



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

JOB DETAILS

Job Title:	Assistant Practitioner
Pay Band:	4
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health and Learning Disabilities
Department:	Integrated Autism Service
Base:	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Service Manager
Professionally Accountable to:	Lead Clinician and Specialist Practitioner Occupational Therapist

VALUES & BEHAVIOUR



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

JOB SUMMARY / PURPOSE:

As an Assistant Practitioner the post holder is expected to independently manage their own work and case load, undertaking tasks delegated by a Registered Practitioner with appropriate supervision in place. Having an understanding of evidence-based practice and delivering support in line with current evidence, the post holder will take responsibility for taking action relative to an individual's health and care in accordance with organisational policy and procedures.

Delegated responsibilities will include the delivery of parent / carer and client programmes and groups, either virtually or face to face, addressing common presentations of adults with autism. Managing the programme and group administration and appointments

Responsible for some elements of assessment, implementing programmes of post diagnostic care and modifying individualised support plans, reporting back to the Registered Practitioner. May delegate work to others and may supervise, teach and assess other staff.

DUTIES & RESPONSIBILITIES**Delivering and Monitoring Client Support**

Delivers high quality, compassionate, evidence-based support to a group of clients following the initial assessment by the Registered Practitioner utilising person-centred approaches which promote health and independence.

Under leadership and direction of the Registered Practitioner ensure that all clients have appropriate individualised, clinical assessments/ risk assessments providing accurate feedback to the team as necessary.

Effectively monitors the clients condition recognising deterioration in their physical or mental condition and liaises with the Registered Practitioner in an appropriate and timely manner to review / reassess support needs as required.

Contributes to the on-going assessment of the client providing information to inform assessments and discussing any changes to planned care with the Registered Practitioner.

Demonstrates effective approaches to monitoring signs and symptoms of physical, mental, cognitive, behavioural, and emotional distress, deterioration or improvement.

Evaluates the effectiveness of support delivered and liaises with the Registered Practitioner to agree changes to the plan of support as required.

Maintains clear and accurate digital client records.

Recognises and effectively responds to emergency situations escalating support from the Registered Practitioner in a timely and appropriate manner.

Develops competencies and practices clinical skills required to deliver support relevant to client group and within the agreed scope of practice of the Assistant Practitioner.

Promoting Independence and Wellbeing

Actively involves clients in their support, encouraging independence and supporting them to improve and maintain their mental and physical health and wellbeing.

Actively promotes health promotion activities relevant to the specialty.

Promote and support the rights, responsibilities and diversity of clients and their families/carers and relate with kindness and empathy to all concerned.

Respect the privacy, dignity, needs, beliefs, choices and preferences of clients and carers.

Obtain the appropriate consent for the identified support to be undertaken, ensuring the client has a good understanding and knowledge of the decision-making process and are provided with accurate and appropriate information.

Delivering Safe and High-Quality Support

Demonstrates the ability to recognise potential Safeguarding concerns and follows Health Board policy to report in a timely and appropriate manner.

Demonstrates the ability to identify situations which may cause concern e.g. in relation to client care / health and safety and takes action to escalate in a timely and appropriate manner.

Participates in the collection of audit data as required by the Department Manager.

Support continuous quality improvement and excellence in service delivery.

Communicating

Utilises a wide range of communication methods, including verbal, non-verbal and written, to enable them to interact with a variety of individuals including client, carers, and members of the multi-professional team in a manner which is safe, effective, compassionate, and respectful.

Effectively adapts communication methods, to include the use of technology, to meet the needs of individuals who have sensory impairment or communication difficulties.

Working Effectively in a Team

Works as an effective member of the multi-disciplinary team, actively promoting team and interdisciplinary relationships.

Demonstrates effective time management skills to efficiently manage workload, recognising and responding to changing priorities.

Demonstrates a flexible approach to working and offers support to other colleagues who are experiencing difficulties in managing workload as appropriate.

Communicates effectively with colleagues providing clear verbal, digital or written information and instructions when sharing information, delegating, or handing over responsibility for care.

Ensures referrals to other members of the multi-professional team are completed accurately and made in a timely manner as required.

Contribute to multi-disciplinary meetings and case conferences helping to ensure that there is an integrated approach which benefits the clients overall support and discharge summaries.

Works in collaboration with other members of the multi-professional team to ensure the safe and timely discharge of clients.

Work as an effective and responsible team member to monitor and enhance the clients experience, acting immediately to report any potential complaints and contribute effectively to resolving them where possible informally.

Plan, implement and evaluate interventions under the guidance of specialist practitioners

Being Accountable

Recognises and consistently works within boundaries of the role and assessed competencies.

Responsible and accountable for own practice and for appropriate delegation of support to all colleagues.

Exercise personal duty of care in the safe use and storage of equipment.

Developing Self and Others

Takes responsibility for attending statutory, mandatory training and work-based learning opportunities in accordance with the Health Board policy and local training needs analysis. Makes effective use of e-learning opportunities to achieve compliance with mandatory training.

Prepares for and takes an active part in the appraisal process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills to achieve objectives.

Takes responsibility for own continuing development and performance.

Provides support and guidance to less experienced staff within the clinical area sharing knowledge and skills within own scope of practice and with the support of the Registered Practitioner to encourage a supportive and effective learning environment.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Certificate in Healthcare (120 Level 4 CQFW Credits) Portfolio of evidence demonstrating own personal development Knowledge and understanding of the role of Assistant Practitioner in the context of the IAS and interdisciplinary team and the organisation Understanding of the importance of following procedures and Support plans Knowledge of when to seek advice and escalate to the appropriate registered professional for expert help and advice Understanding of the legislation related to Safeguarding e.g. adults/children and of the legislation relating to the Mental Capacity Act and Deprivation of Liberties Safeguards to keep adults within their care safe	Evidence attendance at courses / study days pertinent to speciality	Pre-employment checks Interview Application Form
Experience	Experience of working within a relevant health and social care service Experience of working as part of a team Experience of developing, administering, and facilitating groups under the supervision of a Specialist Practitioner	Experience within specialty Experience of supporting the development of others Experience of developing programmes for autistic individuals	Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude & Abilities	Ability to demonstrate behaviours and attitudes which align to the Health Board's Values Ability to function as an Assistant Practitioner without direct supervision Ability to delegate Assist in project implementation Able to undertake client assessments within agreed competency and protocols Ability to organise and prioritise own delegated workload Ability to deal with non-routine and unpredictable nature of workload and individual patient contact Ability to develop effective and appropriate relationships with clients, their families, carers, and colleagues Ability to take part in reflective practice and clinical supervision activities Ability to work flexibly Excellent verbal and non-verbal communication skills Ability to support, supervise, assess, and act as a role model for Trainee Assistant Practitioners, other learners and HCAs as required within the clinical setting Ability to actively listen and communicate sensitive or difficult information in a clear and compassionate manner	Ability to speak Welsh Evidence of competence in clinical skills pertinent to specialty Ability to effect change in a positive manner Experience of reviewing policies and protocols for the purpose of improving practices	Interview Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	Ability to communicate with people who have difficulties expressing their own needs Information technology skills		
Values	Demonstrate PTHB Values Shows empathy and compassion towards others – a natural disposition to put yourself in someone else's shoes. Sees and treats others as individuals (client, families, colleagues) and treats people with dignity and respect Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough Shows respect for others' views and appreciate others' inputs and encourage colleagues to display our values Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (clients, families, colleagues) Friendly and helpful disposition, awareness of how our own and others' behaviours impact on people's experiences and the organisation's reputation Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement		Interview Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Other	Able to participate with a rotating shift pattern Excellent timekeeping and a flexible approach to work Able to meet the physical demands of the job such as moving and handling patients and assembling, operating, and maintaining clinical equipment Able to apply and sustain mental effort required to carry out detailed work requiring high levels of concentration, multi-tasking, and emotionally supporting patients and their families		Application Form and Interview

GENERAL REQUIREMENTS

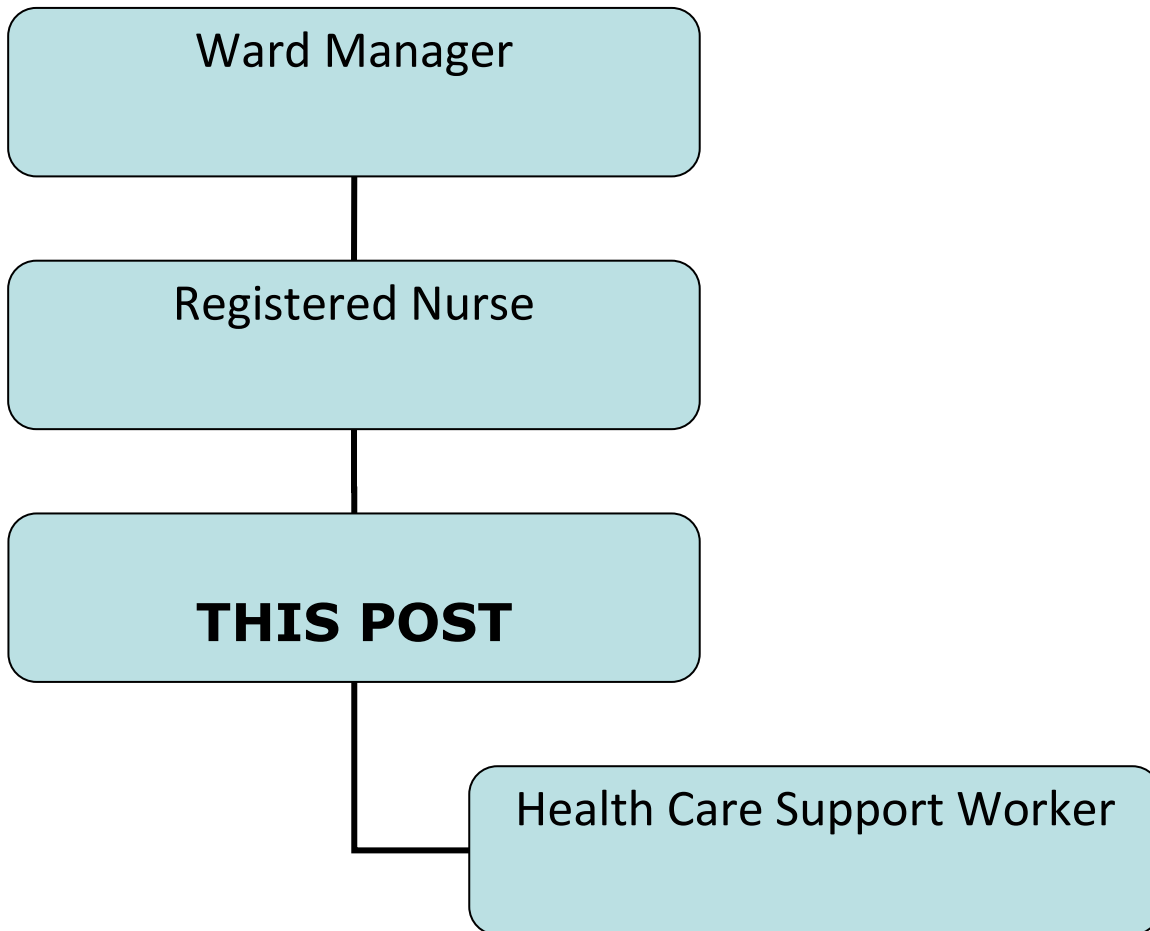
Include those relevant to the post requirements

- **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.
- **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 organization'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:** 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 General Data Protection Legislation 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 and the HB or Trust 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/Trust 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/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on 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 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **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/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust 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.

Organisational Chart





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Ymarferydd Cynorthwyol
Band cyflog:	4
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Iechyd Meddwl ac Anableddau Dysgu
Adran:	Gwasanaeth Awtistiaeth Integredig
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Rheolwr Gwasanaeth
Yn Broffesiynol Atebol i:	Clinigydd Arweiniol ac Ymarferydd Therapi Galwedigaethol Arbenigol
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD :

Fel Ymarferydd Cynorthwyol, mae disgwyl i ddeiliad y swydd reoli ei (g)waith a'i (l)wyth achosion ei hun yn annibynnol, gan wneud tasgau y mae Ymarferydd Cofrestredig yn eu dirprwyo gyda goruchwyliaeth briodol ar waith. Gyda dealltwriaeth o arfer seiliedig ar dystiolaeth a darparu cefnogaeth yn unol â'r dystiolaeth gyfredol, bydd deiliad y swydd yn cymryd cyfrifoldeb am gymryd camau sy'n berthnasol i iechyd a gofal unigolyn, yn unol â pholisi a gweithdrefnau'r sefydliad.

Bydd cyfrifoldebau dirprwyedig yn cynnwys cyflenwi rhaglenni a grwpiau rhieni/ gofalwyr a chleientiaid, naill ai'n rhithiol neu wyneb yn wyneb, gan roi sylw i gyflyrau cyffredin oedolion ag awtistiaeth. Rheoli gwaith gweinyddu ac apwyntiadau rhaglenni a grwpiau.

Bod yn gyfrifol am rai elfennau o asesu, rhoi rhaglenni gofal ôl-ddiagnostig ar waith ac addasu cynlluniau cefnogi unigolion, gan adrodd yn ôl i'r Ymarferydd Cofrestredig. Mae'n bosibl y byddwch chi'n dirprwyo gwaith i eraill ac yn goruchwyllo, addysgu ac asesu staff eraill.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Darparu a Monitro Cefnogaeth i Gleientiaid**

Darparu cefnogaeth seiliedig ar dystiolaeth, tosturiol o ansawdd uchel i grŵp o gleientiaid ar ôl asesiad cychwynnol gan yr Ymarferydd Cofrestredig, gan ddefnyddio dulliau sy'n canolbwyntio ar y person ac sy'n hybu iechyd ac annibyniaeth.

Dan arweinyddiaeth a chyfarwyddyd yr Ymarferydd Cofrestredig, sicrhau bod pob cleient yn cael asesiadau clinigol / asesiadau risg unigolledig priodol, gan roi adborth manwl gywir i'r tîm yn ôl y galw.

Monitro cyflwr y cleientiaid yn effeithiol, gan sylwi ar ddirywiad yn eu cyflwr corfforol neu feddyliol a chysylltu â'r Ymarferydd Cofrestredig mewn modd priodol ac amserol i adolygu/ ailasesu anghenion cefnogaeth yn ôl y galw.

Cyfrannu at asesiad parhaus y cleient gan roi gwybodaeth i ddarparu sail ar gyfer asesiadau a thrafod unrhyw newidiadau i'r gofal cynlluniedig â'r Ymarferydd Cofrestredig.

Dangos dulliau effeithiol o fynd ati i fonitro arwyddion a symptomau trallod, dirywiad neu welliant corfforol, meddyliol, gwybyddol, ymddygiadol ac emosiynol.

Gwerthuso effeithiolrwydd y gefnogaeth sy'n cael ei darparu a chysylltu â'r Ymarferydd Cofrestredig i gytuno ar newidiadau i'r cynllun cefnogi yn ôl y galw.

Cadw cofnodion cleientiaid digidol clir a manwl gywir.

Cydnabod ac ymateb yn effeithiol i argyfyngau, gan uwchgyfeirio i gael cefnogaeth yr Ymarferydd Cofrestredig mewn modd amserol a phriodol.

Datblygu cymwyseddau ac arfer sgiliau clinigol sy'n ofynnol i ddarparu cefnogaeth sy'n berthnasol i grŵp cleientiaid ac o fewn cwrmpas cytunedig arfer yr Ymarferydd Cynorthwyol.

Hybu Annibyniaeth a Llesiant

Mynd ati i gynnwys cleientiaid yn eu cefnogaeth, gan annog annibyniaeth a'u cefnogi i wella a chynnal eu hiechyd a'u llesiant meddyliol a chorfforol.

Mynd ati i hybu gweithgareddau hybu iechyd sy'n berthnasol i'r arbenigedd.

Hybu a chefnogi hawliau, cyfrifoldebau ac amrywiaeth cleientiaid a'u teuluoedd/gofalwyr ac ymddwyn yn garedig ac yn empathig â phawb dan sylw.

Parchu preifatrwydd, urddas, anghenion, credoau a dewisiadau cleientiaid a gofalwyr.

Sicrhau'r cydsyniad priodol ar gyfer y gefnogaeth a nodir i'w darparu, gan sicrhau bod gan y cleientiaid wybodaeth a dealltwriaeth dda o'r broses benderfynu a'u bod yn derbyn gwybodaeth fanwl gywir a phriodol.

Darparu Cefnogaeth Ddiogel o Ansawdd Uchel

Dangos y gallu i sylwi ar bryderon posibl ynglŷn â Diogelu a dilyn polisi'r Bwrdd Iechyd i roi gwybod am y rhain mewn modd amserol a phriodol.

Dangos y gallu i nodi sefyllfaoedd a allai achosi pryder e.e. ynglŷn â gofal/iechyd a diogelwch cleientiaid a chymryd camau i uwchgyfeirio mewn modd amserol a phriodol.

Cymryd rhan mewn casglu data archwilio yn unol â gofynion Rheolwr yr Adran.

Cefnogi gwelliant a rhagoriaeth ansawdd parhaus yn y modd o ddarparu gwasanaeth.

Cyfathrebu

Defnyddio amrywiaeth eang o ddulliau cyfathrebu, gan gynnwys dulliau llafar, dieiriau ac ysgrifenedig i'ch galluogi i ryngweithio ag amrywiaeth o unigolion, gan gynnwys cleientiaid, gofalwyr ac aelodau'r tîm amlbroffesiwn mewn modd sy'n ddiogel, effeithiol, tosturiol a llawn parch.

Addasu dulliau cyfathrebu'n effeithiol, gan gynnwys defnyddio technoleg, i ddiwallu anghenion unigolion sydd â nam ar eu synhwyrâu neu anawsterau cyfathrebu.

Gweithio'n Effeithiol mewn Tîm

Gweithio fel aelod effeithiol o'r tîm amlddisgyblaeth, gan fynd ati i hybu perthnasoedd yn y tîm a pherthnasoedd rhyngddisgyblaethol.

Dangos sgiliau rheoli amser effeithiol i reoli'r llwyth gwaith yn effeithlon, gan gydnabod ac ymateb i flaenoriaethau newidiol.

Dangos dull hyblyg o weithio a chynnig cefnogaeth i gydweithwyr eraill sy'n ei chael hi'n anodd rheoli eu llwyth gwaith, fel bo'n briodol.

Cyfathrebu'n effeithiol â chydweithwyr, gan roi gwybodaeth a chyfarwyddiadau llafar, digidol neu ysgrifenedig clir wrth rannu gwybodaeth, dirprwyo neu drosglwyddo cyfrifoldeb am ofal.

Sicrhau bod atgyfeiriadau i aelodau eraill y tîm amlddisgyblaeth yn cael eu cwblhau yn fanwl gywir a'u bod yn cael eu gwneud yn brydlon yn ôl y galw.

Cyfrannu at gyfarfodydd amlddisgyblaeth a chynadleddau achosion, gan helpu i sicrhau bod yna ddull integredig o weithredu sydd o fudd o ran cefnogaeth gyffredinol a chrynodebau rhyddhau cleientiaid.

Cydweithio ag aelodau eraill y tîm amlddisgyblaeth i sicrhau bod cleientiaid yn cael eu rhyddhau yn ddiogel ac yn brydlon.

Gweithio fel aelod effeithiol a chyfrifol o'r tîm i fonitro a gwella profiad cleientiaid, gan gymryd camau ar unwaith i roi gwybod am unrhyw gwynion posibl a chyfrannu'n effeithiol at eu datrys yn anffurfiol lle bo'n bosibl.

Cynllunio, gweithredu a gwerthuso ymyriadau, dan gyfarwyddyd ymarferwyr arbenigol.

Bod yn Atebol

Cydnabod ffiniau'r rôl a'r cymwyseddau asesedig a gweithio'n gyson o fewn y ffiniau hyn.

Bod yn gyfrifol ac yn atebol am eich arfer eich hun ac am ddirprwyo gwaith cefnogi yn briodol i bob cydweithiwr.

Ymarfer dyletswydd gofal personol trwy ddefnyddio a storio offer yn ddiogel.

Datblygu Eich Hun ac Eraill

Cymryd cyfrifoldeb am fynychu hyfforddiant statudol a gorfodol a chyfleoedd dysgu yn y gwaith, yn unol â pholisi a dadansoddiad o anghenion hyfforddi lleol y Bwrdd Iechyd. Manteisio'n effeithiol ar gyfleoedd e-ddysgu i sicrhau eich bod yn cydymffurfio â gofynion hyfforddiant gorfodol.

Paratoi ar gyfer y broses arfarnu a chymryd rhan weithredol ynddi, yn unol â pholisi'r sefydliad mewn partneriaeth â'r adolygydd, gan ddatblygu cyfleoedd i ddatblygu eich cymhwysedd/ eich sgiliau eich hun er mwyn cyflawni amcanion.

Cymryd cyfrifoldeb am eich datblygiad a'ch perfformiad parhaus eich hun.

Darparu cefnogaeth a chyfarwyddyd i staff llai profiadol yn yr ardal glinigol, gan rannu gwybodaeth a sgiliau o fewn cwrdd eich arfer eich hun a chyda chefnogaeth yr Ymarferydd Cofrestredig i annog amgylchedd dysgu cefnogol ac effeithiol.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Tystysgrif mewn Gofal Iechyd (120 Credyd CQFW Lefel 4) Portffolio o dystiolaeth sy'n dangos eich datblygiad personol eich hun Gwybodaeth a dealltwriaeth o rôl Ymarferydd Cynorthwyol yng nghyd-destun y Gwasanaeth Awtistiaeth Integredig, y tîm rhyngddisgyblaethol a'r sefydliad Dealltwriaeth o bwysigrwydd dilyn gweithdrefnau a chynlluniau cefnogi Gwybod pryd i geisio cyngor ac uwchgyfeirio i'r gweithiwr proffesiynol cofrestredig priodol i gael help a chyngor arbenigol Dealltwriaeth o'r ddeddfwriaeth sy'n ymwneud â Diogelu e.e. oedolion/ plant ac o ddeddfwriaeth sy'n ymwneud â'r Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu wrth Amddifadu o Ryddid i gadw oedolion yn eich gofal yn ddiogel	Tystiolaeth o fynychu cyrsiau/ diwrnodau astudio sy'n berthnasol i'r arbenigedd	Gwiriadau cyn cyflogi Cyfweliad Ffurflen Gais
Profiad	Profiad o weithio mewn gwasanaeth iechyd a gofal cymdeithasol perthnasol Profiad o weithio fel rhan o dîm Profiad o ddatblygu, gweinyddu a hwyluso grwpiau, dan oruchwyliaeth Ymarferydd Arbenigol	Profiad o fewn arbenigedd Profiad o gefnogi datblygiad pobl eraill Profiad o ddatblygu rhaglenni ar gyfer unigolion awtistig	Ffurflen Gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	Gallu dangos ymddygiadau ac agweddau sy'n unol â Gwerthoedd y Bwrdd Iechyd Gallu gweithio fel Ymarferydd Cynorthwyol heb oruchwyliaeth uniongyrchol Gallu dirprwyo Cynorthwyo i roi prosiectau ar waith Gallu asesu cleientiaid o fewn y cymhwysedd a'r protocolau cytunedig Gallu trefnu a blaenoriaethu'r llwyth gwaith sydd wedi'i ddirprwyo ichi Gallu delio â natur afreolaidd ac anrhagweladwy'r llwyth gwaith a chyswllt â chleifion unigol Gallu datblygu perthnasoedd effeithiol a phriodol â chleientiaid, eu teuluoedd, gofalwyr a chydweithwyr Gallu cymryd rhan mewn arfer myfyriol a gweithgareddau goruchwyllo clinigol Gallu gweithio'n hyblyg Sgiliau cyfathrebu llafar a dieiriau rhagorol Gallu cefnogi, goruchwyllo, asesu a bod yn fodel rôl i Ymarferwyr Cynorthwyol dan Hyfforddiant, dysgwyr eraill a Chynorthwywyr Gofal Iechyd yn ôl y galw mewn amgylchedd clinigol	Gallu siarad Cymraeg Tystiolaeth o fedrusrwydd mewn sgiliau clinigol sy'n berthnasol i'r arbenigedd Gallu cyflawni newid mewn modd positif Profiad o adolygu polisiau a phrotocolau â'r nod o wella arferion	Cyfweliad Ffurflen Gais

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	Gallu gwrando'n astud a chyfathrebu gwybodaeth sensitif neu anodd mewn modd clir a thosturiol Gallu cyfathrebu â phobl sy'n ei chael hi'n anodd mynegi eu hanghenion eu hunain Sgiliau technoleg gwybodaeth		
Gwerthoedd	Dangos Gwerthoedd BIAP Dangos empathi a thosturi tuag at eraill – anian naturiol i roi eich hun yn esgidiau rhywun arall. Yn gweld ac yn trin eraill fel unigolion (cleientiaid, teuluoedd, cydweithwyr) ac yn trin pobl ag urddas a pharch Dangos cydnerthed, parodrwydd i newid a dull hyblyg o weithredu wrth i sefyllfaoedd godi, a dangos agwedd bositif pan fo amseroedd yn anodd Dangos parch i farn pobl eraill a gwerthfawrogi cyfraniadau pobl eraill, ac annog cydweithwyr i ddangos ein gwerthoedd Llawn cymhelliant i weithio ar eich liwt eich hun i sylwi ar broblemau a cheisio atebion tra'ch bod yn deall pwysigrwydd grymuso a galluogi eraill (cleientiaid, teuluoedd, cydweithwyr) Yn gyfeillgar ac yn gymwynasgar, gydag ymwybyddiaeth o sut y mae ein hymddygiadau ni ac ymddygiadau pobl eraill yn effeithio ar brofiad pobl ac enw da y sefydliad		Cyfweliad Ffurflen Gais

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Gwerthoedd	Yn barod i geisio cyfleoedd i ddysgu, rhoi a derbyn adborth adeiladol ac wedi ymrwymo i welliant parhaus		
Arall	Gallu cymryd rhan mewn patrwm sifftiau cylchdro Sgiliau cadw amser rhagorol a dull hyblyg o weithio Gallu ymdopi â galwadau corfforol y swydd, fel symud a chodi cleifion a chydod, gweithredu a chynnal a chadw offer clinigol Gallu defnyddio a chynnal ymdrech feddyliol sy'n ofynnol i wneud gwaith manwl sy'n galw am gryn ganolbwyntio, amlwasgio, a chefnogi cleifion a'u teuluoedd yn emosiynol		Ffurflen Gais a Chyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd llynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswilt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.

- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Siart Sefydliadol:

