

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

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| Job Title: | Assistant Practitioner - Health Visiting/School Nursing/Social Care |
| Pay Band: | Band 4 |
| Department: | Health Visiting/School Nursing/Social Care |
| Directorate: | Community Child Health |
| Clinical Board: | Children & Women |
| Base: | All locations |

ORGANISATIONAL ARRANGEMENTS

| | |
|---------------------------------------|--------------------------------|
| Managerially Accountable to: | Senior Registered Practitioner |
| Reports to: | Senior Registered Practitioner |
| Professionally Responsible to: | Head of Service |

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:

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| 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

To independently manage their own caseload undertaking delegated tasks by a Registered Practitioner with appropriate supervision in place. They may delegate work to others and teach and assess other staff.

To work with the team who delivers services to Children and Young People providing a preventative service as identified in the needs assessment carried out by the Registered Practitioner. The aim is to achieve equity of health and wellbeing outcomes following the Health Child Wales Programme (HCWP), The Social Services and Wellbeing Act and Childcare, Play and Early Years Workforce plan.

The post holder will contribute to the overall healthcare/social care offered to individuals, families and communities, including delivering care packages for families and groups in the community.

DUTIES AND RESPONSIBILITIES

COMMUNICATION

- Provide and receive complex or sensitive information for children and families in homes and group settings e.g. supporting mothers with post-natal depression, baby massage and school drop-in session for children and young people.
- To report and record any concerns/complaints or issues to the Registered Practitioner.
- Contribute to developments within the service e.g. attending relevant meetings, commenting on recommended changes to clinical care or service provision.
- To advise members of the public on how and where to seek advice on the promotion of emotional and physical health and well-being and the prevention of illness.
- To answer the telephone, record messages accurately and ensure the information is received by the registered staff.
- To consult with patients/relatives/carers to obtain views regarding consumer satisfaction as directed by the Registered Practitioner.

- Respond appropriately to parents, children and young people's queries, this may include frequently dealing with anxious and distressed children/young people parents/carers either face to face or by telephone.
- Keep accurate, contemporaneous records.
- Co-ordinating appointments and information that supports the HCWP and Department of Health childhood immunisation programmes.

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Undertake home visits to children and young people (as delegated by the Registered Practitioner) and participate in the assessment of care needs and implement a planned programme of care. To carry out ongoing assessment of needs and report progress / changes to the Registered Practitioner.
- Assist/complete developmental reviews e.g. preparation of information packs, making appointments and participating in child health clinics under the supervision of the Registered Practitioner.
- To contribute to the immunisations, screening and developmental assessments in line with the HCWP and other programmes as delegated by the lead health professional.
- Give appropriate advice to families regarding child care matters e.g. nutrition, sleep problems, and breast feeding.
- Monitor suitability of equipment in clinic/group settings.
- Assist in completing referrals as delegated by the Registered Practitioner.
- Follow-up parents / children / young people who default appointments.
- Reinforce key public health messages to children and young people/parents/carers provided by the relevant practitioner to enable informed health / life choices to be made.
- Give advice on issues of safety in the home and the local community.
- Facilitate a range of group work, e.g. Baby Massage, Parenting, and Young/Teenage Parents and health promotion programmes as delegated.
- Introduce families to the range of local support that is available to them i.e. Family Centres, Community Schemes, Playgroups, Mother & Toddler Groups. Support the introduction and integration of the family to these groups.

- Offer support to families and children with additional learning needs, development delay and disabilities under direction of the Registered Practitioner.
- Provide stimulating and educational play activities for children and their families in accordance with the care plan.
- To undertake a range of clerical duties to support the team.

ORGANISATIONAL, ANALYTICAL AND JUDGEMENTAL SKILLS (SERVICE DELIVERY)

- Recognise situations that may be detrimental to the health and well-being of the individual and recording and reporting concerns to the Registered Practitioner.
- To ensure the effective use of all resources, materials and equipment in the clinic, school or community settings, paying particular attention to the safety and well-being of Children and Young People.
- To supervise staff effectively and delegate work to others appropriately in accordance with organisational guidance.
- Participate in -teaching children, young people, parents and carers. Supervise the work of students and be a role model and participate in the development of less experienced staff.
- To evaluate health promotion activities in the community working with other disciplines and agencies.
- To monitor and record the progress of interventions, assessing the child and young person's needs and planning care as required, reporting back to the lead practitioner. Issues could include sleep programmes, toilet training, behaviour intervention, play, healthy lifestyles, emotional health and wellbeing.
- To participate in reflective practice as part of ongoing personal and professional development
- Contribute new ideas to improve the child and young person's journey by utilising a number of relevant evidence based approaches e.g. behaviour management, motivational interviewing etc.
- Use initiative when acting on information from children, young people, parents and carers and be able to respond appropriately and document discussions and actions e.g. safeguarding disclosures.
- Adheres to the Code of Conduct for Health Care Support Workers in Wales and the Code of Professional Practice for Social Care (2017 Social Care Wales). All

delegated activities will be in line with All Wales Guidelines for Delegation (NLIAH, 2010).

PLANNING & ORGANISATIONAL SKILLS

- Manage own time effectively to include planning of workload in collaboration with other team members.
- Update all health education displays and assist the team with health promotion activities.
- Will be required to plan own delegated daily workload undertaking home visits, plan and deliver group activities.
- To work effective in the team, Scheduling/cancelling/rearranging appointments.
- Report any adverse incidents in the most appropriate way following the relevant Local and National Policies.
- Keep an accurate diary.
- Complete and return statistical information as required and maintain / update electronic data systems as appropriate. Assist the team in community and caseload profiling
- Ensuring that completed consent, screening and data collection forms are returned to the Child Health Department for data entry.

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:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **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.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

**PERSON SPECIFICATION
CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

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| Job Title: | Assistant Practitioner - Health Visiting/School Nursing/Social Care | Department: | Health Visiting/School Nursing/Social Care |
| Band: | Band 4 | Clinical Board: | Children & Women |
| Base: | All Locations | | |

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-----------------------|--|-----------------------|---|
| QUALIFICATIONS | <p>Good standard of education, GCSE English and Maths (Grade A-C) or Level II equivalent qualification.</p> <p>NVQ/QCF Level 4 or equivalent level of knowledge Or</p> <p>NVQ/QCF Level 3 PLUS Additional training to Diploma level or equivalent or Equivalent through short courses and experience and equivalent competencies achieved and evidenced through accredited courses</p> | Community experience. | Application Form Certificate Check Registration Card – Nurse/AHP |

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| EXPERIENCE | Experience of working in health visiting, school nursing, children's social care or education. | | Application Form Interview References |
| SKILLS | A high level of interpersonal and communication skills. Able to work in a multi-disciplinary/multi agency team. | Demonstrates a committed and caring attitude. | Application Form Interview References |
| PERSONAL QUALITIES <i>(Demonstrable)</i> | Be able to demonstrate tact and diplomacy when working with others. Ability to engage members of the public. Ability to work independently and as part of a team. | Ability to speak Welsh. Able to demonstrate situations where effective organisational skills have been used, such as organising groups. | Application Form Interview References |
| OTHER <i>(Please Specify)</i> | Ability to travel within geographical area. Able to work hours flexibly. | | Interview Document Check* |

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| 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

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| Teitl y Swydd: | Ymarferydd Cynorthwyol – Ymweliadau Iechyd / Nyrsio yn yr Ysgol / Gofal Cymdeithasol |
| Band Cyflog: | Band 4 |
| Adran: | Ymweliadau Iechyd / Nyrsio yn yr Ysgol / Gofal Cymdeithasol |
| Cyfarwyddiaeth: | Iechyd Plant yn y Gymuned |
| Bwrdd Clinigol: | Plant a Menywod |
| Prif Leoliad Gwaith: | Pob Lleoliad |

TREFNIADAU SEFYDLIADOL:

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| Atebol i'r Rheolwr: | Uwch Ymarferydd Cofrestredig |
| Adrodd i: | Uwch Ymarferydd Cofrestredig |
| Atebol yn Broffesiynol i: | Pennaeth y Gwasanaeth |

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.

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

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| 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

Rheoli eu llwyth gwaith eu hunain yn annibynnol gan ymgymryd â thasgau dirprwyedig gan Ymarferydd Cofrestredig gyda goruchwyliaeth briodol. Gallant ddirprwyo gwaith i eraill a dysgu ac asesu staff eraill. Gweithio gyda'r tîm sy'n darparu gwasanaethau i blant a phobl Ifanc drwy ddarparu gwasanaeth ataliol fel y nodwyd yn yr asesiad anghenion a gynhaliwyd gan yr Ymarferydd Cofrestredig. Y nod yw sicrhau canlyniadau iechyd a lles cyfartal yn dilyn Rhaglen Iechyd Plant Cymru (HCWP), y Ddeddf Gwasanaethau Cymdeithasol a Lles a chynllun Gweithlu Gofal Plant, Chwarae a Blynyddoedd Cynnar. Bydd deiliad y swydd yn cyfrannu at y gofal iechyd / gofal cymdeithasol cyffredinol a gynigir i unigolion, teuluoedd a chymunedau, gan gynnwys darparu pecynnau gofal i deuluoedd a grwpiau yn y gymuned.

DYLETSWYDDAU A CHYFRIFOLDEBAU

CYFATHREBU

- Darparu a derbyn gwybodaeth gymhleth neu sensitif i blant a theuluoedd mewn cartrefi a lleoliadau grŵp e.e. cefnogi mamau ag iselder ôl-enedigol, tyllino babanod a sesiwn galw heibio i blant a phobl ifanc yn yr ysgol.

- Adrodd am a chofnodi unrhyw bryderon / cwynion neu broblemau i'r Ymarferydd Cofrestredig.
- Cyfrannu at ddatblygiadau o fewn y gwasanaeth e.e. mynychu cyfarfodydd perthnasol, gan wneud sylwadau ar y newidiadau a argymhellir i ofal clinigol neu ddarparu gwasanaeth.
- Cynghori aelodau o'r cyhoedd ar sut a ble i ofyn am gyngor ar hyrwyddo iechyd a lles emosiynol a chorfforol ac atal salwch.
- Ateb y ffôn, cofnodi negeseuon yn gywir a sicrhewch fod y staff cofrestredig yn derbyn yr wybodaeth.
- Ymgynghori â chleifion / perthnasau / gofalmwyr i gael barn ynglŷn â boddhad defnyddwyr yn ôl cyfarwyddyd yr Ymarferydd Cofrestredig.
- Ymateb yn briodol i ymholiadau gan rieni, plant a phobl ifanc. Gall hyn gynnwys delio â phlant / pobl ifanc / rhieni / gofalmwyr pryderus a gofidus yn aml, naill ai wyneb yn wyneb neu dros y ffôn.
- Cadw cofnodion cywir, cyfoes.
- Cydlynu apwyntiadau a gwybodaeth sy'n cefnogi Rhaglen Plant Iach Cymru a rhaglenni imiwneiddio plant yr Adran Iechyd.

CYFRIFOLDEB AR GYFER GOFAL CLAF / CLEIENT

- Ymweld â chartrefi plant a phobl ifanc (fel y'u dirprwywyd gan yr Ymarferydd Cofrestredig) ac asesu anghenion gofal a gweithredu rhaglen ofal wedi'i chynllunio. Cynnal asesiad parhaus o anghenion ac adrodd ar gynnydd / newidiadau i'r Ymarferydd Cofrestredig.
- Cynorthwyo / cwblhau adolygiadau datblygiadol e.e. paratoi pecynnau gwybodaeth, gwneud apwyntiadau a chymryd rhan mewn clinigau iechyd plant o dan oruchwyliaeth yr Ymarferydd Cofrestredig.
- Cyfrannu at yr asesiadau imiwneiddio, sgrinio a datblygiadol yn unol â Rhaglen Plant Iach Cymru fel y'i dirprwywyd gan y gweithiwr iechyd proffesiynol arweiniol.

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- Rhoi cyngor priodol i deuluoedd ynglŷn â materion gofal plant e.e. maeth, problemau cysgu, a bwydo ar y fron.
- Monitro addasrwydd offer mewn lleoliadau clinig / grŵp.
- Cynorthwyo i gwblhau atgyfeiriadau fel y'u dirprwywyd gan yr Ymarferydd Cofrestredig.
- Mynd ar ôl rhieni / plant / pobl ifanc sy'n methu apwyntiadau.
- Atgyfnerthu negeseuon iechyd cyhoeddus allweddol i blant a phobl ifanc / rhieni / gofalwyr a ddarperir gan yr ymarferydd perthnasol i alluogi gwneud dewisiadau iechyd / bywyd gwybodus.
- Rhoi cyngor ar faterion diogelwch yn y cartref a'r gymuned leol.
- Hwyluso ystod o waith grŵp, e.e. Tylino Babanod, Rhianta, a Rhieni ifanc / yn eu Harddegau a rhaglenni hybu iechyd fel y'u dirprwywyd.
- Cyflwyno teuluoedd i'r ystod o gymorth lleol sydd ar gael iddynt e.e. Canolfannau Teuluoedd, Cynlluniau Cymunedol, Grwpiau Chwarae, Grwpiau Mamau a Phlant Bach. Cefnogi cyflwyno ac integreiddio'r teulu i'r grwpiau hyn.
- Cynnig cefnogaeth i deuluoedd a phlant ag anghenion dysgu ychwanegol, oedi datblygiadol ac anableddau o dan gyfarwyddyd yr Ymarferydd Cofrestredig.
- Darparu gweithgareddau chwarae ysgogol ac addysgol i blant a'u teuluoedd yn unol â'r cynllun gofal.
- Ymgymryd ag ystod o ddyletswyddau clerigol i gefnogi'r tîm.

SGILIAU TREFNIADAETHOL, DADANSODDOL AC AROLYGU (DARPARU GWASANAETH)

- Cydnabod sefyllfaoedd a allai fod yn niweidiol i iechyd a lles yr unigolyn a chofnodi ac adrodd pryderon i'r Ymarferydd Cofrestredig.
- Sicrhau bod yr holl adnoddau, deunyddiau a chyfarpar yn cael eu defnyddio'n effeithiol yn y clinig, yn yr ysgolion neu'r gymuned, gan roi sylw arbennig i ddiogelwch a lles Plant a Phobl Ifanc.

- Goruchwylio staff yn effeithiol a dirprwyo gwaith i bobl eraill yn briodol yn unol â chanllawiau sefydliadol.
- Cymryd rhan mewn addysgu plant, pobl ifanc, rhieni a gofalwyr. Goruchwylio gwaith myfyrwyr a bod yn esiampl a chymryd rhan yn natblygiad staff llai profiadol.
- Gwerthuso gweithgareddau hybu iechyd yn y gymuned gan weithio gyda disgyblaethau ac asiantaethau eraill.
- Monitro a chofnodi cynnydd ymyriadau, asesu anghenion y plentyn a'r person ifanc a chynllunio gofal yn ôl yr angen, gan adrodd yn ôl i'r prif ymarferydd. Gallai materion gynnwys rhaglenni cysgu, hyfforddiant toiled, ymyrraeth ymddygiad, chwarae, ffyrdd iach o fyw, iechyd a lles emosiynol.
- Cymryd rhan mewn ymarfer myfyriol fel rhan o ddatblygiad personol a phroffesiynol parhaus.
- Cyfrannu syniadau newydd i wella taith y plentyn a'r person ifanc drwy ddefnyddio nifer o ddulliau perthnasol sy'n seiliedig ar dystiolaeth e.e. rheoli ymddygiad, cyfweld ysgogol ac ati.
- Defnyddio menter wrth weithredu ar wybodaeth gan blant, pobl ifanc, rhieni a gofalwyr a gallu ymateb yn briodol a chofnodi trafodaethau a chymau gweithredu e.e. datgeliadau diogelu.
- Cadw at y Cod Ymddygiad ar gyfer Gweithwyr Cymorth Gofal Iechyd yng Nghymru a'r Cod Ymarfer Proffesiynol ar gyfer Gofal Cymdeithasol (Gofal Cymdeithasol Cymru 2017). Bydd yr holl weithgareddau dirprwyedig yn unol â Chanllawiau Dirprwyo Cymru Gyfan (NLIAH, 2010).

SGILIAU CYNLLUNIO A THREFNU

- Rheoli'ch amser eich hun yn effeithiol i gynnwys cynllunio llwyth gwaith mewn cydweithrediad ag aelodau eraill o'r tîm.
- Diweddarw'r holl arddangosiadau addysg iechyd a chynorthwyo'r tîm gyda gweithgareddau hybu iechyd.
- Bydd gofyn i chi gynllunio eich llwyth gwaith dyddiol dirprwyedig eich hun gan gynnal ymweliadau cartref, cynllunio a gwneud gweithgareddau grŵp.

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- I weithio'n effeithiol yn y tîm, trefnu / canslo / aildrefnu apwyntiadau.
- Adrodd am unrhyw ddigwyddiadau anffafriol yn y ffordd fwyaf priodol gan ddilyn y Polisiâu Lleol a Chenedlaethol perthnasol.
- Cadw dyddiadur cywir.
- Cwblhau a dychwelyd gwybodaeth ystadegol yn ôl yr angen a chynnal / diweddarau systemau data electronig fel y bo'n briodol. Cynorthwyo'r tîm â'r gwaith o broffilio yn y gymuned a phroffilio llwythi gwaith
- Sicrhau bod ffurflenni cydsynio, sgrinio a chasglu data wedi'u cwblhau yn cael eu dychwelyd i'r Adran Iec hyd Plant er mwyn mewnbynnu'r data.

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

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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 amheuon 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/polisiâu 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.

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- **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 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.

Rhif Cyfeirnod CAJE:
RWM/2019/0182

Dyddiad Paratoi:

Paratowyd gan:

Dyddiad Adolygu:

Adolygwyd gan:

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MANYLEB PERSON

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

| | | | |
|-----------------------------|---|------------------------|---|
| Teitl y Swydd: | Ymarferydd Cynorthwyol – Ymweliadau Iechyd / Nyrsio yn yr Ysgol / Gofal Cymdeithasol | Adran: | Ymweliadau Iechyd / Nyrsio yn yr Ysgol / Gofal Cymdeithasol |
| Band: | Band 4 | Bwrdd Clinigol: | Plant a Menywod |
| Prif Leoliad Gwaith: | Pob Lleoliad | | |

| | HANFODOL | DYMUNOL | DULL ASESU |
|--------------------|--|--------------------|---|
| CYMWYSTERAU | <p>Addysg o safon dda, gan gynnwys Mathemateg a Saesneg TGAU Graddau A-C neu gymhwyster cyfwerth â Lefel II.</p> <p>NVQ/Fframwaith Cymwysterau a Chredydau (QCF) Lefel 4 neu lefel gyfatebol o wybodaeth</p> <p>neu</p> <p>NVQ/Fframwaith Cymwysterau a Chredydau (QCF) Lefel 3 yn ogystal ag Hyfforddiant ychwanegol hyd at lefel Diploma neu gyfwerth drwy gyrsiau byr a phrofiad a chymwyseddau cyfwerth a enillwyd ac a brofir drwy gyrsiau achrededig</p> | Profiad cymunedol. | Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP |

| | | | |
|--|--|--|-----------------------------------|
| PROFIAD | Profiad o weithio ym maes ymweliadau iechyd, nyrsio yn yr ysgol, gofal cymdeithasol plant neu addysg. | | Ffurflen Gais Cyfweiliad Geirdaon |
| SGILIAU | Lefel uchel o sgiliau rhyngpersonol a chyfathrebu. Yn gallu gweithio mewn tîm amlddisgyblaethol / aml-asiantaeth. | Yn dangos agwedd ymroddedig a gofalgarg. | Ffurflen Gais Cyfweiliad Geirdaon |
| RHINWEDDAU PERSONOL (y gellir eu dangos) | Y gallu i ddangos doethineb a diplomyddiaeth wrth weithio gyda phobl eraill Y gallu i gael aelodau o'r cyhoedd i gymryd rhan. Y gallu i weithio'n annibynnol ac fel rhan o dîm | Y gallu i siarad Cymraeg. Y gallu i ddangos sefyllfaoedd lle defnyddiwyd sgiliau trefnu effeithiol, megis trefnu grwpiau. | Ffurflen Gais Cyfweiliad Geirdaon |
| ARALL (Nodwch os gwelwch yn dda) | Y gallu i deithio o fewn ardal ddaearyddol. Yn gallu gweithio oriau hyblyg. | | Cyfweiliad Gwirio Dogfennau* |

| | | |
|-------------------------|--|-----------------------|
| Dyddiad Paratoi: | | Paratowyd gan: |
| Dyddiad Adolygu: | | Adolygwyd gan: |