

MANYLEB Y PERSON

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	RMN ac wedi cofrestru gyda'r Cyngor Nyrsio a Bydwreigiaeth Gradd Nyrsio neu Weithiwr Cymdeithasol Cofrestredig (RSW) Cymhwyster proffesiynol mewn Gwaith Cymdeithasol. CQSW/DipSW gyda phrofiad o weithio gydag iechyd meddwl oedolion. Gwybodaeth broffesiynol a gafwyd drwy radd, <u>sy'n cael ei ategu gan hyfforddiant arbenigol ar lefel diploma,</u> <u>profiad a chysiau byr</u> Gwybodaeth am faterion iechyd meddwl sy'n gysylltiedig â hunan-niweidio Gwybodaeth am Ddeddf Iechyd Meddwl 1983 Dealltwriaeth o egwyddorion prosesau Mesur Iechyd Meddwl. Gwybodaeth a dealltwriaeth o safonau proffesiynol ar gyfer asesu a rheoli cleifion y mae amheuaeth bod ganddynt anhwylderau meddwl	RGN Dyfarniad Ymarferwyr Arbenigol Ymarferydd Iechyd Meddwl Cymeradwy. Tystiolaeth o gymhwyster ôl-radd mewn maes ymarfer perthnasol Gwybodaeth dda am adnoddau asesu risg sy'n seiliedig ar dystiolaeth. Gwybodaeth am ganllawiau NICE ar hunan-niweidio. Ymwybyddiaeth o adnodd asesu risg WARRN.	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	Profiad addas ar Fand 5 neu Fand 6 (RMN) â gwybodaeth helaeth am anghenion iechyd meddwl. Dealltwriaeth ragorol o egwyddorion asesu gwybyddol a rheoli risg. Dealltwriaeth dda o waith amlddisgyblaethol a chymunedol	Profiad o Fand 5 neu fand 6 ym maes gofal iechyd meddwl i oedolion. Profiad blaenorol o asesu a rheoli risg.	Ffurflen Gais Cyfweliad
Doniau a Galluoedd	Sgiliau cyfathrebu ardderchog. Gallu gwneud penderfyniadau'n	Gallu cychwyn a gweithredu prosiectau	Ffurflen gais Cyfweliad

	annibynnol dan bwysau. Profiad o asesu risg, rheoli a chynllunio ar gyfer rhyddhau Sgiliau da o ran gwneud penderfyniadau.	ymchwil. Sgiliau / gwybodaeth TG.	
Gwerthoedd	Brwdfrydig a hunanysgogol. Agwedd gadarnhaol at yr unigolion hynny sy'n hunan-niweidio. Agwedd gadarnhaol a gwerth 'amser cleifion' Y gallu i weithredu ar eich liwt eich hun.	Gallu adnabod ei lefelau straen ei hun, gan gymryd camau priodol i leihau lefelau straen, yn broffesiynol ac yn bersonol. Gallu delio ag unrhyw broblem mewn ffordd dawl a phroffesiynol.	Ffurflen Gais Cyfweliad Geirdaon
Arall	Gofynion arbennig i wneud y swydd ee gallu teithio o fewn ardal ddaearyddol. Bod yn hyblyg o fewn anghenion y gwasanaeth hy gweithio oriau anghymdeithasol yn ôl yr angen.	Gallu teithio o fewn yr ardal ddaearyddol berthnasol. Gweithio'n hyblyg Siaradwr Cymraeg	Ffurflen Gais Cyfweliad

GOFYNION CYFFREDINOL

Dylech gynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n rhaid i holl weithwyr y Bwrdd Iechyd ddangos ac ymgorffori'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Mae pob gweithiwr sy'n gorfod cofrestru â chorff proffesiynol, er mwyn gallu ymarfer yn ei broffesiwn, yn gorfod cydymffurfio â chod ymddygiad y corff hwnnw a gofynion ei gofrestrriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig at ddarparu gofal iechyd o safon. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru yn disgrifio'r safonau ymddygiad, ymarweddiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru. Mae gan Weithwyr Cymorth Gofal Iechyd gyfrifoldeb a dyletswydd gofal i sicrhau nad yw eu hymddygiad yn is na'r safonau a nodir yn y Cod, ac nad oes unrhyw weithred na diffyg ar eu rhan yn niweidio diogelwch na llesiant defnyddwyr gwasanaethau na'r cyhoedd, tra byddan nhw dan eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd weithio y tu allan i'w lefel cymhwysedd ddiffiniedig ar unrhyw adeg. Os oes pryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydynt yn amau eu cymhwysedd eu hunain i gyflawni dyletswydd.

- **Dysgu a Datblygu:** Rhaid i bawb o'r staff ymgymryd â rhaglenni cynefino/cyfarwyddo ar lefel Gorfforaethol ac Adrannol a rhaid iddynt sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol y maent wedi'i gyflawni yn gyfredol. Pan ystyrir hynny'n briodol, mae'n ofynnol i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Arfarnu Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff, ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Datblygu Perfformiad Blynyddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd statudol i ofalu am eu diogelwch eu hunain a diogelwch pobl eraill y gallai eu gweithredoedd neu eu hesgeulustod effeithio arnynt. Disgwylir i ddeiliad y swydd gydweithredu â'r rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfa beryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu wrth bolisiau Rheoli Risg, Iechyd a Diogelwch a pholisiau cysylltiedig y sefydliad.
- **Rheoli Risg:** Mae rheoli risg mewn modd rhagweithiol ym mhob agwedd ar eu gwaith yn un o elfennau safonol rôl a chyfrifoldeb holl staff y sefydliad. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd camau priodol a rhoi gwybod am bob digwyddiad, damwain fu bron â digwydd a pheryglon.
- **Yr Iaith Gymraeg:** Rhaid i bob gweithiwr gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg y sefydliad wrth gyflawni ei ddyletswyddau, a manteisio ar bob cyfle i hyrwyddo'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw cyfrinachedd a diogelu gwybodaeth y bydd yn dod ar ei thraws yn sgil ei ddyletswyddau. Mewn sawl achos, bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaethau.
- **Deddf Diogelu Data 1998:** Rhaid i ddeiliad y swydd drin pob darn o wybodaeth – boed yn wybodaeth gorfforaethol, neu'n wybodaeth am staff neu gleifion – mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a Pholisi'r Sefydliad. Mae unrhyw achos o dorri cyfrinachedd o'r fath yn cael ei ystyried yn drosedd disgyblu ddifrifol, gyda'r posibilrwydd o ddiswyddo a/neu erlyn o dan y ddeddfwriaeth statudol gyfredol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel rhywun sy'n gweithio i'r sefydliad hwn, mae deiliad y swydd yn gyfrifol yn gyfreithiol am yr holl gofnodion y mae'n eu casglu, yn eu creu neu'n eu defnyddio fel rhan o'i waith yn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiadau staff, a materion ariannol, personol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnod cyhoeddus, ac mae gan ddeiliad y swydd ddyletswydd gyfreithiol o ran cyfrinachedd tuag at ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deiliad y swydd drafod â'i reolwr os yw'n ansicr beth yw'r ffordd gywir o reoli'r cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr ac fel darparwr

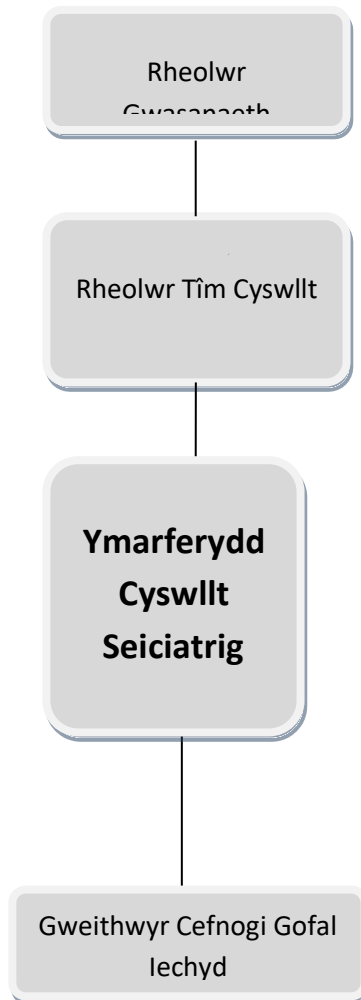
gwasanaethau cyhoeddus. Mae naw nodwedd warchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd wedi ymrwymo i sicrhau nad oes unrhyw ymgeisydd am swydd na gweithiwr yn cael triniaeth llai ffafriol ar unrhyw un o'r seiliau uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae'n fater i bob gweithiwr gyfrannu at ei lwyddiant.

- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac mae'n mynd ati'n frwd i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff roi gwybod i'w Rheolwr Llinell neu i unrhyw Gyfarwyddwr yn y sefydliad am unrhyw fath o fwlio ac aflonyddu. Ni fydd unrhyw ymddygiad amhriodol yn y gweithle yn cael ei oddef, a bydd yn cael ei drin fel mater difrifol o dan Bolisi Disgyblu'r Bwrdd Iechyd/Ymddiriedolaeth.
- **Archwiliad Datgelu'r Gwasanaeth Datgelu a Gwahardd (DBS):** Yn y swydd hon byddwch yn cael cyswllt *uniongyrchol / anuniongyrchol â* chleifion/defnyddwyr gwasanaeth/plant/oedolion agored i niwed wrth gyflawni eich dyletswyddau arferol. Felly, bydd rhaid i chi wneud cais am Wiriad CRB *Safonol / Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd. *Dilëwch fel y bo'n briodol. Nid oes angen i ddeiliad y swydd gael Gwiriad Datgelu y Gwasanaeth Datgelu a Gwahardd. *Dilëwch fel y bo'n briodol.
- **Diogelu Plant ac Oedolion Agored i Niwed:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion agored i niwed. Felly, mae'n rhaid i'r holl staff gael hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldebau o dan y Polisi Amddiffyn Oedolion.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i gyflawni ei rwymedigaethau i leihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaethau, ymwelwyr a gweithwyr rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Heintiau y Bwrdd Iechyd yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i bob claf, ymwelydd ac aelod staff fod yn iach, mae holl safleoedd y Bwrdd Iechyd, gan gynnwys yr adeiladau a'r tir o amgylch, yn ddi-fwg.

Datganiad Hyblygrwydd: Mae dyletswyddau'r swydd wedi'u hamlinellu yn y Disgrifiad Swydd ac ym Manyleb y Person, a gellir eu newid gyda chytundeb y ddwy ochr o bryd i'w gilydd.

Teitl y Swydd: Band 6 Ymarferydd Cyswllt Seiciatrig

Siart y Sefydliad



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	RMN and registered with the NMC Nursing Degree or Registered Social Worker (RSW) Professional qualification in Social Work. CQSW/DipSW with experience in working with adult mental health. Professional knowledge acquired through degree <u>supplemented by diploma level specialist training, experience, short courses</u> Knowledge of mental health issues related to self-harm Knowledge of the Mental health Act 1983 Understanding of the principles of mental Health Measure processes. Knowledge and understanding of professional standards for assessing and managing patients with suspected mental disorders	RGN Specialist Practitioner Award Approved Mental Health Practitioner. Evidence of post graduate qualification in relevant practice area Good knowledge of evidence based risk assessment tools. Knowledge of NICE guidelines for self-harm. Awareness of the WARRN risk assessment tool.	Application form and pre employment checks
Experience	Suitable experience at Band 5 or band 6(RMN) with extensive knowledge of mental health needs. Excellent understanding of cognitive assessment principles and risk management. Good understanding of multi-disciplinary and community work	Experience at Band 5 or band 6 in adult mental health care. Previous assessment experience and risk management.	Application Form Interview
Aptitude and Abilities	Excellent communication skills. Ability to make autonomous decisions under pressure. Experience in risk assessment,	Ability to initiate and implement research projects. IT skills / knowledge.	Application form Interview

	management and discharge planning Good decision making skills.		
Values	Enthusiastic and self-motivating. Positive attitude towards those individuals who self-harm. Positive attitude and value 'patient time' The ability to act on own initiative.	Ability to recognise own levels of stress, taking appropriate action to reduce levels of stress, both professionally and personally. Ability to approach any problem in a calm and professional manner.	Application Form Interview References
Other	Special requirements to perform in the role e.g. Ability to travel within geographical area. To be flexible within the needs of the service i.e. working unsociable hours as required.	Ability to travel within geographical area. Flexible working Welsh speaker	Application Form Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for

participating in an Annual Performance Development Review of the post.

- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 HB/Trust Disciplinary Policy.

- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Band 6 Psychiatric Liaison Practitioner

Organisational Chart

