

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Registered Nurse - Bank
Pay Band:	Band 5
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

Managerially Accountable to:	Sister/Charge Nurse
Reports to:	Sister/Charge Nurse
Professionally Responsible to:	Senior Nurse – Temporary Staffing Department

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 .

CAJE Reference:
RWM/6415-B

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 be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direction and supervision.

Demonstrate and supervise practice and procedures to registered and unregistered nursing staff to secure effective nursing practice.

To take a key role in the induction and mentorship of new and unregistered staff, and provide supervision.

DUTIES AND RESPONSIBILITIES

QUALITY OF CARE

- Promote the health and well-being of patients/clients and maintain a safe, caring and therapeutic environment.
- Ensure nursing practice is in accordance with the NMC Code of Conduct which incorporates and respects differences in respect of gender, sexuality ethnicity, religion culture and disability.
- At all times be aware of and practice within the NMC Code of Conduct.
- Always act in such a manner as to promote and safeguard the interests and well-being of patients/clients, visitors and colleagues.
- Participate as an active member of the nursing and multi- disciplinary teams, be accountable for your practice and work in partnership with other health care professionals, patients/clients and others in the delivery of care.
- Work in partnership with other statutory agencies and the 3rd sector for the benefit of the patient/client
- Participate in effective nursing, providing a high standard of care to patients/clients in keeping with the philosophies and operational policies of the UHB.
- Work closely and openly with relatives and carers providing help, guidance, support and information when appropriate.

- Act as an advocate for patients/clients within good practice guidelines ensuring that they understand their rights and can access written and verbal information in a format which is appropriate to their current health status and language/sensory needs.
- Escalate any adult or child safeguarding concerns to the most appropriate professional immediately.
- Assess the care needed to address patients/clients' physical, psychological, social and spiritual needs.
- Develop, implement and continuously evaluate programmes of care using a problem solving approach that ensures the needs of each individual patient/client are met throughout their admission and/or period of treatment within the community, including detailed arrangements for discharge.
- Update care plans regularly and accurately working in partnership with the patient/client (including electronic records).
- Be responsible for the management of a group of patients/clients, including the daily allocation of a patient/client group.
- Ensure that all patients/clients within own caseload have their after-care planned and documented effectively in partnership with them and other agencies/services.
- Participate in the accurate maintenance of general and specific patient/client observations, accurately recording all relevant information and informing members of the multi-disciplinary team.
- Escalate concerns about patient's/client's condition/deterioration to the most appropriate professional.
- Be conversant with the legal requirements concerning the prescribing, control, security and administration of drugs.
- Be conversant with the UHB's policies and procedures.
- Be conversant with Deprivation of Liberty Safeguards (DoLS) of the Mental Capacity Act (2005) and, where appropriate, the Mental Health Act (1983)
- Participate in the maintenance of standards in accordance with the UHB policies and procedures, quality and safety and NMC.
- Participate in rotational duties and work in alternative care settings as required.
- Delegate tasks and activities to a range of team members in relation to patient/client care (for example when taking supervised charge or as a link nurse).

- Carry out any other duties commensurate with the band as allocated by the Team Leader/Charge Nurse/Ward Sister.

COMMUNICATION AND LIAISON

- Demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors, relatives and colleagues; maintaining good customer relations at all times.
- Actively participate in the communication of sensitive/difficult information and subsequent support of patients/clients, relatives, carers and colleagues as appropriate.
- Contribute towards sharing good practice within the Ward/Department and UHB wide.
- 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.
- Carry out daily (as a minimum) physical and psychological observation and monitoring of patients/clients and document and communicate these effectively.
- Ensure that all views of patients/clients are effectively sought channeled and acted upon.
- Ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection legislation and the General Data Protection Regulation.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.

MANAGEMENT OF RESOURCES

- Work together with the team to ensure effective use of resources & adequate stock levels.
- Utilise all available resources to the maximum benefit of the service being aware of resource implications specific to the area.
- Ensure that agreed UHB policies and procedures are followed.

- Report any maintenance requirements through the UHB processes reporting any difficulties to the nurse in charge.
- Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

PERSONAL DEVELOPMENT

- Keep up to date and participate in training programmes identified in a Personal Development Plan.
- Participate in an annual personal appraisal development review with manager.
- Participate in special projects research and surveys related to the clinical area as directed.
- Actively manage own annual leave in line with UHB Policy.
- Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional 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 Workers 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.

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Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

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PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Registered Nurse	Department:	All Acute/Mental Health/Community Departments
Band:	Band 5	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 • Current NMC Registration • Nursing Degree/Diploma • Evidence of Continuous Professional Development • Good basic level of English language demonstrated through effective written and verbal communication skills 		Application Form Certificate Check Registration Card – Nurse/AHP

<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Previous experience of working in a nursing environment 	<ul style="list-style-type: none"> • Depending on previous experience the candidate may be expected to supervise junior staff • Awareness of the structure and organisation of the wider NHS 	<p>Application Form Interview References</p>
<p>SKILLS</p>	<ul style="list-style-type: none"> • Good interpersonal skills • Teaching skills • Able to prioritise and meet deadlines • Able to manage difficult situations • Organised time management • Able to use initiative • A willingness to participate in continuing professional development • IT skills • Awareness of audit & research • Analytical skills 	<ul style="list-style-type: none"> • Ability to speak Welsh 	<p>Application Form Interview References</p>
<p>SPECIAL KNOWLEDGE</p>	<ul style="list-style-type: none"> • Ability to practice within the scope of the NMC Code of Professional Conduct • Understanding of professional nursing issues 		<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 • Enthusiastic • Assertive and positive attitude • Pleasant disposition • Caring nature • Positive change agent 		<p>Application Form Interview References</p>

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OTHER <i>(Please Specify)</i>			Interview Document Check*
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Date Prepared:		Prepared By:	
Date Reviewed:		Reviewed By:	



DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Nyrs Gofrestredig - Banc
Band Cyflog:	Band 5
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:

Atebol i'r Rheolwr:	Prif Nyrs / Prif Weinydd Nyrsio
Adrodd i:	Prif Nyrs / Prif Weinydd Nyrsio
Atebol yn Broffesiynol i:	Uwch Nyrs - Adran Staffio Dros Dro

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

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

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

Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig i ni.	Rydym yn trin pobl fel hoffem ni gael ein trin a chyda chydymdeimlad bob tro.
Rydym yn ymddiried yn ein gilydd ac yn parchu ein gilydd.	Edrych ar ein hadborth gan eraill ynghylch sut rydym yn gwneud a cheisiwch ffyrdd gwell o wneud pethau.
Rydym yn cymryd cyfrifoldeb personol.	Bod yn frwdfrydig ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.

Rydym yn trin pobl â charedigrwydd.	Diolch i bobl, dathlu llwyddiant a phan aiff pethau o’u lle, gofyn ‘beth gallaf fi ddysgu?’
Gweithredu gyda gonestrwydd	Peidio â gadael i strwythurau ein rhwystro rhag gwneud y peth iawn .

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

CRYNODEB O’R SWYDD/DIBEN Y SWYDD

Bod yn gyfrifol am asesu anghenion gofal a datblygu, gweithredu a gwerthuso rhaglenni gofal heb gyfarwyddyd na goruchwyliaeth.

Arddangos a goruchwyllo arferion a gweithdrefnau i staff nyrsio cofrestredig ac anghofrestredig i sicrhau ymarfer nyrsio effeithiol.

Cymryd rôl allweddol wrth sefydlu a mentora staff newydd ac anghofrestredig, a darparu goruchwyliaeth.

DYLETSWYDDAU A CHYFRIFOLDEBAU

ANSAWDD GOFAL

- Hyrwyddo iechyd a lles cleifion/cleientiaid a chynnal amgylchedd diogel, gofalgar a therapiwtig.
- Sicrhau bod ymarfer nyrsio yn unol â chod ymddygiad y CMC sy'n ymgorffori ac yn parchu gwahaniaethau mewn perthynas â rhywedd, rhywioldeb, ethnigrwydd, diwylliant ac anabledd.
- Bod yn ymwybodol o god ymddygiad y CMC bob amser ac ymarfer o fewn y cod hwn.
- Gweithredu yn y fath fodd ag i hybu a diogelu buddiannau a lles cleifion/cleientiaid, ymwelwyr a chydweithwyr.
- Cymryd rhan fel aelod gweithgar o'r timau nyrsio ac amlddisgyblaethol, bod yn atebol am eich ymarfer a gweithio mewn partneriaeth â gweithwyr gofal iechyd proffesiynol eraill, cleifion/cleientiaid ac eraill wrth ddarparu gofal.
- Gweithio mewn partneriaeth ag asiantaethau statudol eraill a'r 3^{ydd} sector er budd y claf/cleient

- Cymryd rhan mewn nyrsio effeithiol, gan ddarparu gofal o safon uchel i gleifion/cleientiaid yn unol ag athroniaethau a pholisïau gweithredol y Bwrdd Iechyd Prifysgol.
- Gweithio'n agos ac yn agored gyda pherthnasau a gofalwyr gan ddarparu cymorth, arweiniad, cefnogaeth a gwybodaeth pan fo'n briodol.
- Gweithredu fel eiriolwr i gleifion/cleientiaid o fewn canllawiau arfer da gan sicrhau eu bod yn deall eu hawliau ac yn gallu cael gafael ar wybodaeth ysgrifenedig a llafar mewn fformat sy'n briodol i'w statws iechyd presennol a'u hanghenion iaith/synhwyaidd.
- Uwchgyfeirio unrhyw bryderon ynghylch diogelu oedolion neu blant at y gweithiwr proffesiynol mwyaf priodol ar unwaith.
- Asesu'r gofal sydd ei angen i fynd i'r afael ag anghenion corfforol, seicolegol, cymdeithasol ac ysbrydol y cleifion/cleientiaid.
- Datblygu, gweithredu a gwerthuso rhaglenni gofal yn barhaus, gan ddefnyddio dull datrys problemau sy'n sicrhau bod anghenion pob claf/cleient unigol yn cael eu diwallu drwy gydol eu cyfnod derbyn a/neu gyfnod y driniaeth yn y gymuned, gan gynnwys trefniadau manwl ar gyfer rhyddhau.
- Diweddarau cynlluniau gofal yn rheolaidd ac yn gywir gan weithio mewn partneriaeth â'r claf/cleient (gan gynnwys cofnodion electronig).
- Bod yn gyfrifol am reoli grŵp o gleifion/cleientiaid, gan gynnwys y dyraniad dyddiol o grŵp claf/cleient.
- Sicrhau bod yr holl gleifion/cleientiaid o fewn eu llwyth gwaith eu hunain yn cael eu hôl-ofal wedi'i gynllunio a'u dogfennu'n effeithiol mewn partneriaeth â nhw ac asiantaethau/gwasanaethau eraill.
- Cymryd rhan mewn gwaith cynnal a chadw manwl gywir ar arsylwadau cyffredinol a phenodol i gleifion/cleientiaid, gan gofnodi'n gywir yr holl wybodaeth berthnasol a rhoi gwybod i aelodau'r tîm amlddisgyblaethol.
- Dwysáu pryderon ynghylch cyflwr/dirywiad claf/cleient i'r gweithiwr proffesiynol mwyaf priodol.
- Bod yn gyfarwydd â'r gofynion cyfreithiol sy'n ymwneud â phresgripsiynu, rheoli, diogelu a gweinyddu cyffuriau.
- Bod yn gyfarwydd â pholisïau a gweithdrefnau'r Bwrdd Iechyd Prifysgol.
- 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)

- Cymryd rhan yn y gwaith o gynnal safonau yn unol â pholisïau a gweithdrefnau, ansawdd a diogelwch y Bwrdd Iechyd Prifysgol a'r CMC.
- Cymryd rhan mewn dyletswyddau cylchdro a gweithio mewn lleoliadau gofal amgen yn ôl y gofyn.
- 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).
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â'r band fel y'u dyrennir gan yr Arweinydd Tîm/Nyrs â Gofal/Prif Nyrsys Ward.

CYFATHREBU A CHYSWLLT

- Arddangos cwrteisi a sensitifrwydd wrth ddelio â chleifion/cleientiaid, ymwelwyr, perthnasau a chydweithwyr; cynnal cysylltiadau da â chwsmeriaid bob amser.
- Cymryd rhan weithredol mewn cyfathrebu gwybodaeth sensitif/anodd a chymorth dilynol cleifion/cleientiaid, perthnasau, gofalwyr a chydweithwyr fel y bo'n briodol.
- Cyfrannu tuag at rannu arfer da o fewn y Ward/Adran ac ar draws y Bwrdd Iechyd Prifysgol.
- 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.
- Gwneud arsylwadau a monitro cleifion/cleientiaid yn ddyddiol (o leiaf) yn gorfforol a seicolegol a dogfennu a chyfleu'r rhain yn effeithiol.
- Sicrhau bod pob barn am gleifion/cleientiaid yn cael eu ceisio'n effeithiol, eu sianelu a'u gweithredu.
- 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 ddeddfwriaeth Diogelu Data a'r Rheoliad Diogelu Data Cyffredinol.
- Sicrhau bod pob dogfen yn ddarllenadwy ac wedi'i hysgrifennu yn unol â chanllawiau proffesiynol ac arfer gorau.

RHEOLI ADNODDAU

- Cydweithio gyda'r tîm er mwyn sicrhau defnydd effeithiol o adnoddau a bod lefelau stoc digonol.
- Defnyddio'r holl adnoddau sydd ar gael er mwyn sicrhau bod y gwasanaeth yn ymwybodol o'r goblygiadau o ran adnoddau sy'n benodol i'r ardal.
- Sicrhau bod polisiâu y cytunwyd arnynt gan y BIP yn cael eu dilyn.
- Adrodd am unrhyw ofynion o ran cynnal a chadw drwy brosesau BIP, gan adrodd am unrhyw anawsterau i'r nyrs â gofal.
- Actively engage with self-rostering and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

DATBLYGIAD PERSONOL

- Cael y wybodaeth ddiweddaraf a chymryd rhan mewn rhaglenni hyfforddi a nodir mewn Cynllun Datblygu Personol.
- Cymryd rhan mewn adolygiad datblygiad gwerthuso personol blynyddol gyda'r rheolwr.
- Cymryd rhan mewn projectau ymchwil ac arolygon arbennig sy'n ymwneud â'r maes clinigol yn ôl y cyfarwyddyd.
- Rheoli'n weithredol eu gwyliau blynyddol yn unol â pholisi'r BIP.
- Cynnal proffil personol, proffesiynol, adnabod rôl a datblygiadau sgiliau yn unol â Chwmpas Ymarfer Proffesiynol.

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 chyngor.
- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.

- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwymo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabledd, rhyw, hunaniaeth o ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu gredo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.
- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau Cymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinellid ac yn nodi'r prif ddyletswyddau. Trafodir unrhyw newid yn llawn o flaen llaw â deiliad

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RWM/6415-B

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:

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RWM/6415-B

MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Nyrs Gofrestredig - Banc	Adran:	Pob Adran Acíwt / Iechyd Meddwl / Cymunedol
Band:	5	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 GofrestredigCofrestriad CMC presennolGradd Nyrsio/DiplomaTystiolaeth o ddatblygiad proffesiynol parhausLefel sylfaenol dda o'r iaith Saesneg a ddangosir drwy sgiliau cyfathrebu effeithiol ar lafar ac yn ysgrifenedig		Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP

PROFIAD	<ul style="list-style-type: none"> • Profiad blaenorol o weithio mewn amgylchedd nyrsio. 	<ul style="list-style-type: none"> • Yn dibynnu ar brofiad blaenorol efallai y bydd disgwyl i'r ymgeisydd oruchwylio staff iau • Ymwybyddiaeth o strwythur a threfniadaeth y GIG ehangach 	Ffurflen Gais Cyfweiliad Geirdaon
SGILIAU	<ul style="list-style-type: none"> • Sgiliau rhyngbersonol da • Sgiliau addysgu • Yn gallu blaenoriaethu gwaith a bodloni terfynau amser • Yn gallu ymdrin â sefyllfaoedd anodd • Rheolaeth amser trefnus • Yn flaengar • Parodrwydd i gymryd rhan mewn datblygiad proffesiynol parhaus • Sgiliau TG • Ymwybyddiaeth am faterion archwilio ac ymchwil • Sgiliau dadansoddi 	<ul style="list-style-type: none"> • Y gallu I siarad Cymraeg 	Ffurflen Gais Cyfweiliad Geirdaon
GWYBODAETH ARBENNIG	<ul style="list-style-type: none"> • Y gallu i ymarfer o fewn cwmpas cod ymddygiad proffesiynol y CMC • Dealltwriaeth o faterion nyrsio proffesiynol 		Ffurflen Gais Cyfweiliad Geirdaon
RHINWEDDAU PERSONOL <i>(y gellir eu dangos)</i>	<ul style="list-style-type: none"> • Yn gallu gweithio'n annibynnol ac fel tîm • Hyblyg i gwrdd ag anghenion y gwasanaeth 		Ffurflen Gais Cyfweiliad Geirdaon

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RWM/6415-B

	<ul style="list-style-type: none">• Gallu gweithio dan bwysau• Brwdfrydig• Agwedd bendant a chadarnhaol• Gwarediad dymunol• Natur ofalgar• Asiant newid cadarnhaol		
ARALL (<i>Nodwch os gwelwch yn dda</i>)			Cyfweliad Gwirio Dogfennau*

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