

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09511

JOB DETAILS

Job Title:	Senior Nurse/Senior Midwife
Pay Band:	Band 8a
Department:	All Departments
Directorate:	All Directorates
Clinical Board:	All Clinical Boards
Base:	UHB Wide

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Lead Nurse/Head of Midwifery/ Directorate/Locality Manager
Reports to:	Lead Nurse/Head of Midwifery/ Directorate/Locality Manager
Professionally Responsible to:	Lead Nurse/Head of Midwifery

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The overriding purpose of the Senior Nurse role is to provide professional and clinical leadership and support nursing staff regarding the care of patients within Cardiff and Vale UHB. Post-holders will be responsible for all elements of the nursing services related to their area of responsibility

The post holder will:

- Provide clinical leadership for nursing within the Directorate/Locality or specific areas of the Directorate/Locality, to meet the corporate agenda for Nursing and Midwifery, supporting the Clinical Director, Lead Nurse and Directorate/Locality Manager in service development, operational management and clinical governance arrangements for the team;
- Provide direct leadership to ensure that the ward/locality sister/charge nurse are able to deliver on the nursing and quality agenda and person-centered approaches to care.
- Provide day to day line management of ward/locality sister/charge nurse to ensure effective monitoring and use of resources and financial management
- Provide clinical leadership for the continuous professional development of the nursing staff, this includes supporting systems for revalidation and performance management.
- Operationally line manage all nurses/midwives within the Directorate/Locality or specific areas of the Directorate/Locality;
- Contribute to the provision of healthcare to the Health Board's population, managing, developing and directing the nursing and clinical workforce within the team and ensuring safe, clinically effective, high quality care is delivered to patients by competent professionals;
- Work to develop new models of service delivery in line with Welsh Assembly Government (WG) policies and strategic direction.

DUTIES AND RESPONSIBILITIES

Principal Duties:

The post holder will:

- Work with autonomy to provide highly specialised professional nursing advice and support to colleagues
- Provide clear clinical leadership and management support for the nursing and clinical team, ensuring this meets professional standards and corporate requirements;

- Be responsible for safe and effective use of nursing resources in accordance with optimal care delivery and financial management
- Be responsible at an operational level for the development and maintenance of excellent working relationships with partner agencies.
- Work with other nursing and clinical leaders to develop robust integrated care pathways across Primary, Community and Secondary Care, in line with national and local strategies
- Support the Lead Nurse/Head of Midwifery and the Director of Nursing in ensuring the highest standard of nursing care is provided, monitored, and evaluated within the clinical areas of responsibility;
- Promote effective communication with the clinical team within and across Directorates/Localities, Clinical Boards and other agencies;

1. POLICY, SERVICE DEVELOPMENT AND DELIVERY

- Develop strategies, with the Lead Nurse/Head of Midwifery, to ensure that the provision of patient care is of a consistently high standard across the Health Board, and that the Fundamentals of Care and Health and Care Standards are applied in all areas, listening to feedback, taking immediate action where care falls below the standard, working at all times to ensure the safety and wellbeing of patients, service users and staff;
- Collaborate with referring centres to ensure a coordinated approach to the management of standardising care for patients.
- Provide a corporate and clinical response for the interpretation, development, implementation and monitoring of local and national policy/strategy, in order to deliver service goals and standards at Health Board level and assurance in nursing and midwifery;
- Implement the Health Board's strategic objectives as they relate to Nursing, Midwifery and Integrated Governance, and improve performance in demonstrating compliance with the Healthcare Standards relating to nursing and the provision of safe, quality patient care;
- Work with others to plan and implement new service models for care delivery in line with Welsh Government/National strategies and standards, providing clinical leadership and knowledge, implement governance frameworks to support new service delivery models
- Implement governance frameworks to support new service delivery models;
- Actively contribute to the IMTP for the Clinical Board.
- Implement a framework, within area of responsibility, to develop patient partnership strategies in line with the health community approach;
- Ensure patient flow, admission, discharge, and transfer of care processes are fully embedded and continually improved upon and maintained. This includes ward/board rounds are embedded into daily practice and the escalation of any delays.
- Ensure compliance and responsiveness to UHB operational capacity and flow escalation levels.

- Ensure staff engagement and feedback is used to influence, challenge, and motivate values and behaviours.
- In collaboration with the sisters/charge nurses to monitor, evaluate and provide assurance to check that standards and performance are being maintained. Ensure that there are robust systems in place to ensure professional regulation of nursing staff, managing complex and sensitive issues relating to registration.
- Be responsible for ensuring that the nursing/midwifery service's contribution to the Health Board Risk Register is produced, reviewed and updated as required;
- Act as advisor for the redesign of services, to include role design, identifying governance issues for resolution and changing ways of working by clinicians and others;
- Contribute to the sharing of good clinical and evidenced-based practice within and between Directorates/Localities.

2. PATIENT/CLIENT CARE

- Be responsible for the nursing/midwifery services provided within their areas of responsibility and ensure the patient/clients' voice is heard;
- Be role model and patient advocate
- Maintain a clinical presence/workload and have responsibility for involvement in direct patient care, promoting independence, health promotion and well-being;
- Contribute to the Health Board's work for nursing care in relation to Quality and Safety,
- Ensure that nurses/midwives understand and deliver their obligations of duty of care under their Professional Code, Nurse Staffing Act Wales 2016, Health Act (2006), Human Rights Act (2006), and Children Act (1998)
- Promote a culture of care, compassion, dignity and respect for patients and service users, and evaluate through the Healthcare Standards audits and patient experience feedback;
- Implement systems that recognise and celebrate staff achievements in the provision of person-centered care and commitment.

3. FINANCIAL MANAGEMENT

- Support the monitoring of the nursing workforce budget within the Directorate/Locality
- Contribute to the monitoring of the Bank and Agency expenditure and quality controls within the Directorate/Locality
- Monitor cost improvement programmes and efficiency measures for nursing within the Directorate/Locality whilst bringing to the early attention of the Directorate/Locality Lead Nurse/Head of Midwifery any issue that may compromise nursing, quality and safety of patient care;
- Implement robust systems of financial control, including frequent reviews and the monitoring of the financial performance of nursing, ensuring that corrective actions are taken to deliver financial targets, maintaining accountability to the Lead Nurse/Head of Midwifery;

- Examine and appraise the value for money obtained by the use and development of nurses and identify areas for the improvement of efficiency and income generation;
- In collaboration with the ward sisters/charge nurse implement strategies to maximise nursing resources within the Directorate/Locality, transforming care; skill-mix reviews; workforce redesign; Roster-pro; utilising the agreed dependency/acuity tool; Led by Lead Nurse/Head of Midwifery be responsible within the Directorate/Locality for best use of resources by staff redeployment, demonstrating best value and delivery of safe, quality care;
- Contribute to the development of new roles and redesign of services in line with the strategy to deliver care in or closer to patients/clients' homes;
- If required, act as signatory for delegated financial budget for Directorate/Locality in line with a scheme of delegation.

4. PROFESSIONAL LEADERSHIP/ MANAGEMENT

- Be highly visible, accessible and approachable to staff, patients and the public to ensure open and honest communication channels are created and sustained.
- Lead by example in practicing the highest standards of conduct in accordance with the NMC code and UHB values & behaviours.
- Clinically direct, lead and motivate the nursing and midwifery team within area of responsibility, to ensure a high standard of professionalism, efficiency and effectiveness in the delivery of nursing/midwifery care, ensuring that activity is fully aligned to the business of the Health Board/ Welsh Government
- Ensure that the Health Board's/Welsh Government's aims and objectives are clearly communicated to the staff within the team;
- Clinically direct, lead and motivate the nursing team within area of responsibility, to ensure a culture of continuous improvement and professional excellence is achieved;
- Ensure the nursing and midwifery function within their area of responsibility, is proactive and influential in its contribution.
- Contribute to development of and delivery of innovative career progression pathways, including staff nurse and midwifery rotation, clinical supervision; ward/locality sister/charge nurse development; succession planning, the development of generic worker roles and developing roles for Health Care/Maternity Support Workers;
- Contribute to the development of nursing/midwifery protocols for the Directorate/Locality;
- Implement the Health Board's employment policies within the Directorate/Locality and feedback to the Lead Nurse/Head of Midwifery on progress/outcomes;
- Work in collaboration with the ward sister/charge nurse to ensure that statutory, mandatory and legal obligations are adhered to including compliance with NMC registration requirements;

- Provide support through effective coaching and mentoring of the nursing team to promote personal, team and organisational development, promoting innovation and change.
- Work in collaboration with the ward sister/charge nurse to implement good practice in recruitment, performance management and ensure all nurses have at least an annual values-based appraisal;
- Participate as required in the Senior Nurse/Midwifery out of hours rota covering evenings, weekends and bank holidays;
- Lead the improvement in nursing care to patients through education, service improvement and service development including transition, aftercare and end of life care and the creation of care pathways and protocols.
- Represent the nursing/midwifery teams within the Directorate/Locality/Clinical Board, as required, on Health Board groups or nominate an appropriate representative if unable to attend.
- Act up for the Directorate/Locality Lead Nurse/Head of Midwifery and cross cover for Senior Nursing/Midwifery colleagues when required
- Assist the Lead Nurse/Head of Midwifery with issues of professional discipline, competence and conduct for nurses in accordance with Health Board policy and the NMC

5. COMMUNICATIONS

- Provide and receive complex, sensitive or contentious information, where persuasive, motivational negotiation and training skills are required, using empathy and reassurance. This may be related to service reconfiguration, mergers, service transfers and disinvestment of services which may impact on the Directorate/Locality. This will require good levels of interpersonal and communication skills;
- Working with the clinical teams, develop processes to ensure that patient/citizen/carer views are at the forefront of all aspects of care.
- Provide visible clinical leadership within and outside of the Directorate/Locality, putting patients, users and carers at the centre of services, communicating across care sectors, agencies and partner organisations, e.g. Local Authorities and Voluntary Organisations;
- Provide clinical leadership and direction across situations where highly complex ideas or concepts need to be conveyed and implemented in the Directorate/Locality, in easily understood language, including the development of new service models within their areas of responsibility;
- Provide expert and visible professional leadership to the Clinical/Nursing and Midwifery workforce within their areas of responsibility, in the delivery of local and national healthcare strategy, including nursing, to enable the Health Board to achieve its strategic agenda
- Provide expert professional advice, support, challenge, scrutiny and decision-making, as required, within the Directorate/Locality;

- As an ambassador of the Health Board and member of the Senior Nursing and Midwifery Team, ensure that self and others represent and practice to the highest of professional standards;
- Develop positive working relationships with other clinicians and managers to ensure the organisation is at the forefront of best professional practice and service delivery to enable the Health Board to deliver on targets and in line with the Strategic Agenda;
- Attend, as required, Directorate/Locality meetings with managers, staff and Staff Representatives relating to service reconfiguration, mergers, service transfers and disinvestment of services and, as such, convey information which may be highly contentious in a difficult atmosphere.
- Use a wide range of communication skills to win hearts and minds on highly sensitive change issues, overcoming barriers to acceptance.
- Demonstrate advanced empathic interpersonal communication skills when dealing with patients/service users and families at times of immense stress and anxiety throughout their patient journey.
- Develop close working relationships with Trade Unions and Professional Organisations to facilitate effective consultation, negotiation and partnership working to achieve the delivery of business objectives and financial targets

6. Quality and Safety

- Create a culture for ensuring that the patient, family, and carers are at the centre of everything we do and where safe and high-quality patient care is consistently delivered;
- Ensure appropriate scrutiny of agreed quality indicators and audits, taking early appropriate remedial action and ensure improvements are implemented into practice;
- Implement systems and processes to deliver and performance manage effective Clinical Governance across the Directorate/Locality.
- Contribute to ensuring that a culture is developed within the Directorate/Locality that supports the delivery of clinical governance, promoting and sharing best practice, compliance with National Service Frameworks, NICE guidance and NPSA/MHRA guidance;
- Implement systems within the Directorate/Locality to monitor the quality of nursing and midwifery practice through audit and measurement of clinical risk, complaints, benchmarking and ensure changes to practice are introduced and monitored where appropriate;
- Promotes patient safety and comfort by ensuring adherence to correct standards for optimal hospital acquired infection control, hospital cleanliness, skin integrity, nutrition and hydration, privacy and dignity and fundamentals of care. Monitors implementation process and ensure data is provided to inform the relevant dashboards; Contribute to ensuring that Clinical Risk Management is a key component of the operational planning and management within the Directorate/Locality;

- Assist the Directorate/Locality Lead Nurse / Head of Midwifery with issues of professional discipline, competence and conduct for nurses in accordance with Health Board and NMC policy;
- Support ward/locality sisters/charge nurses to triangulate performance information to understand quality of patient care and themes from patient feedback, complaints, and incidents to continually improve practice and the patient experience.
- Contribute to the production of Directorate/Locality risk profiles, monitor and correct incompliance with the Health Board's Risk Management Strategy;
- Support the ward sister/charge nurse to implement the systems in place for reviewing clinical and non-clinical events, ensuring that staff are confident to report untoward incidents;
- Support the system within the Directorate/Locality for the recording and investigating of all critical adverse incidents, accidents, complaints and untoward occurrences relating to patient services, as well as ensuring that appropriate remedial action is taken, in line with the requirements of the Health Board and other statutory agencies;
- Proactively contribute to minimising risk to all groups of vulnerable patients through implementation of safeguarding policies
- Responsible for implementing safeguarding frameworks and legislative requirements including Mental Health Act, Mental Capacity Act/ Deprivation of Liberty safeguards.
- Works closely with Infection, prevention, and control team to minimise preventable hospital acquired infections, ensure robust application of policy including decontamination
- Embed a culture of being open and honest and willing to acknowledge when something has gone wrong. Make timely apologies and take actions to report incidents, near misses, to ensure that we establish a culture of learning that enables best practice in patient safety and always exercise a duty of candour.
- Contribute to effective working partnerships with statutory and non-statutory bodies, patients/service users and the public to ensure participation and contribution to the development, planning and evaluation of services within the Directorate/Locality;

7. WORKFORCE MANAGEMENT

- Contribute to an annual Workforce Development Plan for the Directorate/Locality to inform the non-medical education commissioning process to reflect known and future service improvements including charity funded initiatives, considering the financial position and workforce demographics in Wales, aligning service and educational pathways;
- Ensure that within the Directorate/Locality, the right calibre of individuals are recruited and retained with the necessary training, knowledge and expertise to perform to the required standards;

- Support the Lead Nurse / Head of Midwifery to ensure compliance to the Nurse Staffing Act Wales 2018. Using the triangulation of patient acuity, performance indicators and professional judgement.
- Monitor clinical environments within the Directorate/Locality, utilising a recognised Dependency/Acuity Model for nursing and midwifery, and evaluate the information to match workforce, skill-mix and competencies, and patient dependency;
- Ensure that within area of responsibility, effective systems are utilised to verify that registered nurses and midwives are appropriately registered to undertake their role;
- Provide assurance to the Directorate/Locality Lead Nurse / Head of Midwifery with regards to compliance with the sickness absence policy for the UHB, demonstrating effective skills and knowledge to apply the policy in practice;
- In collaboration with the ward sister/charge nurse/clinical nursing leads ensure that staff groups within the Directorate/Locality are working to competencies which are regularly assessed and appropriate to the service in line with Agenda for Change and the Knowledge and Skills Framework;
- Ensure all nursing and midwifery staff within area of responsibility has an annual Values Based Appraisal to identify staff training and development needs and ensure that a record of individual training and development is maintained. The post holder is also responsible for ensuring through this process that staff are working to agreed objectives and have a clear understanding of the Health Board's goals and their contribution to achieving these goals;
- Work with Workforce and OD to ensure that robust employment policies and processes are in place in all areas of operational responsibility;
- Ensure robust systems in place to enable proactive recruitment and participate in recruitment campaigns and events;

8. EDUCATION AND TRAINING

- Foster a creative learning culture, encouraging staff to participate in lifelong learning initiatives, valuing daily practice as reflective learning opportunity where learning can be applied directly to practice.
- Be responsible for ensuring appropriate delegation of tasks to Healthcare and Maternity Support Workers, in line with their level of competence;
- Contribute to developing the annual training needs analysis, ensuring that training is based on annual values-based appraisal and that processes are in place to monitor course/module uptake; Provide training, supervision and education in support of the competencies of Healthcare Support Workers, in line with the appropriate regulatory framework;
- Ensure induction, orientation, mentorship, preceptorship is in place and effective to support new staff and sister/charge nurses deliver the mentorship requirements to meet the NMC standards for nursing and midwifery students;

- Ensure full compliance with mandatory and statutory, and clinical skills training within the nursing workforce
- Implement a plan/rolling programme for the education and training of all nurses within the Directorate/Locality
- Promote the NHS Wales Post Registration Career Framework to support registered nurse career pathways;
- Facilitate the creation of learning environments appropriate to meeting the needs of students and learners within the Directorate/Locality
- Participate in development and training and deliver teaching sessions to health care professionals throughout the Directorate/Locality
- Plan and deliver informal and formal presentations to relevant groups
- Advise professionals nursing, midwifery, medical, allied health, service managers on the benefits of and development of nursing and midwifery services across the Directorate/Locality

9. ANALYTICAL AND JUDGEMENT SKILLS

- Take responsibility within area of responsibility, to ensure that highly complex, sensitive and potentially contentious formal and informal complaints are resolved satisfactorily, ensuring that learning from complaints is evidenced by improvement. Implement and evaluate systems that ensure the nursing and midwifery profession learns from complaints, Serious Incident Reviews, Ombudsman's Investigations and legal claims;
- Able to analyse and assess conflicting information where expert opinion may differ or information may not be viable, relying on professional judgement and critical thinking to deliver an appropriate outcome;
- Identify key trends and changes from complex data and summarise these in a meaningful and succinct manner to inform reports and developments, for example the utilisation of Nursing and Midwifery Bank and Agency, Delayed Transfers of Care, Budget Reports and complex data associated with Infection Prevention and Control
- Provide ad-hoc statistical reports to inform service planning and decision using a range of presentation formats and data analysis tools to summarise salient points for a wide and diverse range of individuals and agencies, both internal and external to the Health Board;
- Regularly analyse complex issues, information and situations, and take any necessary corrective action.

10. PLANNING AND ORGANISING

- Plan and prioritise own work, to ensure effective support to all areas and delivery of key objectives;
- Work closely with the Directorate/Locality Lead Nurse / Head of Midwifery delivering improvement plans, remodelling services and roles to ensure maximum efficiency in respect of operational services ensuring that all contractual and performance targets are met;

- Promote pathway working to facilitate effective patient flow and safe effective timely patient discharge;
- Promote effective and safe discharge of patients/service users from care settings, supporting coordination and communication across multi agency teams to reduce length of stay and preventing delays to achieve Home first, model of care;
- Support the Directorate/Locality Lead Nurse / Head of Midwifery in the provision of active and transformational leadership with the nursing and midwifery staff and with the delivery and realisation of their personal, service and corporate objectives;

11. INFORMATION RESOURCES

- Produce complex reports and presentations based on a range of information from a variety of sources. Write and present reports to a wide range of groups including the Directorate/Locality Management Team, Directorate/Locality Quality & Safety Group, Nursing Board and other stakeholders.
- Scrutinise professional record keeping in line with NMC Professional standards;
- Ensure the implementation of appropriate Information Management and Technology systems to collect and analyse data to support nursing metrics, strategic objectives and Healthcare Standards, ensuring that all data systems comply with Caldicott, considering ways of improving the exchange of information across care sectors;
- Develop and produce nursing reports to update the Lead Nurse / Head of Midwifery and Directorate/Locality and inform service planning and decision-making, ensuring that this information is accurate, timely, relevant and user-friendly.

12. RESEARCH & DEVELOPMENT

- Embed a culture of research and audit;
- Assist with the co-ordination and implementation of non-medical staff research and development programmes for the nursing profession;
- Review and implement recommendations from external statutory and professional inspections as they relate to nursing and midwifery and the clinical areas of responsibility, including Internal and External Audit Bodies; Welsh Health Estates; the Health and Safety Executive and Health Inspectorate Wales;
- Undertake audit and research activity, which will enhance evaluation of patient care and the impact of the nursing service;
- Promote research and ensure innovation and good practice is disseminated;
- Participate in peer review audits against National Standards
- Identify and implement opportunities which will support the corporate R&D nursing agenda building capacity and enabling others to develop relevant skills and knowledge.
- Be cognisant of National Research Studies aiding multidisciplinary discussion, promoting patient choice and access to clinical trials.

- Take a lead role in the audit and evaluation of nursing practice, supporting development of national standards, frameworks and implementing quality guidance and quality benchmarks.
- Develop and evaluate methodology, which can be usefully interpreted and presented to help shape service direction.
- Utilise up-to-date research and evidence to deliver patient care and to disseminate this knowledge to all members of the multi-disciplinary team.

GENERAL

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

practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219

- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Senior Nurse/Senior Midwife	Department:	All Departments
Band:	Band 8a	Clinical Board:	All Clinical Boards
Base:	UHB wide		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	- Registered Nurse – currently registered with NMC - Educated to Degree level - Masters in relevant health related subject or equivalent experience. - Leadership development - Evidence of on-going, relevant CPD - Evidence of certified/diploma level training in clinical condition management or working towards	- Level 3 & 4 POVA/child protection training - Post Graduate Management Diploma - Teaching and Assessing Module	Application Form Certificate Check Registration Card – Nurse/AHP

EXPERIENCE	• Clinically credible with experience of multi-disciplinary working • Successful management of change and service modernisation • Substantial post registration experience including clinical leadership, team management and with a reputation for professional innovation and excellence. • Experience of establishing, developing and managing clinical services. • Experience of investigating conduct/professional issues • Experience of working with internal and external stakeholders • Management of complex, sensitive and contentious situations • Experience of managing Safeguarding incidents including the MHA, MCA & DOLs • Experience of managing budgets and financial control	• Formal project management experience • Service improvement experience	Application Form Interview References
-------------------	---	--	--

SKILLS	• Excellent communication skills, verbal and written • Clear vision for best practice and positive management of change • Proven ability of practice development and innovation • An understanding of financial management and resource implications • Able to work effectively and achieve deadlines, delegating appropriately • Able to analyse, synthesise and present knowledge and information to influence key decisions. • Able to establish good working relationships, within and outside the organisation • Able to lead on, prioritise and manage service workload, balancing short term, unpredictable problems with demands and long-term objectives • Evidence of the ability to think strategically and influence at an operational and strategic level. • Presentation skills • I.T. skills	• Change management, service improvement tools and techniques • Silver IQT	Application Form Interview References
---------------	---	---	--

	• Standard keyboard skills		
SPECIAL KNOWLEDGE	• Thorough grasp of relevant areas and ability to articulate this to others • Knowledge of Professional Nursing agenda, NHS Performance Management, Clinical Governance and Quality & Safety. • Knowledge and understanding of clinical audit. Effective research processes and application • Extensive knowledge and appreciation of national policies and standards • Understanding of Recruitment and Retention Strategies • Evidence of highly developed specialist knowledge which has been underpinned by theoretical knowledge and relevant practical experience.		Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	• Consistently exhibits a positive attitude and respect for others. • Proactive and adaptable in the face of a changing environment. • Evidence of personal attributes conducive to effective leadership. • Evidence of drive, enthusiasm and commitment.	• Ability to speak Welsh	Application Form Interview References

CAJE Reference:
RWM/2021/0073

	• Able to meet deadlines • Able to challenge • Is energetic, determined and focussed • Has a positive and constructive attitude • Achieves work: life balance • Ability to travel between sites in a timely manner		
OTHER (Please Specify)			Interview Document Check*

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

DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Uwch Nyrs/Uwch Fydwraig
Band Cyflog:	Band 8a
Adran:	Pob Adran
Cyfarwyddiaeth:	Pob Cyfarwyddiaeth
Bwrdd Clinigol:	Pob Bwrdd Clinigol
Prif Leoliad Gwaith:	Ledled y Bwrdd Iechyd Prifysgol

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Nyrs Arweiniol/Pennaeth Bydwreigiaeth/ Rheolwr Cyfarwyddiaeth/Ardal
Adrodd i:	Nyrs Arweiniol/Pennaeth Bydwreigiaeth/ Rheolwr Cyfarwyddiaeth/Ardal
Atebol yn Broffesiynol i:	Nyrs Arweiniol/Pennaeth Bydwreigiaeth

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

Prif ddiben rôl yr Uwch Nyrs yw darparu arweinyddiaeth broffesiynol a chlinigol a chefnogi staff nyrsio o ran gofal cleifion ym Mwrdd Iechyd Prifysgol Caerdydd a’r Fro. Bydd deiliaid swyddi yn gyfrifol am bob elfen o’r gwasanaethau nyrsio sy’n gysylltiedig â’u maes cyfrifoldeb

Bydd deiliad y swydd yn:

- Rhoi arweinyddiaeth glinigol ar gyfer nyrsio yn y Gyfarwyddiaeth/Ardal neu rannau penodol o’r Gyfarwyddiaeth/Ardal, er mwyn bodloni’r agenda gorfforaethol ar gyfer Nyrsio a Bydwreigiaeth, gan gefnogi’r Cyfarwyddwr clinigol, y Nyrs Arwain a’r Rheolwr Cyfarwyddiaeth/Ardal mewn datblygu gwasanaethau, trefniadau rheoli gweithredol a llywodraethu clinigol ar gyfer y tîm;
- Rhoi arweiniad uniongyrchol i sicrhau bod y nyrs ward/ardal/prif nyrs yn gallu cyflawni’r agenda nyrsio ac ansawdd a dulliau gofal sy’n canolbwyntio ar yr unigolyn.
- Darparu rheolaeth o ddydd i ddydd ar gyfer nyrsys ward/ardal/prif nyrs er mwyn sicrhau bod adnoddau a rheolaeth ariannol yn cael eu monitro a’u defnyddio’n effeithiol
- Darparu arweinyddiaeth glinigol ar gyfer datblygiad proffesiynol parhaus y staff nyrsio, mae hyn yn cynnwys systemau ategol ar gyfer ailddilysu a rheoli perfformiad.
- Bod yn rheolwr llinell gweithredol ar yr holl nyrsys/bydwagedd o fewn y Gyfarwyddiaeth/Ardal neu rannau penodol o’r Gyfarwyddiaeth/Ardal;
- Cyfrannu at y gwaith o roi gofal iechyd i boblogaeth y Bwrdd Iechyd gan reoli, datblygu a chyfarwyddo’r gweithlu nyrsio a chlinigol o fewn y tîm a sicrhau bod gofal diogel, clinigol effeithiol o ansawdd uchel yn cael ei roi i gleifion gan weithwyr proffesiynol cymwys;
- Gweithio i ddatblygu modelau newydd o ddarparu gwasanaethau yn unol â pholisïau a chyfeiriad strategol Llywodraeth Cymru.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Prif Ddyletswyddau:

Bydd deiliad y swydd yn:

- Gweithio gydag ymreolaeth i ddarparu cyngor a chymorth nyrsio proffesiynol arbenigol iawn i gydweithwyr
- Darparu arweinyddiaeth glinigol a chymorth rheoli clir ar gyfer y tîm nyrsio a chlinigol, gan sicrhau bod hyn yn bodloni safonau proffesiynol a gofynion corfforaethol;
- Bod yn gyfrifol am ddefnydd diogel ac effeithiol o adnoddau nyrsio yn unol â'r ddarpariaeth gofal a rheolaeth ariannol gorau posibl
- Cyfrifol ar lefel weithredol am ddatblygu a chynnal perthynas waith ardderchog gydag asiantaethau partner.
- Gweithio gydag arweinwyr nyrsio a chlinigol eraill i ddatblygu llwybrau gofal integredig cadarn ar draws gofal sylfaenol, cymunedol ac eilaidd, yn unol â strategaethau cenedlaethol a lleol
- Cefnogi'r Nyrs Arweiniol / Pennaeth Bydwreigiaeth a'r Cyfarwyddwr Nyrsio i sicrhau bod y gofal nyrsio o'r safon uchaf yn cael ei roi, ei fonitro a'i werthuso ym mhob maes clinigol cyfrifoldeb;
- Hyrwyddo cyfathrebu effeithiol gyda'r tîm clinigol o fewn ac ar draws Cyfarwyddiaethau/Ardaloedd, Byrddau Clinigol ac asiantaethau eraill.

1. POLISI, DATBLYGU A DARPARU GWASANAETHAU

- Datblygu strategaethau, gyda'r Nyrs Arweiniol/Pennaeth Bydwreigiaeth i sicrhau bod y gofal a roddir i gleifion o'r safon uchaf yn gyson ym mhob rhan o'r Bwrdd Iechyd a bod Hanfodion Gofal a Safonau Gofal ac Iechyd yn cael eu rhoi ar waith ym mhob ardal, gan wrando ar adborth, cymryd camau ar unwaith lle mae gofal yn disgyn islaw'r safon, gan weithio ar bob adeg i sicrhau diogelwch a lles cleifion, defnyddwyr gwasanaeth a staff;
- Cydweithio â chanolfannau cyfeirio er mwyn sicrhau dull cydgysylltiedig o reoli safoni gofal i gleifion.
- Cynnig ymateb corfforaethol a chlinigol ar gyfer dehongli, datblygu, gweithredu a monitro polisi/strategaeth leol a chenedlaethol, er mwyn cyflawni nodau a safonau gwasanaeth ar lefel Bwrdd Iechyd a sicrwydd mewn nyrsio a bydwreigiaeth;
- Gweithredu amcanion strategol y Bwrdd Iechyd fel y maent yn ymwneud â Nyrsio, Bydwreigiaeth a Llywodraethu Integredig, ac yn benodol gwella perfformiad o ran dangos cydymffurfiaeth â'r Safonau Gofal Iechyd sy'n ymwneud â nyrsio a rhoi gofal diogel o ansawdd i gleifion;
- Gweithio gydag eraill i gynllunio a gweithredu modelau gwasanaeth newydd ar gyfer darparu gofal yn unol â strategaethau a safonau Llywodraeth Cymru/Cenedlaethol, gan ddarparu arweinyddiaeth a gwybodaeth glinigol,

gweithredu fframweithiau llywodraethu i gefnogi modelau darparu gwasanaeth newydd.

- Gweithredu fframweithiau llywodraethu i gefnogi modelau darparu gwasanaethau newydd;
- Cyfrannu'n weithredol at y Cynllun Tymor Canolig Integredig ar gyfer y Bwrdd Clinigol.
- Gweithredu fframwaith, o fewn y maes cyfrifoldeb i ddatblygu strategaethau partneriaeth cleifion yn unol â'r dull cymuned iechyd.
- Sicrhau bod prosesau llif cleifion, derbyn, rhyddhau a throsglwyddo gofal yn cael eu hymgorffori'n llawn a'u gwella'n barhaus a'u cynnal. Mae hyn yn cynnwys rowndiau wardiau/byrddau wedi'u hymgorffori mewn ymarfer dyddiol ac esgoli unrhyw achosion oedi.
- Sicrhau cydymffurfiaeth ac ymatebolrwydd i gapasiti gweithredol Bwrdd Iechyd Prifysgol Cymru a lefelau llif yr esgoli.
- Sicrhau bod ymgysylltiad ac adborth staff yn cael eu defnyddio i ddylanwadu, herio a chymell gwerthoedd ac ymddygiadau.
- Mewn cydweithrediad â'r uwch/prif nyrsys i fonitro, gwerthuso a rhoi sicrwydd er mwyn sicrhau bod safonau a pherfformiad yn cael eu cynnal. Sicrhau bod systemau cadarn ar waith i sicrhau bod staff nyrsio'n cael eu rheoleiddio'n broffesiynol, gan reoli materion cymhleth a sensitif sy'n ymwneud â chofrestru.
- Bod yn gyfrifol am sicrhau bod cyfraniad y gwasanaeth nyrsio / bydwreigiaeth i Gofrestr Risg y Bwrdd Iechyd yn cael ei gynhyrchu, ei adolygu a'i ddiweddarau yn ôl yr angen;
- Gweithredu fel ymgynghorydd ar gyfer ailgynllunio gwasanaethau, gan gynnwys cynllunio rôl, nodi 'problemiau' llywodraethiant i'w datrys, newid ffyrdd o weithio gan glinigwyr ac eraill;
- Cyfrannu at y gwaith o rannu arferion clinigol da sy'n seiliedig ar dystiolaeth o fewn a rhwng Cyfarwyddiaethau/Ardaloedd.

2. GOFAL CLEIFION/CLEIENTIAID

- Bod yn gyfrifol am y gwasanaethau nyrsio/bydwreigiaeth a ddarperir yn eu meysydd cyfrifoldeb a sicrhau bod llais y claf/cleientiaid yn cael ei glywed;
- Bod yn fodel rôl ac eiriolwr cleifion
- Bod yn glinigol bresennol a chynnal llwyth gwaith clinigol a chymryd rhan uniongyrchol mewn gofal cleifion, gan hyrwyddo annibyniaeth a lles;
- Cyfrannu at waith y Bwrdd Iechyd ar gyfer gofal nyrsio mewn perthynas ag Ansawdd a Diogelwch,
- Sicrhau bod nyrsys / bydwreagedd yn deall ac yn cyflawni eu rhwymedigaethau dyletswydd gofal o dan eu Cod Proffesiynol, Deddf Staffio Nyrsys Cymru 2016, Deddf Iechyd (2006), Deddf Hawliau Dynol (2006), a Deddf Plant (1998)
- Hyrwyddo diwylliant o ofal, tosturi, urddas a pharch tuag at gleifion a defnyddwyr gwasanaeth, a gwerthuso trwy'r archwiliadau Safonau Gofal Iechyd ac adborth ar brofiad cleifion;
- Gweithredu systemau sy'n cydnabod ac yn dathlu cyflawniadau staff o ran darparu gofal ac ymrwymiad sy'n canolbwyntio ar yr unigolyn.

3. RHEOLI ARIANNOL

- Cefnogi'r gwaith o fonitro cyllideb y gweithlu nyrsio o fewn y Gyfarwyddiaeth/Ardal
- Cyfrannu at fonitro gwariant a rheolaethau ansawdd y Banc a'r Asiantaeth yn y Gyfarwyddiaeth/Ardal
- Monitro rhaglenni gwella costau a mesurau effeithlonrwydd ar gyfer nyrsio yn y Gyfarwyddiaeth/Ardal wrth ddwyn sylw cynnar y Gyfarwyddiaeth/Nyrs Arweiniol Ardal/Pennaeth Bydwreigiaeth i unrhyw fater a allai fygwth nyrsio, ansawdd a diogelwch gofal cleifion;
- Gweithredu systemau rheolaeth ariannol gadarn, gan gynnwys adolygiadau aml a monitro perfformiad ariannol nyrsio, gan sicrhau bod camau cywirol yn cael eu cymryd i gyflawni targedau ariannol, gan gynnwys atebolrwydd i'r Nyrs Arweiniol/Pennaeth Bydwreigiaeth;
- Archwilio ac arfarnu'r gwerth am arian a geir drwy ddefnyddio a datblygu nyrsys a nodi meysydd ar gyfer gwella effeithlonrwydd a chynhyrchu incwm;
- Mewn cydweithrediad â'r uwch nyrs/prif nyrs, gweithredu strategaethau i wneud y mwyaf o adnoddau nyrsio yn y Gyfarwyddiaeth/Ardal, gan drawsnewid gofal; adolygiadau cymysgedd sgiliau; ailgynllunio'r gweithlu; Roster-pro; defnyddio'r offeryn dibyniaeth/crafter y cytunwyd arno; Dan arweiniad Nyrs Arweiniol/Pennaeth Bydwreigiaeth, byddwch yn gyfrifol yn y Gyfarwyddiaeth/Ardal am y defnydd gorau o adnoddau trwy adleoli staff, gan ddangos y gwerth gorau a darparu gofal diogel o ansawdd;
- Cyfrannu at ddatblygu rolau newydd ac ailgynllunio gwasanaethau yn unol â'r strategaeth i ddarparu gofal yng nghartrefi cleifion / cleientiaid neu'n agosach atynt;
- Os oes angen, gweithredu fel llofnodwr ar gyfer cyllideb ariannol ddirprwyedig ar gyfer y Gyfarwyddiaeth/Ardal yn unol â chynllun dirprwyo.

4. ARWEINYDDIAETH/RHEOLAETH BROFFESIYNOL

- Bod yn weladwy iawn, yn hygyrch ac yn hawdd mynd atoch i'r staff, cleifion a'r cyhoedd er mwyn sicrhau bod sianeli cyfathrebu agored a gonest yn cael eu creu a'u cynnal.
- Arwain drwy esiampl wrth ymarfer y safonau ymddygiad uchaf yn unol â chod y CMC a gwerthoedd ac ymddygiadau'r Bwrdd Iechyd Prifysgol.
- Cyfarwyddo'n glinigol, arwain ac ysgogi'r tîm nyrsio a bydwreigiaeth yn y maes cyfrifoldeb, er mwyn sicrhau safon uchel o broffesiynoldeb, effeithlondeb ac effeithiolrwydd wrth ddarparu gofal nyrsio a bydwreigiaeth, gan sicrhau bod y gweithgarwch wedi ei alinio'n gyfan gwbl â busnes y Bwrdd Iechyd/Llywodraeth Cymru;
- Sicrhau bod nodau ac amcanion y Bwrdd Iechyd/Llywodraeth Cymru yn cael eu cyfleu'n glir i'r staff yn y tîm;
- Cyfarwyddo, arwain ac ysgogi'r tîm nyrsio yn glinigol o fewn maes cyfrifoldeb, i sicrhau bod diwylliant o welliant parhaus a rhagoriaeth broffesiynol yn cael ei gyflawni;

- Sicrhau bod y swyddogaeth nyrsio a bydwreigiaeth yn eu maes cyfrifoldeb yn rhagweithiol ac yn ddylanwadol yn ei gyfraniad.
- Cyfrannu at y gwaith o ddatblygu a darparu llwybrau datblygu gyrfa arloesol, gan gynnwys rota staffio nyrsys a bydwreigiaeth, goruchwyliaeth glinigol; datblygiad uwch nyrsys/ardal/prif nyrsys; cynllunio olyniaeth, datblygu rolau gweithwyr cyffredinol a datblygu rolau ar gyfer Gweithwyr Cymorth Gofal Iechyd/Bydwreigiaeth;
- Cyfrannu at y gwaith o ddatblygu protocolau nyrsio/bydwreigiaeth ar gyfer y Gyfarwyddiaeth/Ardal;
- Gweithredu polisïau cyflogaeth y Bwrdd Iechyd o fewn y Gyfarwyddiaeth/Ardal ac adborth i'r Nyrs Arweiniol/Pennaeth Bydwreigiaeth ar gynnydd/canlyniadau;
- Gweithio ar y cyd â'r uwch nyrs y ward/prif nyrs i sicrhau y cedwir at rwymedigaethau statudol, gorfodol a chyfreithiol gan gynnwys cydymffurfio â gofynion cofrestru'r CMC;
- Darparu cefnogaeth trwy hyfforddi a mentora effeithiol i'r tîm nyrsio i hyrwyddo datblygiad personol, tîm a sefydliadol, gan hyrwyddo arloesedd a newid.
- Gweithio ar y cyd â uwch nyrs y ward/prif nyrs i weithredu arfer da o ran recriwtio, rheoli perfformiad a sicrhau bod pob nyrs yn cael gwerthusiad blynyddol o leiaf sy'n seiliedig ar werthoedd;
- Cymryd rhan yn ôl y gofyn yn rota'r Uwch Nyrs/Bydwreigiaeth y tu allan i oriau gan gynnwys ar benwythnosau a gwyliau banc;
- Arwain y gwelliant mewn gofal nyrsio i gleifion drwy addysg, gwella gwasanaethau a datblygu gwasanaethau gan gynnwys pontio, ôl-ofal a gofal diwedd oes a chreu llwybrau gofal a phrotocolau.
- Cynrychioli'r timau nyrsio/bydwreigiaeth o fewn y Gyfarwyddiaeth/Ardal/Bwrdd Clinigol, yn ôl y gofyn, ar grwpiau'r Bwrdd Iechyd neu enwebu cynrychiolydd priodol os na allant fod yn bresennol.
- Gweithredu'n uwch ar ran y Gyfarwyddiaeth/Nyrs Arweiniol Ardal/Pennaeth Bydwreigiaeth a gweithio ar ran cydweithwyr Uwch Nyrsio / Bydwreigiaeth pan fo angen
- Cynorthwyo'r Nyrs Arweiniol/Pennaeth Bydwreigiaeth gyda phroblemau yn ymwneud â disgyblaeth broffesiynol, cymhwysedd ac ymddygiad nyrsys yn unol â pholisi'r Bwrdd Iechyd a'r CMC;

5. CYFATHREBU

- Cynnig a derbyn gwybodaeth gymhleth, sensitif neu ddadleuol, lle mae angen sgiliau trafod a hyfforddi darbwylol ac ysgogol, gan ddefnyddio empathi a chynnig sicrwydd. Gall hyn fod yn gysylltiedig ag ad-drefnu, cyfuno, trosglwyddo gwasanaethau a dadfuddsoddi mewn gwasanaethau a allai effeithio ar y Gyfarwyddiaeth/Ardal. Bydd hyn yn gofyn am lefelau da o sgiliau rhyngpersonol a chyfathrebu;
- Gan weithio gyda'r timau clinigol, datblygu prosesau i sicrhau bod barn cleifion/dinasyddion/gofalwyr ar flaen pob agwedd ar ofal.
- Darparu arweinyddiaeth glinigol weladwy y tu mewn a thu allan i'r Gyfarwyddiaeth/Ardal, gan roi cleifion, defnyddwyr a gofalwyr wrth wraidd

- gwasanaethau, cyfathrebu ar draws y sectorau gofal, asiantaethau a sefydliadau partner, e.e. Awdurdodau Lleol a Sefydliadau Gwirfoddol;
- Cynnig arweiniad a chyfeiriad clinigol mewn sefyllfaoedd pan fydd angen cyfleu syniadau neu gysyniadau hynod gymhleth a'u gweithredu yn y Gyfarwyddiaeth/Ardal, mewn iaith hawdd ei deall, gan gynnwys datblygu modelau gwasanaeth newydd o fewn y meysydd cyfrifoldeb;
 - Rhoi arweiniad proffesiynol arbenigol a gweladwy i'r gweithlu Clinigol/Nyrsio a Bydwreigiaeth o fewn y meysydd cyfrifoldeb, wrth gyflawni strategaeth gofal iechyd genedlaethol a lleol, gan gynnwys nyrsio, er mwyn galluogi'r Bwrdd Iechyd i gyflawni ei agenda strategol
 - Rhoi cyngor proffesiynol arbenigol, cynorthwyo, herio, craffu a gwneud penderfyniadau, yn ôl y gofyn, o fewn y Gyfarwyddiaeth/Ardal;
 - Fel cennad y Bwrdd Iechyd ac aelod o'r Uwch Dîm Nyrsio a Bydwreigiaeth, sicrhau bod chi'ch hun ac eraill yn cynrychioli ac yn ymarfer i'r safon uchaf o safonau proffesiynol;
 - Datblygu perthynas waith gadarnhaol â chlinigwyr a rheolwyr eraill i sicrhau bod y sefydliad ar flaen y gad o ran arfer proffesiynol gorau a darparu gwasanaethau er mwyn galluogi'r Bwrdd Iechyd i fwrw targedau yn unol â'r Agenda Strategol.
 - Mynychu, yn ôl y gofyn, gyfarfodydd Cyfarwyddiaeth/Ardal gyda rheolwyr, staff a chynrychiolwyr staff sy'n ymwneud ag ad-drefnu, uno, trosglwyddo gwasanaethau a dadfuddsoddi gwasanaethau ac felly, cyfleu gwybodaeth a all fod yn ddadleuol iawn mewn awyrgylch anodd.
 - Defnyddio ystod eang o sgiliau cyfathrebu er mwyn ennill calonnau a meddyliau ar faterion hynod sensitif, gan oresgyn rhwystrau i'w derbyn.
 - Dangos sgiliau cyfathrebu rhyngbersonol empathig uwch wrth ddelio â chleifion/defnyddwyr gwasanaeth a theuluoedd ar adegau o straen a phryder aruthrol drwy gydol taith eu claf.
 - Datblygu perthynas waith agos ag Undebau Llafur a Sefydliadau Proffesiynol er mwyn hwyluso ymgynghori, negodi a gwaith partneriaeth effeithiol er mwyn cyflawni amcanion busnes a thargedau ariannol.

6. Ansawdd a Diogelwch

- Creu diwylliant ar gyfer sicrhau bod y claf, y teulu a'r gofalwyr wrth wraidd popeth a wnawn a lle mae gofal diogel o ansawdd uchel i gleifion yn cael ei ddarparu'n gyson;
- Sicrhau craffu priodol ar ddangosyddion ac archwiliadau ansawdd y cytunwyd arnynt, cymryd camau adferol priodol yn gynnwys a sicrhau bod gwelliannau'n cael eu gweithredu'n ymarferol;
- Gweithredu systemau a phrosesau i gyflawni a rheoli perfformiad Llywodraethu Clinigol effeithiol ar draws y Gyfarwyddiaeth/Ardal.
- Cyfrannu at y gwaith o sicrhau y datblygir diwylliant o fewn y Gyfarwyddiaeth/Ardal sy'n cefnogi'r gwaith o ddarparu llywodraethu clinigol, hyrwyddo a rhannu arferion gorau, cydymffurfio â fframweithiau gwasanaeth cenedlaethol, canllawiau NICE a chanllawiau'r Asiantaeth Diogelwch Cleifion Genedlaethol /Asiantaeth Rheoleiddio Meddyginiaethau a Chynhyrchion Gofal Iechyd;

- Gweithredu systemau o fewn y Gyfarwyddiaeth/Ardal i fonitro ansawdd ymarfer nyrsio a bydwreigiaeth drwy archwilio a mesur risg glinigol, cwynion, meincnodi a sicrhau bod newidiadau i ymarfer yn cael eu cyflwyno a'u monitro lle y bo'n briodol;
- Hyrwyddo diogelwch a chysur cleifion drwy sicrhau eu bod yn glynu wrth y safonau cywir ar gyfer rheoli heintiau a gaffaelwyd yn yr ysbyty, glendid ysbytai, cyfanrwydd y croen, maeth a hydradiad, preifatrwydd ac urddas a hanfodion gofal. Monitro'r broses weithredu a sicrhau bod data'n cael ei ddarparu i lywio'r dangosfyrddau perthnasol; Cyfrannu at sicrhau bod Rheoli Risg Clinigol yn elfen allweddol o'r cynllunio a rheoli gweithredol o fewn y Gyfarwyddiaeth/Ardal;
- Cynorthwyo'r Gyfarwyddiaeth/Nyrs Ardal Arweiniol/Pennaeth Bydwreigiaeth gyda phroblemau yn ymwneud â disgyblaeth broffesiynol, cymhwysedd ac ymddygiad nyrsys yn unol â pholisi'r Bwrdd Iechyd a'r CMC;
- Cefnogi prif nyrsys ward/ardal i driongli gwybodaeth am berfformiad er mwyn deall ansawdd gofal cleifion a themâu o adborth cleifion, cwynion a digwyddiadau i wella ymarfer a phrofiad y claf yn barhaus.
- Cyfrannu at y gwaith o gynhyrchu proffiliau risg Cyfarwyddiaeth/Ardal, monitro a chywiro diffyg cydymffurfio â Strategaeth Rheoli Risg y Bwrdd Iechyd.
- Cefnogi'r uwch nyrs/prif nyrs i weithredu'r systemau sydd ar waith ar gyfer adolygu digwyddiadau clinigol ac anghlinigol, gan sicrhau bod staff yn hyderus i adrodd am ddigwyddiadau anffodus;
- Cefnogi'r system o fewn y Gyfarwyddiaeth/Ardal ar gyfer cofnodi ac ymchwilio i'r holl ddigwyddiadau andwyol, damweiniau, cwynion a digwyddiadau anffodus hanfodol sy'n ymwneud â'r gwasanaethau cleifion yn ogystal â sicrhau bod camau adfer priodol yn cael eu cymryd yn unol â gofynion y Bwrdd Iechyd ac asiantaethau statudol eraill.
- Cyfrannu'n rhagweithiol at leihau'r risg i bob grŵp o gleifion sy'n agored i niwed drwy weithredu polisiau diogelu
- Yn gyfrifol am weithredu fframweithiau diogelu a gofynion deddfwriaethol gan gynnwys y Ddeddf Iechyd Meddwl, y Ddeddf Galluedd Meddylio a mesurau diogelu rhag Colli Rhyddid.
- Gweithio'n agos gyda thîm heintiau, atal a rheoli er mwyn lleihau heintio mewn ysbytai y gellir eu hatal, a sicrhau bod y polisi'n cael ei gymhwyso'n gadarn gan gynnwys dadhalogi
- Sefydlu diwylliant o fod yn agored ac yn onest ac yn barod i gydnabod pan fydd rhywbeth wedi mynd o'i le. Ymddiheuro'n amserol a chymryd camau i roi gwybod am ddigwyddiadau a rhai a fu bron â digwydd er mwyn sicrhau ein bod yn sefydlu diwylliant o ddysgu sy'n galluogi arfer gorau o ran diogelwch cleifion ac sy'n arfer dyletswydd o gannwyll bob amser.
- Cyfrannu at bartneriaethau gwaith effeithiol gyda chyrff statudol ac anstatudol, cleifion/defnyddwyr gwasanaeth a'r cyhoedd er mwyn sicrhau eu bod yn cymryd rhan yn y broses o ddatblygu, cynllunio a gwerthuso gwasanaethau o fewn y Gyfarwyddiaeth/Ardal ac yn cyfrannu ati;

7. RHEOLI'R GWEITHLU

- Cyfrannu at Gynllun Datblygu Gweithlu blynyddol ar gyfer y Gyfarwyddiaeth/Ardal er mwyn llywio'r broses gomisiynu addysg anfeddygol, i adlewyrchu gwelliannau i wasanaethau hysbys a rhai'r dyfodol gan gynnwys mentrau a ariennir gan elusennau, gan ystyried y sefyllfa ariannol a demograffeg y gweithlu yng Nghymru, a gan alinio llwybrau gwasanaeth a llwybrau addysgol;
- Sicrhau o fewn y Gyfarwyddiaeth/Ardal y caiff unigolion o ansawdd priodol eu recriwtio a'u cadw gyda'r hyfforddiant, y wybodaeth a'r arbenigedd angenrheidiol i berfformio i'r safonau gofynnol;
- Cefnogi'r Nyrs Arweiniol/Pennaeth Bydwreigiaeth i sicrhau cydymffurfiaeth â Deddf Lefelau Staff Nyrsio Cymru 2018. Gan ddefnyddio triongli aciwtedd cleifion, dangosyddion perfformiad a barn broffesiynol.
- Monitro amgylcheddau clinigol yn y Gyfarwyddiaeth/Ardal gan ddefnyddio Model Dibyniaeth/Aciwtedd cydnabyddedig ar gyfer nyrsio a bydwreigiaeth, a gwerthuso'r wybodaeth i gyfateb i'r gweithlu, cymysgedd sgiliau a chymwyseddau, a dibyniaeth cleifion;
- Sicrhau, o fewn y maes cyfrifoldeb, bod systemau effeithiol yn cael eu defnyddio i gadarnhau bod nyrsys a bydwreigedd cofrestredig wedi'u cofrestru'n briodol i gyflawni eu rôl.
- Rhoi sicrwydd i'r Gyfarwyddiaeth/Nyrs Ardal Arweiniol/Pennaeth Bydwreigiaeth ynghylch cydymffurfio â'r polisi absenoldeb oherwydd salwch ar gyfer y BIP, gan ddangos sgiliau a gwybodaeth effeithiol i gymhwyso'r polisi yn ymarferol;
- Mewn cydweithrediad â'r uwch nyrsys/prif nyrsys/nyrsys clinigol arweiniol, sicrhau bod grwpiau staff yn y Gyfarwyddiaeth/Ardal yn gweithio i gymwyseddau sy'n cael eu hasesu'n rheolaidd ac sy'n briodol i'r gwasanaeth yn unol â'r Agenda ar gyfer Newid a'r Fframwaith Gwybodaeth a Sgiliau;
- Sicrhau bod pob aelod o staff nyrsio a bydwreigiaeth o fewn y maes cyfrifoldeb yn cael Gwerthusiad Blynyddol ar Sail Gwerthoedd er mwyn nodi anghenion hyfforddiant a datblygu'r staff a sicrhau bod cofnod o hyfforddiant a datblygiad unigol yn cael ei gynnal. Bydd deiliad y swydd hefyd yn gyfrifol am sicrhau bod staff yn gweithio yn ôl yr amcanion y cytunwyd arnynt drwy'r broses hon a bod ganddynt ddealltwriaeth glir o nodau ac amcanion y Bwrdd Iechyd a'u cyfraniad at gyflawni'r nodau hyn;
- Gweithio gyda'r adran Gweithlu a Datblygu Sefydliadol i sicrhau bod polisïau a phrosesau cyflogaeth cadarn ar waith ym mhob maes cyfrifoldeb gweithredol;
- Sicrhau bod systemau cadarn mewn lle er mwyn galluogi recriwtio rhagweithiol a chymryd rhan mewn ymgyrchoedd a digwyddiadau recriwtio;

8. ADDYSG A HYFFORDDIANT

- Meithrin diwylliant dysgu creadigol, gan annog staff i gymryd rhan mewn mentrau dysgu gydol oes, gan werthfawrogi ymarfer dyddiol fel cyfle dysgu myfyriol lle gellir cymhwyso dysgu'n uniongyrchol i ymarfer.
- Bod yn gyfrifol am sicrhau bod tasgau'n cael eu dirprwyo'n briodol i Weithwyr Cymorth Gofal Iechyd a Bydwreigiaeth yn unol â'u lefel gymhwysedd;
- Cyfrannu at ddatblygu'r dadansoddiad blynyddol o anghenion hyfforddiant, gan sicrhau bod hyfforddiant yn seiliedig ar werthusiad blynyddol ar sail gwerthoedd a bod prosesau ar waith i fonitro'r defnydd o gyrsgau/modiwlau; Darparu hyfforddiant, goruchwyliaeth ac addysg i gefnogi cymwyseddau Gweithwyr Cymorth Gofal Iechyd, yn unol â'r fframwaith rheoleiddio priodol;
- Sicrhau bod ymsefydlu, cyfeiriadedd, mentora, praesept ar waith ac yn effeithiol i gefnogi staff a chwaer/nyrsys sy'n codi tâl newydd i fodloni'r gofynion mentora i fodloni safonau'r CMC ar gyfer myfyrwyr nyrsio a bydwreigiaeth;
- Sicrhau cydymffurfiaeth lawn â hyfforddiant sgiliau gorfodol a statudol a chlinigol o fewn y gweithlu nyrsio
- Gweithredu cynllun/rhaglen dreigl ar gyfer addysg a hyfforddiant pob nyrs o fewn y Gyfarwyddiaeth/Ardal;
- Hyrwyddo Fframwaith Gyrfa Ôl-gofrestru GIG Cymru i gefnogi llwybrau gyrfa nyrsys cofrestredig;
- Hwyluso'r broses o greu amgylcheddau dysgu sy'n briodol i fodloni anghenion myfyrwyr a dysgwyr o fewn y Gyfarwyddiaeth/Ardal;
- Cymryd rhan yn y gwaith o ddatblygu a hyfforddi a chyflwyno sesiynau addysgu i weithwyr gofal iechyd proffesiynol ledled y Gyfarwyddiaeth/Ardal;
- Cynllunio a gwneud cyflwyniadau anffurfiol a ffurfiol i grwpiau perthnasol
- Cynghori gweithwyr proffesiynol nyrsio, bydwreigiaeth, meddygol, iechyd cysylltiedig, rheolwyr gwasanaethau ar fanteision a datblygiad gwasanaethau nyrsio a bydwreigiaeth ar draws y Gyfarwyddiaeth/Ardal

9. SGILIAU DADANSODDI A BARNU

- Bod yn gyfrifol yn y meysydd cyfrifoldeb am sicrhau y caiff cwynion ffurfiol ac anffurfiol iawn, sy'n hynod gymhleth ac yn ddadleuol, eu datrys yn foddhaol, gan sicrhau y profir yr hyn a ddysgwyd o gwynion trwy wella. Gweithredu a gwerthuso systemau sy'n sicrhau bod y proffesiwn nyrsio a bydwreigiaeth yn dysgu o gwynion, Adolygiadau Digwyddiad Difrifol, Ymchwiliadau'r Ombwdsmon, a hawliadau cyfreithiol;
- Gallu dadansoddi ac asesu gwybodaeth sy'n gwrthdaro lle y gall barn arbenigol fod yn wahanol neu le na fydd gwybodaeth yn ymarferol bosibl, gan ddibynnu ar farn a meddwl beirniadol i sicrhau canlyniad priodol;
- Nodi prif dueddiadau a newidiadau o ddata cymhleth a chrynhofi'r rhain mewn modd ystyrlon a chryno i lywio adroddiadau a datblygiadau, er

enghraifft defnyddio Banc ac Asiantaethau Nyrsio a Bydwreigiaeth, Oedi Wrth Drosoglwyddo Gofal, Adroddiadau Cyllideb a data cymhleth perthnasol i Atal a Rheoli Heintiau;

- Llundio adroddiadau ystadegol ad-hoc i lywio'r gwaith o gynllunio gwasanaethau a gwneud penderfyniadau, gan ddefnyddio ystod o fformatau cyflwyno ac offer dadansoddi data i grynhoi pwyntiau perthnasol ar gyfer ystod eang ac amrywiol o unigolion ac asiantaethau yn fewnol ac yn allanol i'r Bwrdd Iechyd;
- Dadansoddi materion, gwybodaeth a sefyllfaoedd cymhleth yn rheolaidd, a chymryd unrhyw gamau unioni angenrheidiol.

10. CYNLLUNIO A THREFNU

- Cynllunio a blaenoriaethu eich gwaith eich hun er mwyn sicrhau cefnogaeth effeithiol i bob maes a bod amcanion allweddol yn cael eu cyflawni;
- Gweithio'n agos gyda'r Gyfarwyddiaeth/Nyrs Arweiniol yr Adran/Pennaeth Bydwreigiaeth wrth lunio cynlluniau gwella, ailfodelu gwasanaethau a rolau i sicrhau'r effeithlonrwydd mwyaf posibl mewn perthynas â gwasanaethau gweithredol o fewn y meysydd cyfrifoldeb, gan sicrhau bod yr holl dargedau perfformiad yn cael eu bwrw;
- Hyrwyddo gweithio ar lwybrau i hwyluso llif effeithiol cleifion a rhyddhau cleifion yn effeithiol yn brydlon;
- Hyrwyddo dulliau o ryddhau cleifion/defnyddwyr gwasanaeth yn effeithiol ac yn ddiogel o leoliadau gofal, gan gefnogi cydgysylltu a chyfathrebu ar draws timau aml-asiantaeth i leihau hyd arhosiad ac atal oedi er mwyn cyflawni'r model gwasanaeth er mwyn cyflawni'r model gofal Cartref yn gyntaf;
- Cefnogi'r Gyfarwyddiaeth/Nyrs Arweiniol yr Adran/Pennaeth Bydwreigiaeth i ddarparu arweinyddiaeth weithredol a thrawsnewidiol gyda'r staff nyrsio a bydwreigiaeth ac wrth ddarparu a gwireddu eu hamcanion personol, gwasanaeth a chorfforaethol;

11. ADNODDAU GWYBODAETH

- Llundio'n rheolaidd adroddiadau a chyflwyniadau cymhleth, sy'n seiliedig ar ystod o wybodaeth o amrywiaeth o ffynonellau. Ysgrifennu a chyflwyno adroddiadau i ystod eang o grwpiau gan gynnwys y Tîm Rheoli'r Gyfarwyddiaeth/Ardal, Grŵp Ansawdd a Diogelwch y Gyfarwyddiaeth/Ardal, y Bwrdd Nyrsio a rhanddeiliaid eraill.
- Craffu ar y broses o gadw cofnodion proffesiynol yn rheolaidd yn unol â safonau proffesiynol y CMC;
- Sicrhau bod systemau Rheoli Gwybodaeth a Thechnoleg priodol yn cael eu gweithredu i gasglu a dadansoddi data i gefnogi metrigau nyrsio, amcanion strategol a Safonau Gofal Iechyd, gan sicrhau bod yr holl systemau data'n cydymffurfio â Caldicott, gan ystyried ffyrdd o wella'r broses o gyfnewid gwybodaeth ar draws y sectorau gofal;
- Datblygu a llunio adroddiadau nyrsio i ddiweddarau'r Nyrs Arweiniol / Pennaeth Bydwreigiaeth a'r Gyfarwyddiaeth/Ardal a llywio'r gwaith o gynllunio gwasanaethau a gwneud penderfyniadau, gan sicrhau bod y

wybodaeth hon yn gywir, yn amserol, yn berthnasol ac yn hawdd ei deall gan ddefnyddwyr.

12. YMCHWIL A DATBLYGU

- Sefydlu diwylliant o ymchwil ac archwilio;
- Helpu i gydgyssylltu a gweithredu rhaglenni ymchwil a datblygu staff anfeddygol ar gyfer y proffesiwn nyrsio;
- Adolygu a gweithredu argymhellion o arolygiadau statudol a phroffesiynol allanol fel y maent yn berthnasol i nyrsio a bydwreigiaeth a meysydd cyfrifoldeb clinigol, gan gynnwys Cyrff Archwilio Mewnol ac Allanol; Ystadau Iechyd Cymru; yr Awdurdod Gweithredol Iechyd a Diogelwch ac Arolygiaeth Iechyd Cymru;
- Ymgymryd â gweithgarwch archwilio ac ymchwil, a fydd yn gwella'r broses o werthuso gofal cleifion ac effaith y gwasanaeth nyrsio;
- Hyrwyddo ymchwil a sicrhau bod arloesedd ac arfer da yn cael eu lledaenu;
- Cymryd rhan mewn archwiliadau adolygiadau gan gymheiriaid yn erbyn Safonau Cenedlaethol
- Nodi a gweithredu cyfleoedd a fydd yn cefnogi'r agenda nyrsio Ymchwil a Datblygu gorfforaethol gan adeiladu gallu a galluogi eraill i ddatblygu sgiliau a gwybodaeth berthnasol.
- Bod yn ymwybodol o Astudiaethau Ymchwil Cenedlaethol sy'n cynorthwyo trafodaeth amlddisgyblaethol, gan hyrwyddo dewis cleifion a mynediad i dreialon clinigol.
- Cymryd rôl arweiniol yn y gwaith o archwilio a gwerthuso arferion nyrsio, cefnogi datblygiad safonau, fframweithiau cenedlaethol a gweithredu canllawiau ansawdd a meincnodau ansawdd.
- Datblygu a gwerthuso methodoleg, y gellir ei dehongli a'i chyflwyno'n ddefnyddiol i helpu i lywio cyfeiriad y gwasanaeth.

Defnyddio'r ymchwil a'r dystiolaeth ddiweddaraf i ddarparu gofal i gleifion ac i ledaenu'r wybodaeth hon i bob aelod o'r tîm amlddisgyblaethol

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 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/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

CAJE Reference:
RWM/2021/0073

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:	Uwch Nyrs/Uwch Fydwraig	Adran:	Pob Adran
Band:	Band 8a	Bwrdd Clinigol:	Pob Bwrdd Clinigol
Prif Leoliad Gwaith:	Ledled y Bwrdd Iechyd Prifysgol		

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	- Nyrs Gofrestredig - wedi'i chofrestru â'r CMC ar hyn o bryd - Addysg hyd at lefel gradd - Gradd meistr mewn pwnc perthnasol sy'n gysylltiedig ag iechyd neu brofiad cyfatebol. - Datblygu arweinyddiaeth - Tystiolaeth o DPP perthnasol, parhaus - Tystiolaeth o hyfforddiant lefel ardystiedig / diploma mewn rheoli cyflwr clinigol neu weithio tuag ato	- hyfforddiant POVA / amddiffyn plant Lefel 3 a 4 - Diploma Rheoli Ôl-raddedig - Modiwl Addysgu ac Asesu	Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP

PROFIAD	• Yn glinigol gredadwy gyda phrofiad o weithio aml-ddisgyblaethol • Rheoli newid a'r gwaith o foderneiddio gwasanaethau yn llwyddiannus • Profiad ôl-gofrestru sylweddol gan gynnwys arweinyddiaeth glinigol, rheoli tîm a chydag enw da am arloesedd a rhagoriaeth broffesiynol. • Profiad o sefydlu, rheoli a datblygu gwasanaethau clinigol. • Profiad o ymchwilio i faterion proffesiynol/sy'n ymwneud ag ymddygiad • Profiad o weithio gyda nifer o randeiliaid mewnol ac allanol • Rheoli sefyllfaoedd cymhleth, sensitif a dadleuol. • Profiad o reoli digwyddiadau Diogelu gan gynnwys y Ddeddf Iechyd Meddwl, y Ddeddf Capsiti Meddwl a	• Profiad o reoli prosiectau'n ffurfiol • Profiad o wella gwasanaethau	Ffurflen Gais Cyfweliad Geirdaon
---------	---	---	--

CAJE Reference:
RWM/2021/0073

	Diogelu rhag Colli Rhyddid • Profiad o reoli cyllidebau a rheolaeth ariannol		
--	---	--	--

SGILIAU	• Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol. • Gweledigaeth glir ar gyfer arfer gorau a rheoli newid yn gadarnhaol • Gallu amlwg i ddatblygu arfer ac arloesi • Deall goblygiadau o ran rheolaeth ariannol ac adnoddau • Y gallu i weithio'n effeithiol a chyflawni terfynau amser, gan ddirprwyo'n briodol • Y gallu i ddadansoddi, cyfosod a chyflwyno gwybodaeth i ddylanwadu ar benderfyniadau allweddol • Y gallu i feithrin perthnasau gwaith da, o fewn y sefydliad a'r tu allan iddo • Y gallu i arwain, blaenoriaethu a rheoli llwyth gwaith y gwasanaeth, gan gydbwyso problemau byrdymor na ellir eu rhagweld â galwadau ac amcanion hirdymor • Tystiolaeth o'r gallu i feddwl yn	• Rheoli newid, offer a thechnegau gwella gwasanaeth • GAGG Arian	Ffurflen Gais Cyfweliad Geirdaon
---------	--	--	--

	strategol a dylanwadu ar lefel weithredol a strategol. • Sgiliau cyflwyno • Sgiliau TG • Sgiliau bysellfwrdd safonol		
GWYBODAETH ARBENNIG	• Dealltwriaeth drylwyr o feysydd perthnasol a'r gallu i gyfleu hyn i bobl eraill • Gwybodaeth am yr agenda Nyrsio Proffesiynol, Rheoli Perfformiad y GIG, Llywodraethu Clinigol ac Ansawdd a Diogelwch. • Gwybodaeth a dealltwriaeth o archwiliad clinigol. Yn gweithredu prosesau ymchwil effeithiol • Gwybodaeth, dealltwriaeth helaeth a gwerthfawrogiad o bolisiau cenedlaethol • Deall Strategaethau Recriwtio a Chadw Staff • Tystiolaeth o wybodaeth arbenigol ddatblygedig iawn sydd wedi cael ei danategu gan wybodaeth ddamcaniaethol		Ffurflen Gais Cyfweiliad Geirdaon

	a phrofiad ymarferol perthnasol.		
RHINWEDDAU PERSONOL (y gellir eu dangos)	• Yn dangos agwedd gadarnhaol a pharch at bobl eraill yn gyson. • Yn rhagweithiol ac yn hyblyg yn wyneb amgylchedd sy'n newid. • Tystiolaeth o nodweddion personol sy'n addas ar gyfer arweinyddiaeth effeithiol. • Tystiolaeth o uchelgais, brwdfrydedd ac ymrwymiad. • Y gallu i fodloni terfynau amser • Gallu herio • Yn frwdfrydig ac yn benderfynol • Agwedd gadarnhaol ac adeiladol • Yn cyflawni cydbwysedd rhwng bywyd a gwaith • Gallu teithio rhwng safleoedd mewn modd amserol	• Gallu siarad Cymraeg	Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch os gwelwch yn dda)			Cyfweliad Gwirio Dogfennau*

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