



MANYLEB PERSONOL

Yr wybodaeth i'w mesur yw'r lleiafswm angenrheidiol i ymgymryd â dyletswyddau llawn y swydd at y safon ofynnol. Dylid defnyddio cymwysterau i ddarparu dangosydd o lefel yr wybodaeth angenrheidiol. Mae hyfforddiant a phrofiad yn fodd o feddu ar yr wybodaeth angenrheidiol ar gyfer swydd, megis hyfforddiant yn y swydd, cyrsiau byr a phrofiad at lefel gywerth o wybodaeth a ddylid ei nodi.

SYLWER: Peidiwch â defnyddio nifer blynyddoedd o brofiad, oherwydd gall hyn fod yn wahaniaethol a bydd y rhain yn cael eu dychwelyd. Mae'n hanfodol i reolwyr ganolbwyntio ar y mathau o sgiliau a rhinweddau angenrheidiol i gyflawni dyletswyddau'r swydd.

RHINWEDDA U	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu wybodaeth	• Safon addysg dda neu brofiad cywerth. • Gallu trefnu a blaenoriaethu eich llwyth gwaith eich hun. • Gwybodaeth sylfaenol am egwyddorion cyfrinachedd cleifion	• CGC neu gymhwyster / profiad cyfatebol. • Gwybodaeth am ddeddfwriaeth Rheoli Cofnodion y GIG	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	• Profiad o weithio gyda phecynnau Microsoft	• Profiad yn y GIG • Profiad gweinyddol a gwasanaeth cwsmeriaid blaenorol • Gweithio gyda gweithdrefnau ffeilio	Ffurflen Gais a chyfweliad
Tueddfrydau a Galluoedd	• Y gallu i gynnal gwaith cywir a chyflawni safonau uchel yn gyson • Stamina corfforol i gynnal llwyth gwaith trwm, sy'n golygu symud yn gorfforol am gyfnodau hir. • Sgiliau ysgrifenedig ac ar lafar, wyneb yn wyneb a thros y ffôn • Sylw i fanylion • Ymagwedd drefnus • Doeth ac ysgogol • Sgiliau llythrennedd a rhifedd da	• Siaradwr Cymraeg • Sgiliau ymchwilio	Cyfweliad
Gwerthoedd	• Hunan-frwdfrydig, gweithiwr caled a brwdfrydig • Unigolyn cwrtais, parchus a chynorthwyol • Sgiliau rhyngbersonol da ynghyd ag empathi. • Ymroddiad i ddarparu gofal yn canolbwyntio ar y claf • Gallu gweithio'n annibynnol Anymwthgar/hyderus		Ffurflen gais Cyfweliad Geirda

Arall	• Gallu cadw'n ddigymffro dan bwysedd o fewn disgwyliadau sefydledig y swydd. • Hyblygrwydd i weithio'r oriau gofynnol ar gyfer y swydd. • Bydd angen bod yn gyffredinol ffit, oherwydd bydd angen codi, ffeilio a throsglwyddo nodiadau achos o un lleoliad i un arall, sortio ac aildrefnu'n briodol. • Y gallu i wneud ymdrech corfforol ysgafn/canolig wrth drin cyfarpar h.y. trolïau a silffoedd		Ffurflen Gais a chyfweliad
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GOFYNION CYFFREDINOL

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

- **Gwerthoedd:** Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd arddangos a mewnosod y datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deilydd y swydd a mewnosod yr egwyddorion i ddiwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Gofynnir i'r holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cefnogi Gofal Iechyd** Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarparu gofal iechyd o ansawdd uchel. Mae Côd Ymddygiad cenedlaethol GIG Cymru yn disgrifio safonau ymddygiad ac ymagwedd sy'n angenrheidiol i bob Gweithiwr Cefnogi Gofal Iechyd a gyflogir gan GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol ac mae ganddynt ddyletswydd gofal i sicrhau nad yw eu hymddygiad yn syrthio o dan y safonau a fanylir arnynt yn y Côd ac na fydd unrhyw weithredu neu fethiant ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra byddant yn eu gofal.
- **Gallu:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod gyda'i reolwr/goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/rheolwr os byddant yn amau eu gallu eu hunain i berfformio dyletswydd.
- **Dysgu a datblygiad:** Mae'n rhaid i bob aelod staff ymgymryd â rhaglenni cynefino/cyfeiriadaedd ar lefel gorfforedig ac adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yn briodol, gofynnir i staff arddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym yn ymroddedig i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blynyddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILL i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i'r deilydd swydd lynu wrth bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiol y sefydliad.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, digwyddiadau bron a bod a pherygl.

- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith y sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae gofyn i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Bydd hyn yn cynnwys mewn sawl achos, mynediad at wybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Gwarchod Data 1998 a pholisi'r sefydliad. Ystyrir unrhyw doriad mewn cyfrinachedd fel trosedd ddifrifol disgyblu, a all arwain at ddiswyddo a/neu erlyniad dan ddeddfwriaeth statudol gyfredol (Deddf Gwarchod Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel aelod o staff y BILL, mae deilydd y swydd yn gyfrifol yn gyfreithiol am yr holl gofnodion a gesglir, grëir neu a ddefnyddir fel rhan o'u gwaith o fewn y BILL (gan gynnwys iechyd cleifion, iechyd neu anaf staff, cyllid, personol a gweinyddol), pa un ai ar bapur neu gyfrifiadur. Ystyrir pob cofnod fel hyn yn gofnod cyhoeddus, ac mae gan y deilydd swydd ddyletswydd gyfreithiol o gyfrinachedd i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILL). Dylai deilydd y swydd ymgynghori gyda'u rheolwyr os oes ganddynt unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y maent yn gweithio gyda nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y BI i hyrwyddo cydraddoldeb i bobl â nodweddion gwarchodedig fel cyflogwr ac fel darparwyr gwasanaethau cyhoeddus. Ceir naw nodwedd a warchodir: oed; anabledd; ailbennu rhywedd, partneriaeth sifil neu briodas, beichiogrwydd a mamolaeth; tras, crefydd neu gredo, rhyw a thueddfryd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth lai ffafriol ar sail unrhyw un o'r uchod. I'r perwyl hwn, mae gan y Bwrdd Iechyd Bolisi Cyfleoedd Cyfartal ac mae'n galluogi bob gweithiwr i gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r Bwrdd Iechyd yn gwrthwynebu i bob math o aflonyddu a bwlian ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a chydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf o aflonyddu a bwlian i'w rheolwr llinell neu unrhyw gyfarwyddwr y sefydliad. Ni fydd unrhyw ymddygiad amhriodol yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Bydd gennych gysylltiad * uniongyrchol/anuniongyrchol â chleifion/defnyddwyr gwasanaeth/plant/oedolion yn y swydd hon fel rhan o'ch dyletswyddau arferol. Felly, bydd raid i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol *Safonol/Uwch fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd. *Dileer fel sy'n briodol
Nid oes angen gwiriad datgelu DBS ar ddeilydd y swydd hon. *Dileer fel sy'n briodol
- **Diogelu plant ac oedolion bregus:** Mae'r sefydliad yn ymroddedig i ddiogelu plant ac oedolion bregus. Felly, mae'n rhaid i'r holl staff fynychu hyfforddiant diogelu plant a bod yn ymwybodol o'u cyfrifoldebau dan y Polisi Diogelu Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad yn ymroddedig i gwrdd â'i oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am warchod a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gaffael heintiau'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys a chadw at Bolisiau a Gweithdrefnau Rhwystro a Rheoli Heintiau'r Bwrdd Iechyd yn barhaus.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'n holl gleifion, ymwelwyr a staff i fod yn iach, mae bob safle'r Bwrdd Iechyd, gan gynnwys adeiladau a thiroedd, yn ddi-fwg.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

PERSON SPECIFICATION

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	• Good standard of education or equivalent experience • Ability to organise and prioritise own workload • Basic knowledge of principles of confidentiality	• NVQ or equivalent qualification/experience • Knowledge of NHS Records Management legislation.	Application form and pre-employment checks
Experience	• Experience of working with Microsoft packages	• NHS experience • Previous Administrative and Customer Service experience. • Working with filing procedures.	Application form and interview
Aptitude and Abilities	• Ability to sustain accuracy of work and achieve a consistently high standard. • Physical stamina to sustain demanding work load that involves physical agility for long periods. • Good written & verbal skills both face to face and on the telephone • Attention to detail • Methodical approach • Tactful and motivational • Good literacy and numeracy skills.	• Welsh Speaker • Investigative Skills	Interview
Values	• Self-motivated, hardworking & enthusiastic. • Presents self as courteous, respectful and helpful. • Good interpersonal skills, ability to empathise. • Commitment to providing patient centred care • Ability to work autonomously - Discreet and confident		Application Form Interview References
Other	• Remain calm under pressure with		Application

CAJE Reference/Date:

	the established expectations of the role. • Flexibility to work the hours required by the post • General fitness is required as it is necessary to lift, file and transfer casenotes from one location to another, to sort and reorganise appropriately. • Ability to exert light/moderate physical effort when handling equipment i.e. trolleys and mobile racking		form and interview
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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.

CAJE Reference/Date:

- **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 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 / 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 / Enhanced 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.

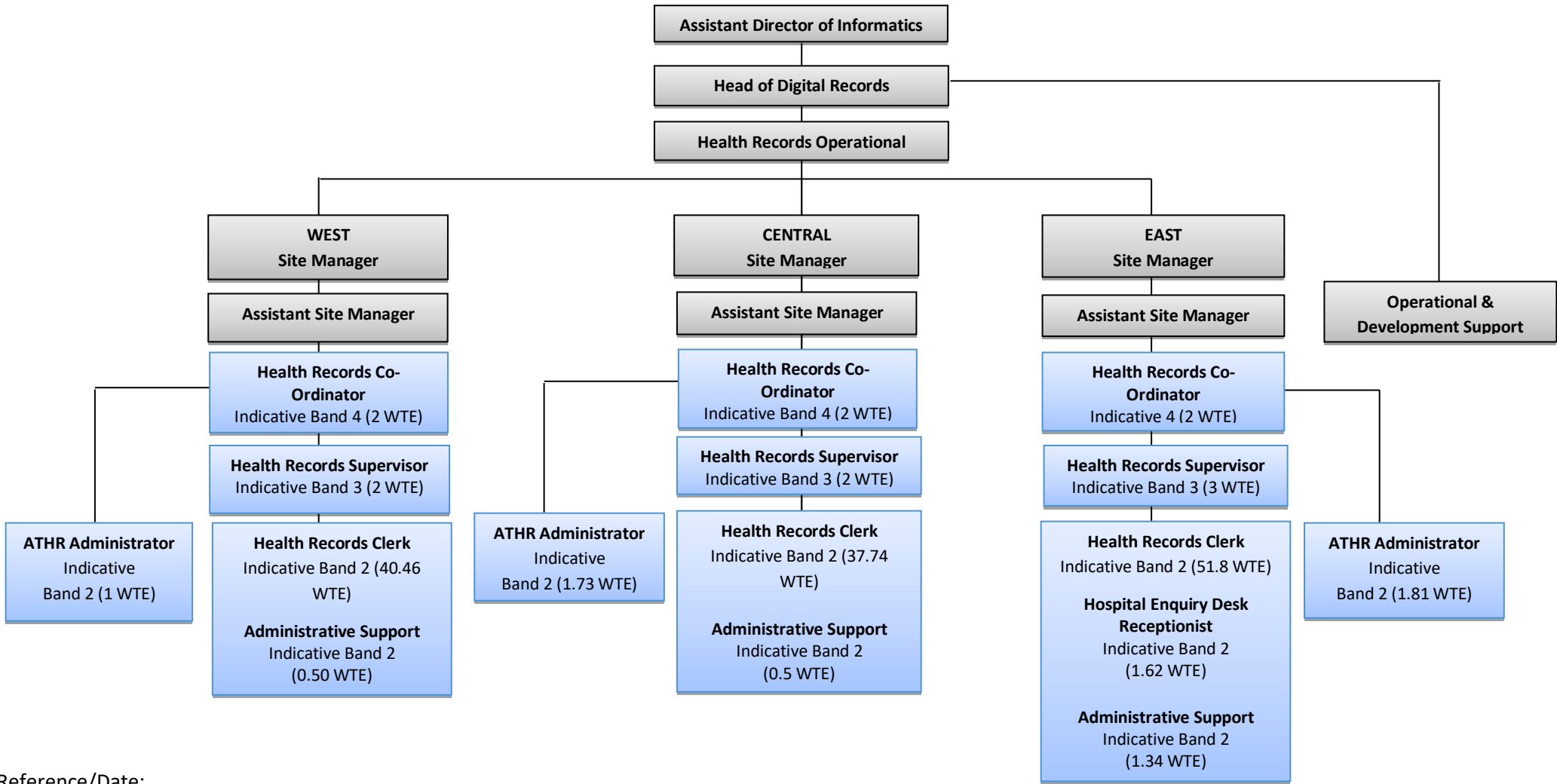
All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies 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: Health Records Clerk

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



CAJE Reference/Date:

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