-type: none"> Competent in day to day shift management. Experience of supervision of junior staff Knowledge of research and audit 		Application Form Interview References

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<p>SKILLS</p>	<ul style="list-style-type: none"> • Ability to provide and receive complex sensitive information • Ability to communicate sensitive information about patients' condition • Analytical and interpretation skills in complex situations • Evidence of continuing professional development • Able to prioritise and meet deadlines • Interpersonal skills • Teaching skills • IT skills • Able to manage frequently changing complex situations • Ability to organise and prioritise own time and that of the junior team. • Able to use initiative • Able to assess interpret and action specialist patient conditions • Ability to identify and recruit kind, compassionate staff • Ability to maintain accurate records and supervise the 	<ul style="list-style-type: none"> • Ability to speak Welsh • Able to demonstrate application of expanded roles/skills within clinical setting. 	<p>Application Form Interview References</p>
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CAJE Reference:
RWM/6477-B

	documentation of others		
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Extensive knowledge of relevant specialty underpinned by theory. • Able to demonstrate specialist knowledge of patient group 		Application Form Interview References
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none"> • Ability to work within a team and independently without supervision • Flexible to meet the needs of the service • Able to work under pressure • Pleasant disposition • Caring nature • Enthusiastic • Assertive attitude • Positive change agent 		Application Form Interview References
OTHER <i>(Please Specify)</i>			Interview Document Check*

Date Prepared:		Prepared By:	
Date Reviewed:	5/8/20	Reviewed By:	Mary Glover

DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION Y SWYDD

Teitl y Swydd:	Dirprwy Arweinydd Tîm Paediatreg / Prif Nyrs
Band Cyflog:	Band 6
Adran:	Pob Adran Bediatrig
Cyfarwyddiaeth:	Iechyd Acíwt Plant
Bwrdd Clinigol:	Plant a Menywod
Prif Leoliad Gwaith:	Ysbyty Plant Arch Noa/Uned Gofal Dwys y Newydd-anedig

TREFNIADAU SEFYDLIADOL:

Yn Atebol o ran Rheoli i'r:	Prif Nyrs / Prif Weinydd Nyrsio
Adrodd i'r:	Prif Nyrs / Prif Weinydd Nyrsio
Yn atebol yn Broffesiynol i'r:	Nyrs Arweiniol/Uwch Nyrs

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 orau 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 yw:

Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig gennym ni.	Rydym yn trin pobl fel yr hoffem ni gael ein trin a chyda chydymdeimlad bob tro.
Rydym yn ymddiried yn ein gilydd ac yn ein parchu ein gilydd.	Edrych ar adborth gan eraill ar sut rydym yn gwneud a cheisio ffyrdd gwell o wneud pethau.
Rydym yn cymryd cyfrifoldeb personol.	Bod yn frwdfrydig a chymryd cyfrifoldeb am yr hyn rydym yn ei wneud.
Rydym yn trin pobl â charedigrwydd.	Diolch i bobl, dathlu llwyddiant a, phan aiff rhywbeth o'i le, gofyn 'beth gallaf ei 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 gydag 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

- Bydd deiliad y swydd yn gweithredu fel dirprwy i Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs yn rheolaidd, â gofal dros y maes clinigol, a sicrhau bod y safonau ac ansawdd y gofal a roddir i gleifion, ynghyd â'r amgylchedd lle darperir y gofal, yn cael eu cynnal ar safon uchel.
- Bydd deiliad y swydd yn arweinydd effeithiol ac yn fodel rôl. Bydd disgwyl i ddeiliad y swydd ddarparu gofal clinigol uniongyrchol yn rheolaidd a defnyddio profiad i weithredu llywodraethiant clinigol ac anghlinigol.
- Bydd deiliad y swydd yn gweithio'n hyblyg yn rhan o'r tîm gofal ac wrth gefnogi Arweinydd y Tîm/ Prif Weinydd Nyrsio/Prif Nyrs i sicrhau bod safonau'n cael eu cynnal, eu gwerthuso, a'u gwella pan fo angen.

DYLETSWYDDAU A CHYFRIFOLDEBAU

ANSAWDD GOFAL

- Defnyddio gwybodaeth arbenigol i ddarparu cyngor clinigol yn ôl y gofyn i bob grŵp o staff, gofalwyr a chydweithwyr iau.
- Sicrhau bod gofal urddasol, cydymdeimladol sydd o ansawdd uchel ac wedi ei seilio ar dystiolaeth yn cael ei ddarparu i gleifion, ac mewn cydweithrediad â'r Tîm Arwain/Prif Weinydd Nyrsio/Prif Nyrs, adnabod problemau cyffredin sy'n effeithio ar ansawdd gofal, creu cynlluniau gweithredu clir i fynd i'r afael ag unrhyw wendidau, gan sicrhau bod camau gweithredu cytunedig yn cael eu rhoi ar waith.
- Datblygu a chynnal ethos ward/adran a dull cyffredin o ddarparu gofal nyrsio rhagorol.
- Mewn cydweithrediad â'r Arweinydd Tîm / Prif Nyrs, sicrhau bod y claf yn cael profiad da, drwy werthuso prosesau cleifion ac ailgynllunio'r llwybr gofal.
- Gwella a chynnal safonau gofal nyrsio drwy weithio gydag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs a defnyddio teclynnau fel y Safonau Gofal Iechyd, y Dashfwrdd Clinigol a meincnodi clinigol.

- Cynorthwyo'r Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs wrth sicrhau bod archwiliadau clinigol a chynlluniau adfer ync ael eu rhoi ar waith yn unol â gofynion y BIP i wella ymarfer.
- Cymryd gofal rheolaidd o'r tîm/maes clinigol, gan ddefnyddio adnoddau'n effeithiol; sicrhau bod lefelau staffio diogel yn cael eu cynnal ar gyfer cyfnodau pan fo staff oddi ar ddyletswydd.
- Bod yn fodel rôl ac yn athro, yn gweithio ochr yn ochr â staff eraill.
- Adolygu pob claf ar y ward/yn yr adran o leiaf unwaith y dydd yn absenoldeb Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs.
- Gweithio gyda Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i adnabod peryglon o ran risgiau clinigol ac anghlinigol a chynnal asesiadau risg penodol.
- Sicrhau bod aelodau staff iau hefyd yn ystyried hyn yn bwysig drwy gynnal diwylliant sy'n cefnogi darparu llywodraethiant clinigol ac anghlinigol o fewn y ward/adran.
- Ynghyd ag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs , rhoi cymorth i'r ward/adran wrth gwblhau asesiadau risg priodol a datblygu cynlluniau gweithredu i ddarparu amgylchedd diogel i ddarparu gofal o ansawdd i gleifion.
- Yn unol â Safonau'r Cyngor Bydwreigiaeth Cenedlaethol a'r BIP, sicrhau bod dogfennaeth nyrsio yn cael ei harchwilio'n briodol ac yn rheolaidd, a'i hadolygu a'i diweddarau gyda newidiadau'n cael eu rhoi ar waith.
- Cefnogi Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs wrth iddynt gyflawni eu dyletswydd gyffredinol wrth ryddhau cleifion o leoliadau'r ysbyty; ymgymryd â chynlluniau rhyddhau cymhleth, gan gynnwys cydlynu gyda asiantaethau mewanol ac allanol.
- Cydweithio mewn partneriaeth ag asiantaethau statudol eraill a'r 3^{ydd} sector er budd y claf a theluoedd
- Bod yn gyfarwydd â'r gweithdrefnau diogelu Cymru Gyfan, canllawiau cymhwysedd Gillick a Fraser a'r agenda Hawliau Plant.

CYFATHREBU A CHYDGYSYLLTU

- Sicrhau sianeli cyfathrebu agored gydag asiantaethau mewanol ac allanol.
- Sicrhau bod arfer gorau, wedi ei seilio ar dystiolaeth, yn cael ei rannu gyda chydweithwyr yn y Gyfarwyddiaeth, y Bwrdd Clinigol a'r BIP yn ogystal ag yn allanol er mwyn codi proffil y BIP.

- Gweithio gydag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i greu diwylliant sy'n sicrhau cyfrannu at ymchwil a defnyddio tystiolaeth yn gefn i arloesedd ac ymarfer ar lefel ward/adran.
- Cynorthwyo staff i ddefnyddio gwybodaeth glinigol o fewn y ward/adran i helpu i wella ansawdd gofal cleifion.
- Annog staff i fod ynghlwm wrth newidiadau a datblygiadau mewn gwasanaethau, gan ddefnyddio prosesau wedi eu diffinio o fewn y BIP.
- Cyfrannu at y gwaith o ddatblygu strategaeth gyfathrebu sy'n galluogi cyfathrebu dwy ffordd effeithiol gyda chleifion, teuluoedd, gofalwyr a'r tîm amlddisgyblaethol.
- Gweithio gydag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i arddangos llinellau cyfathrebu clir o fewn maes clinigol penodol sy'n galluogi cyfrifoldebau clinigol i gael eu hadnabod o fewn y tîm amlddisgyblaethol.
- Helpu Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i greu diwylliant lle mae gan staff awdurdod digonol dros faterion sy'n cyfrannu at ddarparu gofal hanfodol a'u galluogi i sicrhau a chyrraedd y safonau uchaf posibl.
- Bod yn bwynt cyswllt gweladwy ar gyfer cleifion, ymwelwyr, perthnasau a staff, bod yn adnodd ar gyfer anghenion a phroblemau a gallu cyflwyno barn y claf/teuluoedd yn glir i eraill.
- Cyfrannu at y gwaith o ddatblygu polisiau, gweithdrefnau a chanllawiau gofal cleifion.
- Cynorthwyo wrth sefydlu ysgogi a datblygu'r tîm clinigol, gyda ffocws a chyfeiriad clir.
- Sicrhau bod gan y tîm clinigol y wybodaeth ddiweddaraf am bolisi, cyfeiriad a strategaeth y Gyfarwyddiaeth a'r Bwrdd Clinigol.
- Gweithredu'n briodol os oes pryderon proffesiynol yn cael eu hadnabod neu eu mynegi wrthoch chi neu aelod arall o'r staff.
- Helpu Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i sicrhau bod staff yn gweithredu o fewn canllawiau'r BIP a'r Cyngor Bydwreigiaeth Cenedlaethol o ran defnyddio'r cyfryngau cymdeithasol ar bob adeg.
- Bod yn ymwybodol o god ymddygiad y CMC bob amser ac ymarfer o fewn y cod hwn.
- Bod yn ffynhonnell wybodaeth a chynghor clinigol arbenigol awdurdodol a hygydd ar gyfer y tîm.

- Gweithredu'n rhagweithiol wrth eich datblygu chi'ch hun ac adnabod eich anghenion, gan weithredu i ddiwallu'r anghenion hynny.
- Cydweithredu a chymryd rhan mewn ymchwil i wella gofal cleifion.
- Gweithio gydag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs a rhoi arweiniad o ran rhoi ymarfer seiliedig ar dystiolaeth ar waith.

RHEOLI ADNODDAU

- Sicrhau bod y maes clinigol yn gweithio o fewn lefelau y cytunwyd arnynt o ran adnoddau dynol ac ariannol.
- Helpu Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs drwy sicrhau bod datblygu a rheoli amserlenni gwaith yn darparu lefelau staffio priodol.
- Awdurdodi taflenni amser ar gyfer staff parhaol a dros dro yn absenoldeb Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs.
- Cyfrannu at y broses recriwtio a dethol staff mewn cydweithrediad gydag Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs fel y bo'n briodol.
- Annog staff ward/adran i fod ynghlwm wrth y gwaith o reoli adnoddau, drwy ddefnyddio cyflenwadau clinigol ac anghlinigol yn effeithiol a deall materion ariannol.
- Helpu Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs wrth reoli cyllidebau ward/adran, i sicrhau bod adnoddau'n cael eu defnyddio'n effeithiol a bod y gyllideb yn gytbwys ar ddiwedd pob blwyddyn.
- Cyfrannu at waith pwyllgorau a grwpiau project.
- Sicrhau, pan yn berthnasol, bod gwybodaeth yn cael ei chynnal a'i chadw mewn man addas a bod cofnodion cywir yn cael eu cynnal a'u storio'n unol â pholisi cenedlaethol a pholisi'r BIP.
- Bod yn ysgogwr newid o fewn y maes clinigol, wrth ymateb i faterion a/neu alw clinigol.

DATBLYGU STAFF A DATBLYGIAD PERSONOL

- Helpu Arweinydd y Tîm/Prif Weinydd Nyrsio/Prif Nyrs i gynnal Dadansoddiadau Hyfforddiant i fewn y maes clinigol penodol, yn gysylltiedig â'r broses PADR a choladu'r canlyniadau'n flynyddol i lywio cynllun hyfforddi'r maes.

- Cyfrannu'n weithredol at y broses PADR sy'n sicrhau bod holl staff y maes clinigol yn cael eu hasesu'n flynyddol a bod ganddynt Gynllun Datblygu Personol.
- Adnabod cyfleoedd i staff fanteisio ar raglenni hyfforddiant ac addysg priodol, a chyfleoedd dysgu eraill megis cysgodi, mentora a dysgu wrth weithredu, gan sicrhau mynediad teg a chydradd i bawb.
- Sicrhau bod pob aelod staff yn y maes clinigol yn gallu defnyddio offer a bod ganddynt fynediad at hyfforddiant addas.
- Ennill a chynnal lefel briodol o sgiliau rheoli, ymgymryd â gweithgareddau datblygiad proffesiynol parhaus sy'n addas at y maes ymarfer a pharhau i ddatblygu gallu yn unol â chynlluniau datblygiad personol cytunedig. Mae hyn yn cynnwys sgiliau arwain ac ymbweru eraill yn ward/adran.
- Darparu rhaglenni sefydlu a phreceptoriaeth y BIP ac Ysbyty'r Plant ar gyfer staff
- Annog diwylliant o ddysgu lle mae myfyrwyr yn cael lleoliadau clinigol o ansawdd, gyda chefnogaeth fentora a dysgu gan nyrsys cofrestredig.
- Sicrhau bod holl staff y ward/adran wedi dilyn yr hyfforddiant gorfodol diweddaraf.
- Sicrhau bod cefnogaeth ar waith ar gyfer goruchwyliaeth glinigol ac annog staff i'w defnyddio.
- Ymgymryd ag aildilysu gyda'r CMC mewn ffordd amserol a phroffesiynol.

GWELLA GWASANAETH

- Cyfrannu'n sylweddol at gynnal amgylchedd sy'n galluogi dysgu a datblygu gan staff, cleifion ac ymwelwyr.
- Helpu Arweinydd y Tîm/ y Prif Weinydd Nyrsio/ Prif Nyrs wrth weithredu polisiau a gweithdrefnau'r BIP yn y ward/adran, ac atgyfnerthu eu defnydd.
- Sicrhau bod y wybodaeth sydd ei hangen ar gyfer archwilio ac ymchwilio yn cael ei chasglu'n briodol.
- Defnyddio'r data i wella gofal a gwasanaethau cleifion / teuluoedd.
- Helpu Arweinydd y Tîm/ y Prif Weinydd Nyrsio/ Prif Nyrs wrth weithredu llofoedd gwaith gwella penodol mewn ffordd gynaliadwy ac sy'n berthnasol i'r amgylchedd clinigol, e.e. SKIN, End PJ Paralysis ac ati.

- Gweithio gydag Arweinydd y Tîm/ y Prif Weinydd Nyrsio/ Prif Nyrs i sicrhau bod systemau gwybodaeth electronig sydd ar waith ac yn cael eu datblygu yn cael eu rhoi ar waith yn llwyddiannus.

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, gytuno ar Gynllun Datblygu Personol blynyddol 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 Caldicott, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, gan gynnwys 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, 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, a 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 gall eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuon ynghylch rheoli cofnodion y maen nhw'n gweithio gyda nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth sy'n dod i law wrth gyflawni ei ddyletswyddau. 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 ddyfeisiau ac offer diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrсияu 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 i 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 am reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion:** Mae'r BIP yn ymrwymedig i ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo i ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol am 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 heintiau a roddir gan y BIP.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn iddynt gofrestru â chorff proffesiynol i'w galluogi i 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 ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am 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 bônt 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 gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Mae cyfrifoldeb personol ar bob aelod staff dan Ddeddf Cydraddoldeb 2010 i sicrhau nad yw'n gwahaniaethu, yn aflonyddu, yn bwlio nac yn cyfrannu at wahaniaethu, aflonyddu na bwlio yn erbyn unrhyw gydweithiwr neu ymwelydd na chwaith yn goddef gwahaniaethu na bwlio ar sail nodweddion a ddiogelir. Y nodweddion gwarchoddedig yw oedran, crefydd, cyfeiriadedd rhywiol, cred neu ddiffyg cred, rhyw, anabled, hil, hunaniaeth rhywedd, beichiogrwydd a mamolaeth, priodas neu bartneriaeth sifil. Bydd y rheolwr llinell a deiliad y swydd yn gyfrifol am hybu amrywiaeth a chyfle cyfartal

trwy'r holl feysydd gwaith. Mae hyn yn berthnasol i ddarparu gwasanaethau fel cyflogai ac i unrhyw un yr ydych yn gweithio â nhw: cleifion, teulu/gofalwyr, ymwelwyr neu gydweithwyr. Byddwch yn ymwybodol o'r cyfrifoldebau sydd gennych i gynnal polisiau sefydliadol ac egwyddorol ar hyrwyddo cydraddoldeb, gwerthfawrogi amrywiaeth a pharchu hawliau dynol fel rhan o'r arfer bob dydd.

- **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 yn 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 Cynllun y Gymraeg cyfredol y a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymdrin 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: 03/12/2019

Paratowyd gan: Victoria Wilson (Rheolwr Gwasanaethau Cynorthwyol)

Dyddiad Adolygu:

Adolygwyd gan:

CAJE Reference:
RWM/6477-B

MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Dirprwy Arweinydd Tîm/Prif Weinydd Nyrsio/Prif Nyrs	Adran:	Pob Adran Bediatrig
Band:	Band 6	Bwrdd Clinigol:	Plant a Menywod
Prif Leoliad Gwaith:	Ysbyty Plant Arch Noa/Uned Gofal Dwys y Newydd- anedig		

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	<ul style="list-style-type: none">Nyrs GofrestredigCofrestriad CMC presennolGradd NyrsioHyfforddiant arbenigol i lefel Diploma ôl-raddedigCwrs sylfaenol y swydd berthnasolTystiolaeth o ddatblygiad parhaus	<ul style="list-style-type: none">Yn fodlon astudio ar Lefel Meistr	Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD	<ul style="list-style-type: none">Yn gymwys o ran rheoli sifftiau o ddydd i ddyddProfiad o oruchwylio staff iauGwybodaeth am ymchwil ac archwilio		Ffurflen Gais Cyfweliad Geirdaon

<p>SGILIAU</p>	<ul style="list-style-type: none"> • Yn gallu rhoi a derbyn gwybodaeth gymhleth sensitif • Yn gallu cyfathrebu gwybodaeth sensitif am gyflwr claf • Sgiliau dadansoddol a rhyngbersonol mewn sefyllfaoedd cymhleth • Tystiolaeth o ddatblygiad proffesiynol parhaus • Yn gallu blaenoriaethu gwaith a bodloni terfynau amser • Sgiliau rhyngbersonol • Sgiliau addysgu • Sgiliau TG • Yn gallu rheoli sefyllfaoedd cymhleth sy'n newid yn gyson • Yn gallu trefnu a blaenoriaethu eich amser eich hun ac amser y tîm iau. • Yn flaengar • Yn gallu asesu dehongli a gweithredu cyflyrau cleifion arbenigol • Yn gallu adnabod a recriwtio staff cydymdeimladol a charedig • Yn gallu cadw cofnodion cywir a goruchwylio dogfennu eraill 	<ul style="list-style-type: none"> • Yn gallu i siarad Cymraeg • Yn gallu dangos eu bod yn defnyddio rolau/sgiliau estynedig o fewn y lleoliad clinigol. 	<p>Ffurflen Gais Cyfweliad Geirdaon</p>
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<p>GWYBODAETH ARBENNIG</p>	<ul style="list-style-type: none"> • Gwybodaeth eang am arbenigedd perthnasol a theori. • Gallu dangos gwybodaeth arbenigol am grŵp cleifion 		<p>Ffurflen Gais Cyfweliad Geirdaon</p>
<p>RHINWEDDAU PERSONOL <i>(y gellir eu dangos)</i></p>	<ul style="list-style-type: none"> • Yn gallu gweithio'n annibynnol heb oruchwyliaeth ac mewn tîm • Hyblyg i gwrdd ag anghenion y gwasanaeth • Gallu gweithio dan bwysau • Agwedd ddymunol • Natur ofalgar • Brwdfrydig • Agwedd bendant • Asiant newid cadarnhaol 		<p>Ffurflen Gais Cyfweliad Geirdaon</p>
<p>ARALL <i>(Nodwch os gwelwch yn dda)</i></p>			<p>Cyfweliad Gwirio Dogfennau*</p>

Dyddiad Paratoi:		Paratowyd gan:	Mary Glover
Dyddiad Adolygu:			