

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Community Mental Health Nurse (CMHN)
Pay Band:	Band 6
Department:	All Departments
Directorate:	All Directorates
Clinical Board:	Mental Health
Base:	All Locations

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Integrated Team Manager
Reports to:	CMHN Lead
Professionally Responsible to:	Director of Nursing

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

To deliver evidence based holistic care to clients within the context of a multi-disciplinary, multi-agency Community Mental Health Service.

To take responsibility for a clinical caseload providing comprehensive assessment, care and treatment to clients referred to the Community Mental Health Team in accordance with Parts 2 and 3 of the Mental Health (Wales) Measure 2010.

Foster robust working relationships with all partners and key stakeholders, in particular Local Authority, Primary Care and the Third sector.

Contribute to the continuing improvement and development of community mental health services.

DUTIES AND RESPONSIBILITIES

The post holder will:

- Work as part of a multi-disciplinary, multi-agency team fostering good communication with colleagues of all disciplines.
- Establish rapport and maintain supportive professional relationships with clients and their carers, even when there are barriers to acceptance such as lack of insight or difficulties adjusting to complex life changes; recognising the stress associated with caring, offering and undertaking carers' assessments as required.
- Liaise with statutory and voluntary sector agencies, in particular GPs and the primary health care team, to meet client needs.
- Provide specialist clinical reports as required e.g. Mental Health Review Tribunal, Hospital Managers' hearings, child protection case conferences, adult safeguarding procedures, continuing healthcare applications
- Contribute to effective communication with all parts of the mental health service, in particular in-patient services with specific responsibility for ensuring regular contact and communication is maintained with patients from the team caseload during periods of admission to hospital
- Ensure record keeping meets the standard required by the NMC, utilising paper-based or IT systems as directed by the CMHN Lead/Integrated Team Manager and

ensuring information sharing protocols are understood and appropriately explained to clients.

- Provide skilful and comprehensive assessment of clients referred to the mental health service ensuring risk assessment is an integral component of all clinical work.
- Demonstrate ability to present cases to the multi-disciplinary team considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.
- Assess and manage critical/unpredictable situations that arise, either in relation to the individual caseload or within the wider team as required
- Manage a defined caseload, acting as Care Co-ordinator with responsibility for the development of a Care and Treatment Plan which is negotiated with the client, and for ensuring that the agreed care is delivered, evaluated and reviewed on a regular basis.
- Be responsible for negotiating and commissioning care packages to meet identified client needs
- Participate in and when appropriate, chair Care and Treatment Planning review meetings.
- Maintain accurate records of treatment and home visits providing statistical information as required
- Manage and maintain a diary of all work activities, making it available for audit of work and travel as necessary
- Be responsible for ensuring the safety and wellbeing of self and colleagues via lone working and end of day procedures
- Act up in the absence of the CMHN Lead
- Undertake the comprehensive assessment of care needs including risk assessment as directed by the Integrated Team Manager.
- Participate in the delivery of care, ensuring consistency and continuity in the quality of care.
- Evaluate the care given systematically, using evidence based practice and review care plans to reflect the changing needs of the individual

- Provide expert knowledge in the care and treatment of clients experiencing a range of mental health problems relevant to the area of practice.
- Be competent in and provide a range of therapeutic interventions relevant to the area of practice e.g. family intervention, medication management, psycho-social interventions.
- Engage in appropriate clinical supervision to support practice development.
- Ensure the safe administration of oral/intramuscular medication as prescribed. Monitoring therapeutic effects and side effects, liaising with the appropriate staff regarding the physical and mental state of the client.
- Support clients in state benefits applications and any aspect of housing, employment or educational needs.
- Arrange admission for assessment, continuing care and respite when necessary in consultation with the multi-disciplinary team.
- Be responsible for undertaking nursing assessments integral to the overall continuing healthcare assessment process.
- Ensure the smooth transfer of care to specialist/out of area placements as required and become re-involved in cases which are assessed as requiring repatriation to the locality.
- Provide support to clients on discharge from hospital, ensuring after care is delivered as planned.
- Set up, organise and maintain a range of clinics as required ensuring effective communication and continuity of care.
- Act in accordance with the legal requirements and statutory rules relating to practice and all Health Board Policies and Procedures
- Participate in patient/client surveys and service evaluation in partnership with service users and carers to inform future service and practice development
- Record unmet need and submit returns as required within Part 2 of the Mental Health (Wales) Measure, highlight deficits and so influence future service development
- Demonstrate an understanding of the resource implications of clinical decision making

- Use available resources effectively ensuring adherence to financial control procedures
- Act as a mentor to students on placement and provide support and supervision to junior staff
- Participate in annual Performance and Development Reviews (PADRs) providing evidence of achievement against agreed objectives and maintaining a professional portfolio as required by the NMC.
- Create accurate, contemporaneous clinical records utilising established systems within clinical teams
- Participate in clinical multi-disciplinary audit ensuring the implementation of evidence-based practice

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

This document is available in Welsh

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

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

Job Title:	Community Mental Health Nurse	Department:	All Departments
Band:	Band 6	Clinical Board:	Mental Health
Base:	All Locations		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Registered Mental Health Nurse Relevant degree level qualification Evidence of post-registration continuing professional development activity, including attendance of appropriate study days, short courses and undertaking self-study	Psychological therapies, e.g. CBT	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	Evidence of experience in clinical practice within the area of speciality e.g. adult mental health, older person's mental health.	Experience of working within a multi-agency community mental health setting	Application Form Interview References

<p>SKILLS</p>	<p>Organisational ability and time management skills</p> <p>Clinical assessment and formulation skills</p> <p>Presentation skills</p> <p>Excellent oral and written communication skills</p> <p>Keyboard/word processing skills</p>	<p>Ability to speak Welsh</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>SPECIAL KNOWLEDGE</p>	<p>Demonstrable post-registration knowledge through experience as a qualified mental health nurse and attendance of formal/informal specialist courses/training to be able to work autonomously in the community</p> <p>Ability to demonstrate sound clinical knowledge and awareness of current evidence base relevant to the area of practice</p> <p>Sound working knowledge of the legal and policy framework underpinning mental health service provision e.g. Mental Health Act, Mental Capacity Act, National Service Frameworks, Mental Health (Wales) Measure</p>	<p>Experience of delivering psychosocial interventions /CBT and / or experience of postgraduate psychosocial skills training.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

CAJE Reference:
RWM/2015/060

	Knowledge of safeguarding procedures for children and adults		
PERSONAL QUALITIES <i>(Demonstrable)</i>	Flexibility to meet the needs of the service Ability to work under pressure Able to work on own initiative		Application Form Interview References
OTHER <i>(Please Specify)</i>	Able to travel, in a timely manner to undertake the duties of the post at various locations.		Interview Document Check*

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

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

DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Nyrs Iechyd Meddwl Cymunedol (NIMC)
Band Cyflog:	Band 6
Adran:	Pob Adran
Cyfarwyddiaeth:	Pob Cyfarwyddiaeth
Bwrdd Clinigol:	Iechyd Meddwl
Prif Leoliad Gwaith:	Pob Lleoliad

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Rheolwr y Tîm Integredig
Adrodd i:	NIMC Arweiniol
Atebol yn Broffesiynol i:	Cyfarwyddwr Nyrsio

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

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

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

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

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

CRYNODEB O'R SWYDD/DIBEN Y SWYDD

Darparu gofal holistig ar sail tystiolaeth i gleientiaid yng nghyd-destun Gwasanaeth Iechyd Meddwl Cymunedol amlasiantaeth ac amlddisgyblaeth.

Cymryd cyfrifoldeb dros lwythi achos clinigol yn cynnig asesiadau cynhwysfawr, gofal a thriniaeth i gleientiaid a atgyfeirir i'r Tîm Iechyd Meddwl Cymunedol yn unol â Rhannau 2 a 3 Mesur Iechyd Meddwl (Cymru) 2010.

Maethu perthnasau gwaith cadarn gyda'r holl bartneriaid a rhanddeiliaid allweddol, yn enwedig yr Awdurdod Lleol, Gofal Sylfaenol a'r Trydydd Sector.

Cyfrannu at welliant a datblygiad parhaus y gwasanaethau iechyd meddwl cymunedol.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Bydd deiliad y swydd yn:

- Gweithio fel rhan o dîm amlasiantaeth ac amlddisgyblaeth gan gyfathrebu'n dda gyda chydweithwyr o bob disgyblaeth.
- Sefydlu a chynnal perthnasau proffesiynol cefnogol gyda chleientiaid a'u gofalwyr, hyd yn oed pan fo rhwystrau o ran derbyn megis diffyg mewnwelediad neu anawsterau yn addasu i newidiadau cymhleth mewn bywyd; cydnabod y straen sy'n gysylltiedig â gofal, cynnig a chynnal asesiadau gofalwyr yn ôl yr angen.
- Cydgysylltu ag asiantaethau statudol a gwirfoddol, yn enwedig meddygon teulu a'r tîm Gofal Iechyd Sylfaenol, i ateb anghenion cleientiaid.
- Darparu adroddiadau clinigol arbenigol yn ôl yr angen e.e. Tribiwnlys Adolygu Iechyd Meddwl, gwrandawiadau Rheolwyr Ysbyty, cynadleddau achos amddiffyn plant, gweithdrefnau diogelu oedolion, rhaglenni gofal iechyd parhaus
- Cyfrannu at gyfathrebu'n effeithiol gyda phob rhan o'r gwasanaeth iechyd meddwl, yn enwedig gwasanaethau cleifion mewnol gyda chyfrifoldeb penodol dros sicrhau bod y tîm yn cysylltu ac yn cyfathrebu'n rheolaidd â chleifion pan fônt yn cael eu derbyn yn yr ysbyty.
- Sicrhau bod y broses cadw cofnodion yn bodloni'r safonau sy'n ofynnol gan y Cyngor Bydwreigiaeth Cenedlaethol, gan ddefnyddio systemau papur neu TG yn ôl cyfarwyddyd y NIMC Arweiniol / Rheolwr y Tîm Integredig a sicrhau bod

protocolau rhannu gwybodaeth wedi eu deall ac yn cael eu hesbonio'n briodol i gleientiaid.

- Darparu asesiad cynhwysfawr o gleientiaid a atgyfeirir i'r gwasanaeth iechyd meddwl gan sicrhau bod asesiad risg yn rhan allweddol o'r holl waith clinigol.
- Dangos y gallu i gyflwyno achosion i'r tîm amlddisgyblaeth gan ystyried yr ystod o ddewisiadau gofal a thriniaeth sydd ar gael yn unol â'r dystiolaeth sy'n bodoli a gwneud argymhellion yn gysylltiedig â'r camau priodol i'w cymryd.
- Asesu a rheoli sefyllfaoedd critigol / na ellir eu rhagweld sy'n codi, unai mewn cysylltiad â'r llwyth achos unigol neu o fewn y tîm ehangach yn ôl yr angen
- Rheoli llwyth achos penodol, gan weithredu fel Cydlynnydd Gofal gyda chyfrifoldeb dros ddatblygu Cynllun Gofal a Thriniaeth a drafodir gyda'r cleient, a sicrhau bod y gofal y cytunir arno'n cael ei ddarparu, ei werthuso a'i adolygu'n rheolaidd.
- Bod yn gyfrifol am drafod a chomisiynu pecynnau gofal i ateb anghenion cleientiaid a nodir
- Cyfranogi mewn cyfarfodydd adolygu Cynllunio Gofal a Thriniaeth a'u cadeirio pan fo'n briodol.
- Cynnal cofnodion cywir o driniaethau ac ymweliadau yn y cartref gan gynnig gwybodaeth ystadegol yn ôl yr angen.
- Rheoli a chynnal dyddiadur o'r holl weithgareddau gwaith, gan sicrhau ei fod ar gael i archwilio gwaith a theithio yn ôl yr angen
- Bod yn gyfrifol am sicrhau eich diogelwch a'ch lles eich hunan a chydweithwyr trwy weithdrefnau gweithio unigol a diwedd y dydd
- Cyfrifoldebau ychwanegol yn absenoldeb y NIMC Arweiniol
- Cynnal asesiad cynhwysfawr o anghenion gofal gan gynnwys asesiad risg yn ôl cyfarwyddyd y Rheolwr Tîm Integredig.
- Cyfrannu at y gwaith o ddarparu gofal, gan sicrhau cysondeb a pharhad o ran safon gofal.
- Gwerthuso'r gofal a roddir mewn modd systematig, gan ddefnyddio arferion seiliedig ar dystiolaeth ac adolygu cynlluniau gofal i adlewyrchu anghenion newidiol yr unigolyn
- Cynnig gwybodaeth arbenigol o ran gofal a thriniaeth cleientiaid sy'n profi amrywiaeth o broblemau iechyd meddwl sy'n berthnasol i'r arfer penodol.

- Deall a chynnig amrywiaeth o ymyriadau therapiwtig sy'n berthnasol i'r arfer e.e. ymyraethau teuluol, rheoli meddyginiaeth, ymyriadau seico-gymdeithasol.
- Cymryd rhan mewn sesiynau goruchwylio clinigol priodol i gefnogi datblygiad arferion.
- Sicrhau bod meddyginiaeth a roddir drwy'r geg / y tu mewn i gyhyr yn cael ei weini fel sy'n briodol. Monitro effeithiau therapiwtig a sgil-effeithiau, cydgysylltu â'r staff priodol yn gysylltiedig â chyflwr corfforol a meddyliol y cleient.
- Cefnogi cleientiaid gyda cheisiadau budd-dal y wlad, ac unrhyw agwedd ar anghenion tai, cyflogaeth neu addysgol.
- Trefnu derbyn ar gyfer asesiad, gofal parhaus a seibiant pan fo angen mewn ymgynghoriad â'r tîm amlddisgyblaeth.
- Bod yn gyfrifol am gynnal asesiadau nyrsio sy'n allweddol i'r broses asesu gofal iechyd parhaus cyffredinol.
- Sicrhau proses trosglwyddo gofal di-drafferth i leoliadau arbenigol / y tu allan i'r ardal yn ôl yr angen ac ail-ymwneud ag achosion a asesir bod angen i'r cleient ddychwelyd i'r ardal.
- Cynnig cymorth i gleientiaid ar ryddhau o'r ysbyty, gan sicrhau y darperir ôl-ofal yn ôl y trefniant.
- Sefydlu, trefnu a chynnal amrywiaeth o glinigau yn ôl yr angen gan sicrhau cyfathrebu effeithiol a gofal parhaus.
- Gweithredu yn unol â'r gofynion cyfreithiol a'r rheolau statudol mewn perthynas ag arferion a holl Bolisiau a Gweithdrefnau y Bwrdd Iechyd
- Cymru rhan mewn arolygon cleifion / cleientiaid a gwerthusiadau gwasanaethau mewn partneriaeth â defnyddwyr gwasanaeth a gofalwyr i lunio datblygiad arferion a gwasanaethau yn y dyfodol
- Cofnodi anghenion sydd heb eu hateb a chyflwyno derbyniadau yn ôl yr angen o fewn Rhan 2 Mesur Iechyd Meddwl (Cymru), amlygu diffygion gan felly ddylanwadu ar ddatblygiad gwasanaethau yn y dyfodol
- Dangos dealltwriaeth o oblygiadau adnoddol penderfyniadau clinigol
- Defnyddio'r adnoddau sydd ar gael yn effeithiol gan sicrhau y cydymffurfir â gweithdrefnau rheoli ariannol
- Gweithredu fel mentor i fyfyrwyr ar leoliad a chynnig cymorth a goruchwyliaeth i staff iau

- Cymryd rhan mewn Adolygiadau Perfformiad a Datblygiad gan gynnig tystiolaeth o gyflawniadau yn erbyn amcanion y cytunwyd arnynt a chadw portffolio proffesiynol fel sy'n ofynnol gan y Cyngor Bydwreigiaeth Cenedlaethol.
- Creu cofnodion clinigol cywir a chyfoes gan ddefnyddio systemau sefydledig o fewn timau clinigol
- Cymryd rhan mewn archwiliadau amlddisgyblaeth clinigol gan sicrhau y gweithredir arferion seiliedig ar dystiolaeth

CYFFREDINOL

- **Adolygiadau Perfformiad/Gofyniad Perfformiad:** Bydd disgwyl i ddeiliad y swydd gymryd rhan ym mhroses adolygiadau perfformiad blynyddol y BIP ac fel rhan o'r broses hon, cytuno ar Gynllun Datblygu Personol gydag amcanion clir a chymorth sefydliadol a nodir.
- **Gallu:** Ni ddylai deiliad y swydd weithio'r tu allan i lefel ddiffiniedig ei gymhwyster. Os oes gan ddeiliad y swydd bryderon ynghylch hyn, dylai drafod â'i reolwr yn syth. Mae gan yr holl staff gyfrifoldeb i roi gwybod i'r sawl sy'n goruchwyllo ei gyfrifoldebau os nad yw'n gymwys i gyflawni dyletswydd.
- **Cyfrinachedd:** Yn unol â deddfwriaeth Diogelu Data ac Egwyddorion Cyfrinachedd Cil-y-Coed, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract cyflogaeth. Mae'r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i'r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu'r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.
- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae'r BIP yn ei thrin fel rhan o'u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy'n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth bersonol sy'n berthnasol i ddefnyddwyr gwasanaeth.
- **Iechyd a Diogelwch:** Mae gofyn i ddeiliad y swydd gydweithredu â'r BIP i sicrhau y cydymffurfir â gofynion a dyletswyddau iechyd a diogelwch. Cyfrifoldeb deiliad y swydd

ydy cydymffurfio â gweithdrefnau, rheolau a chodau ymarfer a defnyddio'r holl offer a dyfeisiau diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrsiau hyfforddi yn ôl y gofyn. Mae cyfrifoldeb ar yr holl staff i gael gwasanaeth lechyd Galwedigaethol a chymorth arall mewn cyfnodau o angen a chyngor.

- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.
- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwymo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabled, rhyw, hunaniaeth o

ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu gredo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.

- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau 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 Iechyd Meddwl Cymunedol	Adran:	Pob Adran
Band:	Band 6	Bwrdd Clinigol:	Iechyd Meddwl
Prif Leoliad Gwaith:	Pob Lleoliad		

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	<p>Nyrs Iechyd Meddwl Cofrestredig</p> <p>Cymhwyster lefel gradd perthnasol</p> <p>Tystiolaeth ôl-gofrestru, gweithgarwch datblygiad proffesiynol parhaus, gan gynnwys mynychu diwrnodau astudio priodol, cyrsiau byr a hunan-astudio</p>	<p>Therapiau seicolegol e.e. CBT</p>	<p>Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP</p>

PROFIAD	Tystiolaeth o brofiad mewn arferion clinigol o fewn y maes arbenigedd e.e. iechyd meddwl oedolion, iechyd meddwl pobl hŷn	Profiad o weithio mewn lleoliad iechyd meddwl cymunedol amlasiantaeth	Ffurflen Gais Cyfweliad Geirdaon
SGILIAU	Sgiliau rheoli amser a threfnu Sgiliau asesu a chreu clinigol Sgiliau cyflwyno Sgiliau cyfathrebu gwych ar lafar ac yn ysgrifenedig Sgiliau allweddell/prosesu geiriau	Y gallu i siarad Cymraeg	Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG	Gwybodaeth ôl-gofrestru amlwg trwy brofiad fel nyrs iechyd meddwl cymwys a mynychu cyrsiau / hyfforddiant arbenigol ffurfiol / anffurfiol i allu gweithio'n ymreolus yn y gymuned Gallu dangos gwybodaeth ac ymwybyddiaeth glinigol gadarn o'r dystiolaeth gyfredol sy'n berthnasol i'r maes ymarfer Gwybodaeth ymarferol amlwg o'r fframwaith cyfreithiol a pholisi sy'n tanategu'r gwasanaeth iechyd meddwl e.e. Deddf Iechyd Meddwl, Deddf Galluedd Meddyliol, Fframweithiau Gwasanaeth Cenedlaethol, Mesur	Profiad o ddarparu ymyriadau seicogymdeithasol / CBT a / neu brofiad o hyfforddiant sgiliau seicogymdeithasol ôl-raddedig	Ffurflen Gais Cyfweliad Geirdaon

	lechyd Meddwl (Cymru) Gwybodaeth am weithdrefnau diogelu i blant ac oedolion		
RHINWEDDAU PERSONOL <i>(y gellir eu dangos)</i>	Y gallu i weithio'n hyblyg i ddiwallu anghenion y gwasanaeth Y gallu i weithio dan bwysau Gallu gweithio o'ch pen a'ch pastwn eich hun		Ffurflen Gais Cyfweliad Geirdaon
ARALL <i>(Nodwch os gwelwch yn dda)</i>	Gallu teithio'n brydlon i gyflawni dyletswyddau'r swydd mewn amryw leoliadau.		Cyfweliad Gwirio Dogfennau*

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