



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Disgrifiad Swydd Generig: Nyrsio

Teitl Swydd:	Dirprwy Reolwr Ward / Prif Nyrs Iau / Prif Nyrs
Graddfa:	Band 6
Graddfa Gyflog:	£35,922 – £43,257
Oriau Gwaith:	37.5
Adran/Ward:	1
Grŵp Rhaglen Glinigol:	Gwasanaethau Cychwynnol, Cymuned a Meddygaeth Arbenigol
Canolfan Weithio:	YGC
Yn gyfrifol i:	Rheolwr Ward/Prif Nyrs

Pwrpas y Swydd

Rheoli a threfnu ardal glinigol. Asesu, cynllunio, gweithredu a gwerthuso gofal nyrsio/bydwreigiaeth wedi'i seilio ar dystiolaeth. Cyfrannu at addysg, datblygiad a rheolaeth llinell staff eraill, yn gymwysedig neu heb gymhwyso. Cydweithio ag eraill i ddiwallu anghenion cleifion â chyn lleied o oruchwyliaeth â phosibl neu dim goruchwyliaeth.

Rheolaethol/Arweinyddiaeth.

- Dynodedig i arwian yn rheolaidd yn absenoldeb yr unigolyn â chyfrifoldeb parhaus ar gyfer rheoli a threfnu'r ardal glinigol.

- Rheoli llwyth achosion heb oruchwyliaeth uniongyrchol a sicrhau bod anghenion gofal cleifion yn cael eu diwallu ar draws ardal glinigol.
- Ymgymryd â chyfrifoldebau rheolwr llinell a ddirprwywyd ar gyfer aelodau eraill y tîm gan gynnwys cynllunio datblygiad personol ac adolygiadau perfformiad unigol.
- Cynorthwyo rheolwr y tîm/ward i gyflawni'r defnydd gorau o adnoddau clinigol, gan sicrhau mewnbwn effeithiol ac effeithlon o gleifion i'r ward/llwyth achosion o dderbyn i ryddhau.
- Hybu datblygiad gwasanaethau, pennu syniadau newydd ar gyfer gwella yn y ward/ardal glinigol, a chynorthwyo rheolwr y tîm/ward i roi newydd ar waith.
- Sicrhau defnydd effeithiol ac effeithlon o adnoddau corfforol ac ariannol; cyflawni cyfrifoldeb llofnodydd awdurdodedig.
- Cyfrannu at y broses cynllunio busnes.
- Cynorthwyo wrth recriwtio a chadw staff.
- Goruchwyllo safonau glendid y ward/amgylchedd clinigol a rheoli, lleihau ac atal heintiau a ddelir mewn ysbyty

Clinigol.

- Yn gyfrifol am asesu anghenion gofal nyrsio / bydwreigiaeth cleifion, a datblygu, gweithredu a gwerthuso rhaglenni gofal i ddiwallu'r anghenion nyrsio/bydwreigiaeth hynny.
- Sicrhau bod cleifion a gofalywyr/perthnasau yn cymryd rhan yn y gwaith o gynllunio a darparu gofal
- Sicrhau bod cyfathrebu effeithiol yn cael ei ddechrau a'i gynnal â chleifion a gofalywyr / perthnasau
- Cyd-weithio â gweithwyr proffesiynol ac asiantaethau eraill i sicrhau bod anghenion cleifion yn cael eu diwallu yn enwedig mewn perthynas ag anghenion gofal parhaus a threfniadau rhyddhau.
- Casglu, trefnu, gwerthuso ac adrodd ar wybodaeth, gan gadw cofnodion cleifion yn fanwl.
- Cyfrannu at ddatblygu canllawiau, gweithdrefnau, polisiau lleol nyrsio ac ati. ➤ Adnabod sefyllfaoedd brys ac ymateb yn briodol iddynt

Addysg a Datblygiad.

- Cymryd rhan mewn datblygiad rhaglenni addysg i'w defnyddio yn y maes clinigol.
- Bod yn oruchwyllydd gan gynorthwyo myfyrio a goruchwyllo ac asesu gallu pan fo'n briodol.
- Darparu cyfleoedd addysg a datblygu i'r ward/tîm clinigol.
- Cymryd rhan yn y gwaith o gynefino a hyfforddi aelodau newydd o staff a myfyrwyr cyn cofrestru, gweithredu fel mentor i fyfyrwyr fel bo angen.
- Datblygu eich sgiliau a gwybodaeth arbenigol eich hun a chyfrannu at ddatblygiad pobl eraill.

- Sicrhau eich bod yn cydymffurfio o ran hyfforddiant gorfodol a gofynion PREP.

Llywodraethu Clinigol.

- Cymryd rôl ragweithiol wrth reoli risg trwy asesiadau risg a monitro digwyddiadau difrifol a digwyddiadau y bu ond y dim iddynt ddigwydd a sicrhau bod digwyddiadau'n cael eu gweithredu'n briodol a'u hymdrin i uchafu buddion i ofal claf.
- Sicrhau bod yr holl ragofalon rhesymol ar waith ar gyfer amgylchedd diogel i chi ac eraill yn unol â deddfwriaeth lechyd a Diogelwch a rhoi gwybod i'r rheolwr llinell am unrhyw feysydd o bryder.
- Arwain archwilio ward/gwasanaeth a datblygu a gweithredu'r cynllun gweithredu.
- Monitro safonau ac ansawdd gofal nyrsio ac arwain o ran gwella, trwy feincnodi, archwilio ac ymchwil.
- Sicrhau cydymffurfiaid â pholisïau, gweithdrefnau a chanllawiau clinigol ar gyfer eich hun ac eraill.
- Cychwyn gweithgareddau cynnwys cleifion a'r cyhoedd yn y ward/ardal glinigol, gan arwain at welliannau yn y gwasanaeth.
- Hybu cydraddoldeb, amrywiaeth a hawliau pobl.
- Sicrhau cydymffurfiaid â Hanfodion Gofal

Atebolrwydd Proffesiynol.

- Cyfyngu gweithredoedd i'r rhai yr ydych yn teimlo eich bod yn gallu ymgymryd â hwy
- Cynnal statws gweithredol ar gofrestr NMC.
- Gweithredu yn unol â Chod Ymddygiad yr NMC a dogfennau arweiniol ➤ Cadw at Bolisïau a Gweithdrefnau'r Bwrdd lechyd.
- Cynnal sgiliau, gwybodaeth ac ymwybyddiaeth gyfredol o faterion proffesiynol. ➤ Cynnal portffolio proffesiynol.

Disgrifiad swydd generig yw hwn ac felly dylid ei ystyried fel amlinelliad o'r rôl a swyddogaethau y mae disgwyl i chi eu cyflawni. Ni fwriadwyd iddo ddisgrifio pob tasg benodol.

Dyddiad Paratoi:

Paratowyd Gan:

Dyddiad Adolygu:

Cytunwyd Gan
Enw a Llofnod y Cyflogwr:

Cytunwyd Gan
Enw a Llofnod y Cyflogwr:

Generic Job Description: Nursing

Job Title:	Deputy Ward Manager / Junior Sister/Charge nurse
Grade:	Band 6
Salary Scale:	£35,922 – £43,257
Hours of work:	37.5
Department/ward:	Ward 1
Base:	YGC
Responsible to:	Ward Manager/Charge Nurse

Job Purpose

Provide management and organisation of a clinical area. Assess, plan, implement and evaluate evidenced-based nursing/midwifery care. Contribute to the education, development and line management of other staff members, qualified and unqualified.

Work collaboratively and co-operatively with others to meet the needs of patients and their families with minimal or no supervision.

Managerial/Leadership.

- Designated to take charge on a regular basis in the absence of the person with continuing responsibility for the management and organisation of the clinical area.
- Manage a caseload without direct supervision and ensure patients care needs are met across a clinical area.
- Undertake delegated line management responsibilities of other team members including personal development planning and individual performance reviews.
- Assist the ward/team manager to achieve the best use of clinical resources, ensuring an efficient and effective throughput of patients to the ward/caseload from admission to discharge.
- Promote the development of services, determining new ideas for improvement within the ward/clinical area, and assist the ward/team manager to implement change.
- Ensure the effective and efficient use of physical and financial resources; fulfil the responsibility of authorised signatory.
- Contribute to the business planning process.
- Assist in the recruitment and retention of staff.
- Oversee the standards of cleanliness of the ward/clinical environment and the control, reduction and prevention of hospital acquired infection

Clinical.

- Responsible for the assessment of the patients nursing /midwifery care needs, and the development, implementation and evaluation of programmes of care to meet those nursing/midwifery needs.
- Ensure that patients and carers/relatives are involved in the planning and delivery of care
- Ensure that effective communication is established and maintained with patients and carers/relatives
- Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs and discharge arrangements
- Collect, collate, evaluate and report information, maintaining accurate patient records.

- Contribute to the development of local nursing guidelines, procedures policies etc
- Recognise and respond appropriately to urgent and emergency situations

Education and Development.

- Participate in the development of educational programmes for use within the clinical area.
- Act as a supervisor aiding reflection and supervising practice and assessing competence where appropriate.
- Provide education and development opportunities for the ward/clinical team.
- Participate in the induction and training of new staff members and pre registration students, acting as a mentor to students as required.
- Develop own expert skills and knowledge and contribute to development of others.
- Ensure own compliance with regard to mandatory training and PREP requirements.

Clinical Governance.

- Take a lead in the management of risk by effective assessment and monitoring of adverse incidents and near misses and ensure incidents are appropriately actioned and addressed to maximise benefits to patient care.
- Ensure that all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation are in place, reporting any areas of concern to the line manager.
- Take a lead in ward/service audit and the development and implementation of the action plan.
- Monitor the standards and quality of nursing care and lead on improvement, through benchmarking, audit and research.
- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Instigate patient and public involvement activities in the ward/clinical area, leading to service improvement.
- Promote people's equality, diversity and rights.
- Ensure compliance with Fundamentals of care

Professional Accountability.

- Limiting ones actions to those which you feel competent to undertake ➤ Maintain active status on NMC Register.
- Act in accordance with NMC Code of Conduct and guiding documents ➤ Adhere to Trust Policies and Procedures.
- Maintain up to date skills and knowledge and maintain awareness of professional issues.
- Maintain a professional portfolio.

This is a generic job description and therefore should be considered as an outline of the role and functions you are expected to carry out. It is not intended to describe all specific tasks.

Date Prepared:

Prepared By:

Date Reviewed:

**Agreed by
Employers name and signature:**

**Agreed by
Employers name and signature:**