



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

### **JOB DETAILS**

|                                              |                                   |
|----------------------------------------------|-----------------------------------|
| <b>Job Title:</b>                            | Hotel Services Catering Assistant |
| <b>Pay Band:</b>                             | 2                                 |
| <b>Hours of Work and Nature of Contract:</b> | To be completed on recruitment    |
| <b>Service Group:</b>                        | Support Services                  |
| <b>Department:</b>                           | Support Services                  |
| <b>Base:</b>                                 | To be completed on recruitment    |

### **ORGANISATIONAL ARRANGEMENTS**

|                                       |                                                     |
|---------------------------------------|-----------------------------------------------------|
| <b>Managerially Accountable to:</b>   | Hotel Services Supervisor                           |
| <b>Professionally Accountable to:</b> | Assistant Director Health Safety & Support Services |

### **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:**

The Hotel Services Catering Assistant is responsible to the Hotel Services Supervisor to undertake a range of catering duties, which include the preparation of beverages, snacks, salads, sandwiches, buffets and cooking of hot meals for both patients and staff within the Health Board. To carry out other relevant duties associated with the catering operation and periodically those as directed to support the wider Hotel Services Team e.g. cleaning or porter tasks.

**DUTIES & RESPONSIBILITIES**

Liaise with the Nursing Staff regarding patient's food orders and Dieticians for dietary requirements and where appropriate participate in the production of the special dietary requirements as required.

Liaise with other staff, providing food information, reporting and reacting to requests/queries. Ensuring that meals of the highest possible quality are produced for patients and staff, referring to and following agreed menus and recipes to allow for consistency and ensure high standards are maintained.

Liaise with the Hotel Services Supervisor on menu and the maintenance of reasonable stock levels and participating in the food ordering process. Maintain the safe use of food stores through monitoring and stock rotation and ensuring the day-to-day purchasing of commodities are within the agreed criteria. Understand the principles of economic use of food stores and portion control to minimise waste.

Organise own daily work plans, prioritising tasks, using correct cooking procedures, and organising menus at short notice .

To Maintain compliance with current Food Hygiene legislation and support the HACCP procedure ensuring that the documentation supporting the critical control points are maintained correctly and readily available for inspection/audit.

To place orders of food to replenish to agreed stock holdings. To receipt food stores, ensuring laid down checks for quality, quantity, best before dates and temperatures are carried out with findings recorded and receipts stored correctly.

To participate fully in the control of food safety and quality through continuous monitoring of food temperature and using correct catering operations and storage procedures with regard to Food Safety, Health & Safety procedures and good working practice.

Operate and maintain kitchen equipment safely and within the manufactures instructions, including lifting portable kitchen equipment and foodstuff safely, safe transportation of food trolleys and associated cleaning.

Assist in the implementation and adherence of changes to catering procedures,

and be able to comment on them.

In the absence of the Hotel Services Supervisor, manage the kitchen in all aspects of health, safety, hygiene, food preparation and cooking procedures, escalating any concerns as necessary.

To carry out daily cleaning of the main kitchen, equipment and utensils in accordance with the agreed cleaning schedules and hygiene standards defined by Food Safety legislation.

Participating in reporting any defects to equipment, building fabric or facilities to the Hotel Services Supervisor and/or the LHB's Help Desk for immediate attention.

To participate in essential and mandatory training as laid down in the training plan.

To offer guidance and support to others with less experience within the team through good communication and demonstration of a sound professional knowledge and practices.

To undertake any other reasonable duties that is commensurate with the role of Catering Assistant

| <b>PERSON SPECIFICATION</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                              |                                                        |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                                                                                             | <b>METHOD OF ASSESSMENT</b>                            |
| <b>Qualifications and/or Knowledge</b> | <p>Literacy and Numeracy L1 or equivalent</p> <p>Knowledge gained on corporate and local induction, completion of internal training programme within 6/8 weeks, to include:</p> <p>Appropriate Health and Safety Training.<br/>Fire Training.<br/>Moving and handling skills.<br/>Cleanliness Champion training.<br/>Knowledge of policies and procedures.<br/>Knowledge of the site.<br/>Elementary food hygiene.</p> <p>Successful completion of agreed minimum training within the first 12 months of employment.</p> | <p>To have gained a Level 2 NVQ in catering or equivalent or are willing to participate in further training to achieve it.</p> <p>To have gained a Level 2 in numeracy and literacy or equivalent or are willing to participate in further training to achieve it.</p> <p>To have gained or have previously held a CIEH Level 2 or equivalent food safety qualification.</p> | Application form, pre employment checks and interview. |
| <b>Experience</b>                      | To have gained sufficient experience in the catering industry to be able to demonstrate an understanding of safe working practices in a kitchen environment and professional techniques that would meet the requirements within this role.                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                              | Application form, pre employment checks and interview. |
| <b>Aptitude &amp; Abilities</b>        | <p>To be able to perform independently or as part of a team whilst demonstrating the values and behaviours expected of the organisation.</p> <p>To be able to follow instructions and organise own work to meet the team objectives, adapting work to meet any changing priorities which may need to meet tight timeframes.</p>                                                                                                                                                                                          | Ability to speak Welsh                                                                                                                                                                                                                                                                                                                                                       | Interview                                              |

| ATTRIBUTES    | ESSENTIAL                                                                                                                     | DESIRABLE | METHOD OF ASSESSMENT                        |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------|
| <b>Values</b> | Able to demonstrate the essential values and commitment required to delivering a high-quality service for patients and staff. |           | Application Form<br>Interview<br>References |
| <b>Other</b>  | Ability to travel within geographical area.<br><br>Able to work hours flexibly.                                               |           | 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.
- **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 organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

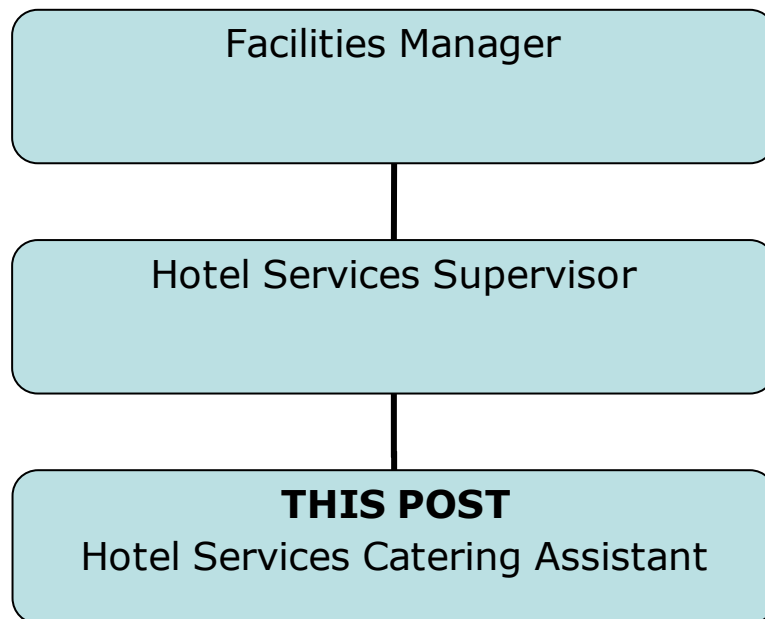
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** 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 **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 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

|                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b><u>MANYLION Y SWYDD:</u></b>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                  |
| <b>Teitl Swydd:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Cynorthwydd Arlwyo Gwasanaethau Gwesty                           |
| <b>Band cyflog:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | 2                                                                |
| <b>Oriau Gwaith a Natur y Contract:</b>                                                                                                                                                                                                                                                                                                                                                                                | I'w gwblhau ar ôl recriwtio                                      |
| <b>Is-adran/Cyfarwyddiaeth:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Gwasanaethau Cymorth                                             |
| <b>Adran:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | Gwasanaethau Cymorth                                             |
| <b>Safle:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | I'w gwblhau ar ôl recriwtio                                      |
| <b><u>TREFNIADAU SEFYDLIADOL:</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                  |
| <b>Yn Rheolaethol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Goruchwyliwr Gwasanaethau Gwesty                                 |
| <b>Yn Broffesiynol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                       | Cyfarwyddwr Cynorthwyol Iechyd, Diogelwch a Gwasanaethau Cymorth |
| <b><u>GWERTHOEDD AC YMDDYGIAD</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                  |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p> </div> </div> |                                                                  |

**CRYNODEB O'R SWYDD / EI NOD :**

Mae'r Cynorthwydd Arlwy Gwasanaethau Gwesty'n gyfrifol i'r Goruchwyliwr Gwasanaethau Gwesty am wneud amrywiaeth o ddyletswyddau arlwy, gan gynnwys paratoi diodydd, byrbrydau, saladau, brechdanau a bwffes a choginio prydau bwyd poeth i gleifion a hefyd i staff yn y Bwrdd Iechyd. Bydd yn gwneud dyletswyddau eraill perthnasol sy'n gysylltiedig â'r gweithrediad arlwy ac, o bryd i'w gilydd, y rheini a orchmynnir i gefnogi'r Tîm Gwasanaethau Gwesty ehangach e.e. glanhau neu dasgau porthor.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Cysylltu â'r Staff Nyrsio ynglŷn ag archebion bwyd cleifion a Dietegwyr ar gyfer gofynion dietegol a, lle bo'n briodol, cymryd rhan mewn cynhyrchu bwyd i fodloni gofynion dietegol arbennig yn ôl y galw.

Cysylltu â staff eraill, gan roi gwybodaeth am fwyd, adrodd ar geisiadau/ymholiadau ac ymateb iddyn nhw. Sicrhau bod prydau bwyd o'r ansawdd gorau posibl yn cael eu cynhyrchu ar gyfer cleifion a staff, gan gyfeirio at fwydlenni a ryseitiau y cytunwyd arnyn nhw a'u dilyn i ganiatáu cysonder a sicrhau y cynhelir safonau uchel.

Cysylltu â'r Goruchwyliwr Gwasanaethau Gwesty ynglŷn â'r fwydlen ac ynglŷn â chynnal lefelau stoc rhesymol a chymryd rhan yn y broses archebu bwyd. Sicrhau bod y cyflenwadau bwyd yn cael eu defnyddio'n ddiogel trwy fonitro a chylchdroi stoc a sicrhau bod y nwyddau a brynir o ddydd i ddydd o fewn y meini prawf cytunedig. Deall egwyddorion rheoli dognau a defnyddio cyflenwadau bwyd yn ddarbodus er mwyn sicrhau bod yna gyn lleied o wastraff â phosibl.

Trefnu'ch cynlluniau gwaith dyddiol eich hun, gan flaenoriaethu tasgau, defnyddio gweithdrefnau coginio cywir a threfnu bwydlenni ar fyr rybudd.

Cydymffurfio'n gyson â'r ddeddfwriaeth Hylendid Bwyd gyfredol a chefnogi gweithdrefnau HACCP gan sicrhau bod y ddogfennaeth sy'n cefnogi'r pwyntiau rheoli hanfodol yn cael ei chadw yn gywir a'i bod ar gael yn rhwydd i'w harchwilio.

Archebu bwyd i adnewyddu'r cyflenwadau er mwyn eu cadw ar lefelau cytunedig. Derbyn cyflenwadau bwyd a sicrhau bod y gweithdrefnau sydd wedi'u pennu ar gyfer gwirio ansawdd, swm, dyddiadau 'ar eu gorau cyn' a thymhereddau'n cael eu cwblhau, gan gofnodi darganfyddiadau a storio'r cyflenwadau'n gywir.

Chwarae rhan lawn mewn rheoli diogelwch ac ansawdd bwyd trwy fonitro tymheredd bwyd yn barhaus a defnyddio gweithrediadau arlwy a gweithdrefnau storio'n gywir o ran gweithdrefnau Diogelwch Bwyd, Iechyd a Diogelwch ac arfer gweithio da.

Gweithredu a chynnal a chadw offer y gegin yn ddiogel ac yn unol â chyfarwyddiadau gwneuthurwyr, gan gynnwys codi offer cegin cludadwy a bwydydd yn ddiogel, symud trolïau bwyd yn ddiogel a'r glanhau cysylltiedig.

Cynorthwyo â gweithredu a glynu at newidiadau i weithdrefnau arlwygo, a gallu gwneud sylwadau arnyn nhw.

Pan fydd y Goruchwyliwr Gwasanaethau Gwesty'n absennol, rheoli'r gegin o ran pob agwedd ar iechyd, diogelwch, hylendid, gweithdrefnau paratoi a choginio bwyd, gan uwchgyfeirio unrhyw bryderon fel bo angen.

Mynd ati i lanhau'r brif gegin, offer a theclynnau bob dydd, yn unol â'r amserlenni glanhau cytunedig a safonau hylendid y mae deddfwriaeth Diogelwch Bwyd wedi'u diffinio.

Mynd ati i roi gwybod am unrhyw ddiffygion mewn offer, adeiladwaith neu gyfleusterau i'r Goruchwyliwr Gwasanaethau Gwesty a/ neu Ddesg Gymorth y Bwrdd Iechyd i gael sylw ar unwaith.

Cymryd rhan yn yr hyfforddiant hanfodol a gorfodol y manylir arno yn y cynllun hyfforddi.

Cynnig arweiniad a chefnogaeth i eraill sy'n llai profiadol yn y tîm trwy gyfathrebu da a dangos gwybodaeth ac arferion proffesiynol cadarn.

Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill sy'n gymesur â rôl Cynorthwyydd Arlwygo.

| <b><u>MANYLEB Y PERSON</u></b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>RHINWEDDAU</b>                    | <b>HANFODOL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>DYMUNOL</b>                                                                                                                                                                                                                                                                                                                                                                                                     | <b>DULL ASESU</b>                                |
| <b>Cymwysterau a / neu Wybodaeth</b> | <p>Llythrennedd a Rhifedd Lefel 1 neu gywerth</p> <p>Gwybodaeth wedi'i hennill o raglen gynefino gorfforaethol a lleol, gan gwblhau rhaglen hyfforddi fewnol o fewn 6/8 wythnos, i gynnwys:</p> <p>Hyfforddiant Iechyd a Diogelwch priodol.<br/>Hyfforddiant Tân.<br/>Sgiliau symud, codi a chario.<br/>Hyfforddiant Hyrwyddwr Glendid.<br/>Gwybodaeth o bolisiau a gweithdrefnau.<br/>Gwybodaeth o'r safle.<br/>Hyllendid bwyd elfennol.</p> <p>Cwblhau lleiafswm cytunedig yr hyfforddiant yn llwyddiannus o fewn y 12 mis cyntaf o gyflogaeth</p> | <p>Bod wedi ennill NVQ Lefel 2 mewn arlwy, neu gymhwyster cyfwerth, neu fod yn barod i gymryd rhan mewn hyfforddiant pellach i'w gyflawni.</p> <p>Bod wedi ennill NVQ Lefel 2 mewn rhifedd a llythrennedd, neu gymhwyster cyfwerth, neu fod yn barod i gymryd rhan mewn hyfforddiant pellach i'w gyflawni.</p> <p>Bod wedi ennill neu wedi dal CIEH Lefel 2 o'r blaen, neu gymhwyster diogelwch bwyd cyfwerth.</p> | Ffurflen gais/gwiriadau cyn cyflogi a chyfweliad |
| <b>Profiad</b>                       | Bod wedi ennill digon o brofiad yn y diwydiant arlwy i allu dangos dealltwriaeth o arferion gweithio diogel yn y gegin a thechnegau proffesiynol a fyddai'n bodloni gofynion y rôl hon                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                    | Ffurflen gais/gwiriadau cyn cyflogi a chyfweliad |
| <b>Doniau a Galluoedd</b>            | <p>Gallu perfformio'n annibynnol neu fel rhan o dîm gan ddangos gwerthoedd ac ymddygiadau disgwylidig y sefydliad</p> <p>Gallu dilyn cyfarwyddiadau a threfnu'ch gwaith eich hun i gyflawni amcanion y tîm, gan addasu gwaith i ddiwallu unrhyw flaenoriaethau newidiol y gallai fod angen eu cyflawni o fewn amserlenni tynn</p>                                                                                                                                                                                                                    | Gallu siarad a darllen Cymraeg                                                                                                                                                                                                                                                                                                                                                                                     | Cyfweliad                                        |

| <b>RHINWEDDAU</b> | <b>HANFODOL</b>                                                                                                | <b>DYMUNOL</b> | <b>DULL<br/>ASESU</b>            |
|-------------------|----------------------------------------------------------------------------------------------------------------|----------------|----------------------------------|
| <b>Gwerthoedd</b> | Gallu dangos y gwerthoedd a'r ymrwymiad sy'n hanfodol i ddarparu gwasanaeth o ansawdd uchel i gleifion a staff |                | Ffurflen Gais Cyfweliad Geirdaon |
| <b>Arall</b>      | Gallu teithio o fewn ardal ddaearyddol<br><br>Gallu gweithio oriau hyblyg                                      |                | 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 Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **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 Blynyddol 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 lynu 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 gyswllt anuniongyrchol â chleifion / defnyddwyr gwasanaeth / plant / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu



Safonol 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.

**Siart Sefydliadol:**

