

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

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| Job Title: | Registered Nurse |
| Pay Band: | Band 6 |
| Department: | All Acute/Mental Health/Community Departments |
| Directorate: | All Acute/Mental Health/Community Directorates |
| Clinical Board: | All Clinical Boards (except Children & Women) |
| Base: | All Locations |

ORGANISATIONAL ARRANGEMENTS

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|---------------------------------------|-------------------------|
| 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:

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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

- The post holder will work closely with the Team Leader/Ward Sister/Charge Nurse, Deputy Team Leader/Deputy Ward Sister/Charge Nurse and multi-disciplinary team members in monitoring and maintaining excellent clinical standards of nursing practice and staff development.
- The post holder will be responsible for the continuing professional development and overall performance of staff by acting as a mentor and preceptor.
- Where applicable, the post holder will take charge of the team/ward/department on a regular basis.
- The post holder is expected to carry out all relevant and specialised forms of care without direct supervision and is required to demonstrate procedures, supervise registered and/or unregistered staff whilst maintaining a safe working environment
- The post holder will be flexible in the approach to the clinical area and provide cover for any area specified.

DUTIES AND RESPONSIBILITIES

QUALITY OF CARE

- In partnership with other professionals provide excellent patient/client care in line with Health Care Standards. This process should include assessment, planning, implementation and evaluation of patient care in accordance with UHB policies.
- Implement a nursing plan for an assigned group of patients/clients, indicating assessment and re-assessment formulated for individual care plans.
- Provided clinical advice as required to all staff groups, carers and junior colleagues.
- Ensure that nursing documentation is maintained to NMC and UHB standards (including electronic records).
- Ensure the privacy, dignity and confidentiality of patients/clients, relatives and colleagues is respected at all times.
- Undertake nursing audits as necessary, regularly undertaking research and development relevant to own area

- In conjunction with the staff team contribute to developing and maintaining a ward/department ethos and a standard approach to the delivery of excellent nursing care.
- Provide a holistic approach to patient/client care and maintain excellent clinical standards of nursing practice within the ethos of the ward/department using research and evidence based practice.
- Under the supervision of the team leader/sister/charge nurse or their deputies, contribute to and participate in the process of setting goals and benchmarking standards of care; collaborating with other members of the team to ensure the patients'/clients' needs are met to a consistently high standard.
- Promote awareness and compliance amongst colleagues regarding National and UHB policies, procedures, guidelines and standards, which impact on patient and nursing care e.g. Health Care Standards, and be able to demonstrate their application in their area of practice.
- Actively participate in the UHB's framework of quality and safety.
- Provide a suitable and safe environment for the physical, psychological and spiritual well-being for staff, patients/clients and their relatives/carers. Provide highly specialised advice concerning care to staff, patients and relatives.
- Liaise with other statutory agencies and the 3rd sector for the benefit of the patient/client
- Be conversant with Deprivation of Liberty Safeguards (DoLS) of the Mental Capacity Act (2005) and, where appropriate, the Mental Health Act (1983)
- Identify and report clinical risks to the Team Leader/Sister/Charge Nurse so that appropriate action can be taken in accordance with the UHB's risk management policy.
- Record and report all incidents/complaints involving staff, patients/clients and visitors in accordance with UHB policies and assist in any investigations as required.
- Regularly take charge of the team/clinical area, utilising resources effectively; ensuring that safe staffing levels are maintained for their shift and for at least the next 24 hours.
- Delegate tasks and activities to a range of team members in relation to patients/clients care, for example when taking charge or as a link nurse.

- Actively promote a healthy lifestyle for patients/clients and staff in line with national strategy requirements.

COMMUNICATION AND LIAISON

- Ensure open channels of communication with both internal and external agencies.
- Use excellent communication skills to be able to form a positive therapeutic relationship with patients/clients in the context of partnership and trust.
- Be aware of how verbal and non-verbal communication can be interpreted by others and ensure a polite approach is maintained at all times.
- Help promote team cohesiveness, multidisciplinary working, and at all times work collaboratively with colleagues in all parts of the UHB to achieve healthy and effective communication.
- Ensure appropriate physical and psychological observation and monitoring of patients/clients is undertaken, documented and communicated effectively.
- Ensure that all views of patients/clients are effectively sought, channeled and acted upon. This may include dealing with concerns in accordance with the UHB policy.
- Appraise the Team Leader/Sister/Charge Nurse of professional concerns and promote professional practice at all times.
- At all times be aware of and practice within the NMC Code of Conduct.

Ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the General Data Protection Regulation.

- To follow UHB/local guidelines to access results from the PAS system.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.
- Act as mentor for students on placement and provide education and support.
- Access doctors for the purpose of physical/psychiatric review or assessment of patients as necessary ensuring that triage assessment is carried out.
- Demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors, relatives and colleagues; maintaining good customer relations at all times.

- Communicate sensitive/ highly sensitive, condition related information to patients and relatives with empathy, reassurance and support.
- Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the nursing profession.
- Work cohesively with all members of the team in ensuring that the very best services to patients/clients are provided at all times.
- Be aware of and act within UHB and NMC guidance on use of social media at all times.
- Ensure all team members have a real voice in the development of the services to patients/clients.

MANAGEMENT OF RESOURCES

- Work within agreed levels of resources both human and financial.
- In wards/departments ensure that the environment is clean by making regular checks as appropriate to maintain a high standard and liaise with housekeeping as required.
- Assist and support the Team Leader/Charge Nurse/Ward Sister in the establishment of an efficient working environment making the most effective and efficient use of staff, supplies and services and ensuring the minimum standards are met.
- Participate in planning the rosters taking into consideration the needs of the service and in conjunction with the parameters set by the Lead Nurse.
- Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.
- Maximise the potential of all team members especially junior colleagues.
- To provide a safe and attractive working environment for team members within available resources.

PERSONAL DEVELOPMENT

- Actively manage own and others annual leave in line with UHB and local Policy and Procedure.
- Promote an up to date and appropriate service which provides a positive image and good clinical practice through self–development.

- Actively participate in the UHB's Personal Appraisal Development Review (PADR) and personal development plan schemes.
- Undertake personal appraisal development reviews and personal development plan developments for other staff.
- Participate in clinical supervision as required.
- Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.
- Undertake revalidation with the NMC in a timely and professional way.

SERVICE IMPROVEMENT

- Contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
- Participate in staff education and development, including orientation and supervision and act as a mentor, preceptor and a resource for learners and the nursing team.
- Be aware of service delivery plans and your part within them.
- Under the supervision of the Team Leader/Sister/Charge Nurse work on delegated projects relating to local service improvement e.g. PVC bundle
- Be actively involved in the implementation of UHB policies and procedures at community/ward/department level, reinforcing their use.
- Participate in the collection of audit and research data as required.
- Utilise data to contribute to the improvement of patient/client care
- Utilise the UHB intranet to enhance care and for professional development.
- Undertake relevant training for 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.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

This document is available in Welsh

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

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|-------------------|------------------|------------------------|---|
| Job Title: | Registered Nurse | Department: | All Acute/Mental Health/Community Departments |
| Band: | Band 6 | Clinical Board: | All Clinical Boards (except Children & Women) |
| Base: | All Locations | | |

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-----------------------|--|-----------|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Registered Nurse • Nursing Degree/Diploma • Current NMC Registration • Evidence of Continuous Professional Development • Specialist training to Postgraduate Diploma level | | Application Form Certificate Check Registration Card – Nurse/AHP |
| EXPERIENCE | <ul style="list-style-type: none"> • Competent in related nursing speciality • 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"> • Excellent written and verbal communication skills • Analytical skills • Able to prioritise and meet deadlines • Interpersonal skills • Teaching skills • IT skills • Able to manage complex situations • Organised time management • Able to use initiative | <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> |
| <p>SPECIAL KNOWLEDGE</p> | <ul style="list-style-type: none"> • Able to demonstrate specialist knowledge of patient group • Able to assess interpret and action specialist patient conditions • Able to use appropriate condition specific psychological therapy | | <p>Application Form Interview References</p> |
| <p>PERSONAL QUALITIES <i>(Demonstrable)</i></p> | <ul style="list-style-type: none"> • Ability to work within a team and independently • Flexible to meet the needs of the service • Able to work under pressure • Pleasant disposition • Caring nature • Enthusiastic | | <p>Application Form Interview References</p> |

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|--------------------------------------|
| CAJE Reference: RWM/6416-A |
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| | <ul style="list-style-type: none"> • Assertive attitude • Positive change agent | | |
| OTHER <i>(Please Specify)</i> | | | 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: | Nyrs Gofrestredig |
| Band Cyflog: | Band 6 |
| Adran: | Pob Adran Acíwt / Iechyd Meddwl / Cymunedol |
| Cyfarwyddiaeth: | Pob Cyfarwyddiaeth Acíwt / Iechyd Meddwl / Cymunedol |
| Bwrdd Clinigol: | Pob Bwrdd Clinigol (ac eithrio Plant a Menywod) |
| Prif Leoliad Gwaith: | Pob Lleoliad |

TREFNIADAU SEFYDLIADOL:

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|----------------------------------|---------------------------------|
| Atebol i'r Rheolwr: | Prif Nyrs / Prif Weinydd Nyrsio |
| Adrodd i: | Prif Nyrs / Prif Weinydd Nyrsio |
| Atebol yn Broffesiynol i: | 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 gorau ein gallu - ond rydym yn gwybod nad yw bwriad da bob tro yn ddigon.

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

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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 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

- Bydd deiliad y swydd yn gweithio'n agos gyda'r Arweinydd Tîm/Prif Nyrsys Ward, Dirprwy Arweinydd Tîm/Dirprwy Brif Nyrs Ward ac aelodau o'r tîm amlddisgyblaethol i fonitro a chynnal safonau clinigol ardderchog o ran ymarfer nyrsio a datblygu staff.
- Bydd deiliad y swydd yn gyfrifol am ddatblygiad proffesiynol parhaus a pherfformiad cyffredinol y staff drwy weithredu fel mentor a thiwtor.
- Lle bo'n berthnasol, bydd deiliad y swydd yn cymryd gofal o'r tîm/ward/adran yn rheolaidd.
- Disgwylir i ddeiliad y swydd gyflawni pob math o ofal perthnasol ac arbenigol heb oruchwyliaeth uniongyrchol ac mae'n ofynnol iddo arddangos gweithdrefnau, goruchwyllo staff cofrestredig a/neu anghofrestredig tra'n cynnal amgylchedd gwaith diogel
- Bydd deiliad y swydd yn hyblyg yn yr agwedd at y maes clinigol ac yn darparu yswiriant ar gyfer unrhyw ardal a nodir.

DYLETSWYDDAU A CHYFRIFOLDEBAU

ANSAWDD GOFAL

- Mewn partneriaeth â gweithwyr proffesiynol eraill yn darparu gofal rhagorol i gleifion/cleientiaid yn unol â Safonau Gofal Iechyd. Dylai'r broses hon gynnwys asesu, cynllunio, gweithredu a gwerthuso gofal cleifion yn unol â pholisïau'r BIP.
- Gweithredu cynllun nyrsio ar gyfer grŵp penodedig o gleifion/cleientiaid, sy'n nodi asesu ac ailasesu a luniwyd ar gyfer cynlluniau gofal unigol.
- Darparu cyngor clinigol yn ôl y gofyn i bob grŵp o staff, gofalmwyr a chydweithwyr iau.
- Sicrhau bod dogfennaeth nyrsio yn cael ei chynnal yn ôl safonau'r CMC a'r BIP (gan gynnwys cofnodion electronig).
- Sicrhau bod preifatrwydd, urddas a chyfrinachedd cleifion/cleientiaid, perthnasau a chydweithwyr yn cael eu parchu bob amser.

- Cynnal archwiliadau nyrsio yn ôl yr angen, gan wneud gwaith ymchwil a datblygu sy'n berthnasol i'ch ardal eich hun yn rheolaidd
- Ar y cyd â'r tîm staff, cyfrannu at ddatblygu a chynnal ethos ward/adran a dull safonol o ddarparu gofal nyrsio rhagorol.
- Darparu dull cyfannol o ofalu am gleifion/cleientiaid a chynnal safonau clinigol rhagorol o ran arferion nyrsio o fewn ethos y ward/adran gan ddefnyddio ymchwil ac ymarfer sy'n seiliedig ar dystiolaeth.
- O dan oruchwyliaeth yr arweinydd tîm/prif nyrs/prif weinydd nyrsio neu eu dirprwyon, cyfrannu at y broses o osod nodau a meincnodi safonau gofal a chymryd rhan yn y prosesau hynny; cydweithio ag aelodau eraill o'r tîm i sicrhau bod anghenion y cleifion/cleientiaid yn cael eu diwallu i safon gyson uchel.
- Hyrwyddo ymwybyddiaeth a chydymffurfiaeth ymysg cydweithwyr o ran polisiau, gweithdrefnau, canllawiau a safonau Cenedlaethol a'r Bwrdd Iechyd Prifysgol, sy'n effeithio ar ofal cleifion a gofal nyrsio, e.e. Safonau Gofal Iechyd, ac yn gallu dangos eu bod yn cael eu cymhwyso yn eu hardal o Arfer.
- Cymryd rhan weithredol yn fframwaith ansawdd a diogelwch y Bwrdd Iechyd Prifysgol.
- Darparu amgylchedd addas a diogel ar gyfer lles corfforol, seicolegol ac ysbrydol staff, cleifion/cleientiaid a'u perthnasau/gofalwyr. Darparu cyngor arbenigol iawn ynghylch gofal i staff, cleifion a pherthnasau.
- Cydweithio ag asiantaethau statudol eraill a'r 3ydd sector er budd y claf/cleient
- Bod yn gyfarwydd â threfniadau Diogelu rhag Colli Rhyddid (neu'r 'DoLS') y Ddeddf Galluedd Meddyliol (2005) a, lle bo'n briodol, y Ddeddf Iechyd Meddwl (1983)
- Nodi risgiau clinigol i'r arweinydd tîm/prif nyrs/prif weinydd nyrsio a rhoi gwybod amdanynt fel y gellir cymryd camau priodol yn unol â pholisi rheoli risg y Bwrdd Iechyd.
- Cofnodi ac adrodd am yr holl ddigwyddiadau/cwynion sy'n ymwneud â staff, cleifion/cleientiaid ac ymwelwyr yn unol â pholisiau'r Bwrdd Iechyd Prifysgol a chynorthwyo mewn unrhyw ymchwiliadau yn ôl y gofyn.
- Yn cymryd gofal rheolaidd o'r tîm/maes clinigol, gan ddefnyddio adnoddau'n effeithiol; sicrhau bod lefelau staffio diogel yn cael eu cynnal ar gyfer eu sifft a'r 24 awr nesaf o leiaf.

- Dirprwyo tasgau a gweithgareddau i amrywiaeth o aelodau'r tîm mewn perthynas â gofalu am gleifion/cleientiaid, er enghraifft, wrth gymryd gofal dan oruchwyliaeth neu fel nyrs gyswllt.
- Mynd ati i hyrwyddo ffordd iach o fyw i gleifion/cleientiaid a staff yn unol â gofynion y strategaeth genedlaethol.

CYFATHREBU A CHYSWLLT

- Sicrhau sianeli cyfathrebu agored gydag asiantaethau mewnol ac allanol.
- Defnyddio sgiliau cyfathrebu rhagorol i allu ffurfio perthynas therapiwtig gadarnhaol gyda chleifion/cleientiaid yng nghyd-destun partneriaeth ac ymddiriedaeth.
- Bod yn ymwybodol o sut y gall eraill ddehongli cyfathrebu llafar a heb-eiriau a sicrhau bod dull cwrtais yn cael ei gynnal bob amser.
- Helpu i hyrwyddo cydweithio mewn tîm, gweithio amlddisgyblaethol, ac ar bob adeg yn gweithio ar y cyd â chydweithwyr ym mhob rhan o'r Bwrdd Iechyd Prifysgol er mwyn sicrhau cyfathrebu iach ac effeithiol.
- Sicrhau bod arsylwi a monitro corfforol a seicolegol priodol cleifion / cleientiaid yn cael ei wneud, ei ddogfennu a'i gyfathrebu'n effeithiol.
- Sicrhau bod pob barn am gleifion/cleientiaid yn cael eu ceisio'n effeithiol, eu sianelu a'u gweithredu. Gall hyn gynnwys ymdrin â phryderon yn unol â pholisi'r BIP.
- Arfarnu'r arweinydd tîm/prif nyrs/prif weinydd nyrsio sy'n gyfrifol am bryderon proffesiynol a hyrwyddo ymarfer proffesiynol bob amser.
- Bod yn ymwybodol o god ymddygiad y CMC bob amser ac ymarfer o fewn y cod hwn.
- Sicrhau nad yw gwybodaeth o natur gyfrinachol yn cael ei datgelu i unrhyw berson heb awdurdod a'i bod yn cael ei storio'n unol â darpariaethau'r Rheoliad Diogelu Data Cyffredinol.
- I ddilyn canllawiau BIP/Ileol i gyrchu canlyniadau o'r system PAS.
- Sicrhau bod pob dogfen yn ddarllenadwy ac wedi'i hysgrifennu yn unol â chanllawiau proffesiynol ac arfer gorau.
- Gweithredu fel mentor ar gyfer myfyrwyr sydd ar leoliad a darparu addysg a chymorth.
- Cael mynediad at feddygon er mwyn adolygu neu asesu cleifion yn gorfforol/seiciatrig fel y bo'r angen gan sicrhau bod asesiad brysbennu'n cael ei gynnal.

- Arddangos cwrteisi a sensitifrwydd wrth ddelio â chleifion/cleientiaid, ymwelwyr, perthnasau a chydweithwyr; cynnal cysylltiadau da â chwsmeriaid bob amser.
- Cyfleu gwybodaeth sensitif/hynod sensitif sy'n gysylltiedig â chyflwr i gleifion a pherthnasau gydag empathi, tawelwch meddwl a chefnogaeth.
- Hyrwyddo delwedd gadarnhaol o'r Bwrdd Iechyd Prifysgol bob amser; gweithredu fel llysgennad/model rôl ar gyfer y sefydliad a'r proffesiwn nyrsio.
- Gweithio'n gydlynol gyda holl aelodau'r tîm er mwyn sicrhau bod y gwasanaethau gorau oll i gleifion/cleientiaid yn cael eu darparu bob amser.
- Bod yn ymwybodol o ganllawiau'r BIP a'r CMC ar ddefnyddio'r cyfryngau cymdeithasol a gweithredu o fewn y rhain bob amser.
- Sicrhau bod gan bob aelod o'r tîm lais gwirioneddol yn y broses o ddatblygu'r gwasanaethau i gleifion/cleientiaid.

RHEOLI ADNODDAU

- Gweithio o fewn lefelau y cytunwyd arnynt o ran adnoddau dynol ac ariannol.
- Sicrhau mewn wardiau/adrannau bod yr amgylchedd yn lân drwy wneud gwiriadau rheolaidd fel y bo'n briodol i gynnal safon uchel a chysylltu â'r broses glanhau fel bo'r angen.
- Cynorthwyo a chefnogi'r arweinydd tîm/prif nyrs/prif weinydd nyrsio sy'n gyfrifol am y gwaith o sefydlu amgylchedd gweithio effeithlon sy'n gwneud y defnydd mwyaf effeithiol ac effeithlon o staff, cyflenwadau a gwasanaethau a sicrhau bod y safonau gofynnol yn cael eu bodloni.
- Cymryd rhan wrth gynllunio'r rhestr dyletswyddau gan ystyried anghenion y gwasanaeth ac ar y cyd â'r paramedrau a osodwyd gan y Nyrs Arweiniol.
- Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.
- Manteisio i'r eithaf ar botensial holl aelodau'r tîm, yn enwedig cydweithwyr iau.
- Darparu amgylchedd gwaith diogel a deniadol i aelodau'r tîm o fewn yr adnoddau sydd ar gael.

DATBLYGIAD PERSONOL

- Rheoli'r gwyliau blynyddol eich hun ac eraill yn weithredol yn unol â pholisïau a gweithdrefnau'r BIP a rhai lleol.

- Hyrwyddo gwasanaeth cyfredol a phriodol sy'n cynnig delwedd gadarnhaol ac arfer clinigol da drwy hunan-ddatblygiad.
- Cymryd rhan weithredol yn Adolygiad Datblygu Gwerthuso Personol (neu'r 'PADR') a chynlluniau datblygu personol y BIP.
- Ymgymryd ag adolygiadau datblygu arfarniadau personol a datblygiadau cynlluniau datblygu personol i staff eraill.
- Cymryd rhan mewn goruchwyliaeth glinigol yn ôl y gofyn.
- Cynnal proffil personol, proffesiynol, adnabod rôl a datblygiadau sgiliau yn unol â Chwmpas Ymarfer Proffesiynol.
- Ymgymryd ag aiddilysu gyda'r CMC mewn ffordd amserol a phroffesiynol.

GWELLA GWASANAETH

- Cyfrannu at ddatblygu a chynnal amgylchedd dysgu cadarnhaol i gydweithwyr, i gleifion ac i ymwelwyr.
- Cymryd rhan mewn addysg a datblygiad staff, gan gynnwys cynefino a goruchwyliaeth, ac yn gweithredu fel mentor, tiwtor ac adnodd i ddysgwyr a'r tîm nyrsio.
- Bod yn ymwybodol o gynlluniau darparu gwasanaeth a'ch rhan ynddynt.
- O dan oruchwyliaeth yr arweinydd tîm/prif nyrs/prif weinydd nyrsio gofal, yn gweithio ar broiectau dirprwyedig sy'n ymwneud â gwella gwasanaethau lleol e.e. bwndel PVC
- Cymryd rhan weithredol yn y gwaith o weithredu polisiau a gweithdrefnau'r BIP ar lefel y gymuned/ward/adran, gan atgyfnerthu'r defnydd ohonynt.
- Cymryd rhan yn y broses o gasglu data archwilio ac ymchwil yn ôl y gofyn.
- Defnyddio data i gyfrannu at wella gofal cleifion/cleientiaid
- Defnyddio mewnwyd y BIP i wella gofal a datblygiad proffesiynol.
- Ymgymryd â hyfforddiant perthnasol ar gyfer systemau gwybodaeth electronig sydd ar waith ac wrthi'n cael eu datblygu.

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 Caldicott, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth personol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract cyflogaeth. Mae'r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i'r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu'r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.
- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae'r BIP yn ei thrin fel rhan o'u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy'n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth personol 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/polisïau 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 cofrestrriad 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 Gofrestredig | Adran: | Pob Adran Acíwt / Iechyd Meddwl / Cymunedol |
| Band: | Band 6 | Bwrdd Clinigol: | Pob Bwrdd Clinigol (ac eithrio Plant a Menywod) |
| Prif Leoliad Gwaith: | Pob Lleoliad | | |

| | HANFODOL | DYMUNOL | DULL ASESU |
|--------------------|--|---------|--|
| CYMWYSTERAU | <ul style="list-style-type: none"> • Nyrs Gofrestredig • Gradd Nyrsio/Diploma • Cofrestriad CMC presennol • Tystiolaeth o ddatblygiad proffesiynol parhaus • Hyfforddiant arbenigol i lefel Diploma ôl-raddedig | | Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP |
| PROFIAD | <ul style="list-style-type: none"> • Yn gymwys mewn arbenigedd nyrsio cysylltiedig • Yn gymwys o ran rheoli sifftiau o ddydd i ddydd • Profiad o oruchwyllo staff iau • Gwybodaeth am ymchwil ac archwilio | | Ffurflen Gais Cyfweliad Geirdaon |

| | | | |
|--|---|--|----------------------------------|
| SGILIAU | <ul style="list-style-type: none"> • Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol • Sgiliau dadansoddi • Yn gallu blaenoriaethu gwaith a bodloni terfynau amser • Sgiliau rhyngbersonol • Sgiliau addysgu • Sgiliau TG • Gallu rheoli sefyllfaoedd cymhleth • Rheolaeth amser trefnus • Yn flaengar | <ul style="list-style-type: none"> • Y gallu i siarad Cymraeg. • Yn gallu dangos eu bod yn defnyddio rolau/sgiliau estynedig o fewn y lleoliad clinigol. | Ffurflen Gais Cyfweliad Geirdaon |
| GWYBODAETH ARBENNIG | <ul style="list-style-type: none"> • Gallu dangos gwybodaeth arbenigol am grŵp cleifion • Gallu asesu dehongli a gweithredu cyflyrau cleifion arbenigol • Gallu defnyddio therapi seicolegol sy'n benodol i gyflwr priodol | | Ffurflen Gais Cyfweliad Geirdaon |
| RHINWEDDAU PERSONOL (y gellir eu dangos) | <ul style="list-style-type: none"> • Yn gallu gweithio'n annibynnol ac fel tîm • Hyblyg i gwrdd ag anghenion y gwasanaeth • Gallu gweithio dan bwysau • Gwarediad dymunol • Natur ofalgar • Brwdfrydig • Agwedd bendant • Asiant newid cadarnhaol | | Ffurflen Gais Cyfweliad Geirdaon |
| ARALL (Nodwch os gwelwch yn dda) | | | Cyfweliad Gwirio Dogfennau* |

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