

UWCH ADRAN IECHYD MEDDWL, ANABLEDDAU DYSGU

MANYLION SWYDD:

Teitl Swydd:	Ymarferydd tîm iechyd meddwl Cymunedol
Band Cyflog	6
Oriau Gwaith a Natur y Cytundeb:	
Uwch Adran/Cyfarwyddiaeth:	Iechyd Meddwl Anabledd Dysgu
Merched	Timau Iechyd Meddwl Cymuned yr Ardal Ganolog
Lleoliad:	I'w gadarnhau

TREFNIADAU SEFYDLIADOL:

Yn Atebol yn Rheolaethol i:	Rheolwr CMHT
Yn adrodd i:	Rheolwr CMHT
Yn Gyfrifol yn Broffesiynol i:	NMC neu gorff proffesiynol arall

Crynodeb/pwrpas y swydd:

Bydd gofyn i ddeilydd y swydd weithio mewn Tîm Amlddisgyblaethol integredig gan ganolbwyntio ar oedolion sy'n dioddef o ystod eang o broblemau iechyd meddwl. Bydd deilydd y swydd yn dal llwyth gwaith ac yn gyfrifol am asesu anghenion cleifion, cynllunio a gweithredu'r cynllun gofal.

Bydd deilydd y swydd yn darparu goruchwyliaeth, arweiniad a chefnogaeth i aelodau staff iau.

DYLETSWYDDAU/CYFRIFOLDEBAU:

1. Darparu gwasanaethau ymyrraeth seiciatrig ymyrrae drwy fod yn rhan o'r drafodaeth a dyrannu cyfeiriadau at y Tîm Iechyd Meddwl Cymuned.
2. Yn gyfrifol am gydlyn gofal neu reoli achos baich achos dynodedig o gleifion sydd un ai â phroblemau iechyd meddwl ysgafn i ganolig neu ddifrifol a pharhaus.
3. Sicrhau y cedwir at Gynlluniau Gofal a Thriniaeth a phrotocolau rheoli gofal a bod safonau yn cael eu cwrdd yn unol â Rhan 1,2 neu 3 y Mesur Iechyd Meddwl (Cymru) 2010
4. Fel cydlynnydd gofal, byddwch chi'n gyfrifol am asesiadau'n seiliedig ar dystiolaeth o anghenion corfforol, seicolegol, ysbrydol a chymdeithasol cleientiaid, gan ystyried a pharchu ethnigrwydd, ar gyfer llwyth gwaith diffiniedig.
5. Sicrhau bod asesiad risg cynhwysfawr yn cael ei gwblhau a'i gofnodi ar gyfer bob maes risg gwirioneddol a phosibl h.y. hunan niweidio ac eraill, esgeulustod a bregusrwydd. Rhoi gwybod a chydweithio â gweithwyr proffesiynol eraill (os yn briodol) er mwyn rheoli risg yn gadarnhaol a chynnal annibyniaeth gorau posibl y cleient.
6. Gweithredu fel pwynt cyswllt ar gyfer Meddygon Teulu a gwasanaethau rhyngwyneb eraill i gynnig cyngor, cefnogaeth a chyfeirio at asiantaethau priodol.
7. Fel cydlynnydd gofal, byddwch yn gyfrifol am ffurfio a datblygu safonau a chynlluniau gofal cymhleth yn canolbwyntio ar ganlyniadau, ar y cyd â chleientiaid ac yn unol â Mesur Iechyd Meddwl (Cymru) 2010.
8. Darparu gofal a thriniaeth unigol, effeithiol sy'n seiliedig ar dystiolaeth i fodloni anghenion y cleifion sydd wedi'i asesu a hybu adferiad. Gellir cynnig hyn ar ffurf grŵp neu 1:1 a gellir ei ddarparu gan ddarparwyr statudol neu ddarparwyr y trydydd sector.
9. Rheoli eich gofal therapiwtig/ymyriadau eich hunan o fewn yr amgylchedd clinigol a bod yn atebol am ansawdd y gofal maen nhw'n eu darparu o fewn y maes clinigol byddwch chi'n gyfrifol amdano.
10. Cydlyn a hwyluso ar y cyd â'r cynllun gofal, adnoddau priodol (e.e hawliau lles, asiantaethau tai, asiantaethau gwirfoddol, gwasanaethau dydd ayb) i weithredu pecynnau

gofal effeithiol yn effeithlon, cofnodi ac adrodd am unrhyw anghenion na gyflawnwyd.

11. Sicrhau cyfathrebu effeithiol gyda chyfleusterau cleifion mewnol i hybu arferion gwaith da a sicrhau bod gwybodaeth am y cleient yn cael ei rannu'n briodol rhwng y gymuned a'r uned cleifion mewnol.
12. Bod yn gyfrifol am adolygiadau cydlynu gofal, yn unol â Mesur Iechyd Meddwl (Cymru) 2010, gan gynnwys gofynion statudol dan y Ddeddf Iechyd Meddwl 1983, a sicrhau bod dogfennau'n cael eu rhannu'n briodol.
13. Wrth weithredu swyddogaeth cydlynnydd gofal, darparu adroddiadau ysgrifenedig ac ar lafar a mynychu Apeliadau/Tribiwnlysoedd Iechyd Meddwl yn unol â deddfwriaeth y Ddeddf Iechyd Meddwl 1983.
14. Cadw dogfennau a chofnodion clinigol yn gywir yn unol â pholisïau'r Bwrdd Iechyd Lleol.
15. Cydlynu, trefnu a mynychu cynadleddau achos yn y gymuned.
16. Gweithio'n annibynnol yn y gymuned o ddydd i ddydd gan ymateb i angen a risg sy'n newid o fewn ffiniau arferion gweithio diogel.
17. Cynnig cyngor, arweiniad a chefnogaeth fel bo angen i ysbytai cymuned yn ein hardal a Meddygfeydd.
18. Sicrhau bod cyfathrebu effeithiol yn cael ei sefydlu a'i gynnal â chleientiaid a (phan fo'n briodol) gofalwyr/perthnasau gan gynnig cefnogaeth ac arweiniad i ofalwyr.
19. Cynnal a mabwysiadu dulliau cyfathrebu gyda thimau iechyd meddwl gofal cychwynnol a gofal eilaidd, gwasanaethau cymdeithasol a phob gwasanaeth cymuned arall. Sefydlu a chynnal cysylltiadau gyda'r asiantaethau gwirfoddol perthnasol.
20. Bod yn hyddysg o ran materion llywodraethu clinigol a'r angen i fod yn gweithredu'r rhain i arferion a bod yn gyfarwydd a chadw at bolisïau Uwch Adrannol a'r Bwrdd Iechyd.

21. Drwy foderneiddiad a chadw at ganllawiau NICE bydd y CMHT yng Nghonwy yn sicrhau bod gwasanaethau'n cael eu darparu yn unol ag arweiniad Llywodraeth Cymru ac o gwmpas fframwaith craidd safonau ansawdd.

CYFRIFOLDEBAU RHEOLI

1. Cynnig cefnogaeth broffesiynol a chlinigol a goruchwyliaeth i staff iau a myfyrwyr.
2. Rheolwr achosion cyfrifol i gleientiaid ar faich achosion y nyrs Band 5.
3. Cymryd lle'r arweinydd tîm yn ei absenoldeb.
4. Cymryd rhan mewn hyrwyddo a datbygu gwasanaethau cymuned i oedolion hŷn.

GALLU

Rydych chi'n gyfrifol am gyfyngu eich gweithredoedd i'r rhai rydych yn teimlo'n alluog i'w gwneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich dyletswyddau dylech gael gair â'ch rheolwr llinell/goruchwyliwr ar unwaith.

GWEITHWYR PROFFESIYNOL IECHYD COFRESTRDIG

Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd sydd angen cofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

GORUCHWYLIAETH

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd ydyw sicrhau cydymffurfio â hyn. Os bydd gennych unrhyw amheuaeth ynglŷn â gofyniad o'r fath, siaradwch â'ch Rheolwr.

RHEOLI RISG

Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

RHEOLI COFNODION

Mae gweithwyr Bwrdd Iechyd Prifysgol Betsi Cadwaladr yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur

neu ar gyfrifiadur. Ystyrir pob cofnod fel hyn fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y Bwrdd Iechyd). Dylech ymgynghori gyda'ch rheolwyr os oes gennych unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion rydych yn gweithio gyda nhw.

IECHYD A DIOGELWCH

Mae'n ddyletswydd ar holl staff y Bwrdd Iechyd i ofalu am eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu camau neu esgeulustra. 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.

CYFRINACHEDD

Mae gofyn i holl weithwyr y Bwrdd Iechyd gadw cyfrinachedd y cyhoedd (cleifion, merched iach a defnyddwyr gwasanaeth ayyb) ac aelodau staff yn unol â pholisïau'r Bwrdd Iechyd.

GOFYNION CYFFREDINOL

- **Gwerthoedd:** Rhaid i holl weithwyr y Bwrdd Iechyd ddangos a chynnwys y datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn dod yn rhan annatod o fywyd gwaith deilydd y swydd, a chynnwys egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Gofynnir i holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod â'i Reolwr/Goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w goruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **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 yw'n 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 Blyneddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl staff y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu gweithredoedd neu esgeulustod. Mae gofyn i ddeilydd y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun, ac adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisïau rheoli risg, iechyd a diogelwch a pholisïau cysylltiedig y Bwrdd Iechyd.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i bob gweithiwr wneud ei ddyletswyddau er mwyn cydymffurfio'n gaeth â gofynion

Cynllun Iaith Gymraeg ei sefydliad a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymwneud â'r cyhoedd.

- **Llywodraethu Gwybodaeth:** Rhaid 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, gweld gwybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin bob gwybodaeth, boed yn wybodaeth gorfforaethol, am staff neu gleifion yn synhwyrol ac yn gyfrinachol yn unol â darpariaethau'r Ddeddf Diogelu Data 1998 a Pholisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol sy'n agored i ddisgyblu a/neu erlyniad dan y ddeddfwriaeth statudol bresennol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr yn y sefydliad hwn mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am reoli cofnodion yn gywir.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y BI i hybu cydraddoldeb i unigolion â nodweddion gwarchodedig, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw nodwedd warchodedig: oed, anabledd, ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth, hil, crefydd neu gred, rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd wedi ymrwymo i sicrhau na fydd unrhyw ymgeisydd am swydd neu weithiwr yn cael ei drin yn llai ffafriol o ran yr uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae angen i bob gweithiwr gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac mae wrthi'n hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg ac â pharch ac urddas. Gofynnir i staff roi gwybod am unrhyw fath o fwlio ac aflonyddu i'w Rheolwyr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni fydd ymddygiad amhriodol yn y gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Yn y swydd hon, bydd gofyn i chi gael cyswllt uniongyrchol â chleifion / defnyddwyr y gwasanaeth / plant / oedolion bregus wrth wneud eich dyletswyddau arferol. Felly, bydd rhaid i chi wneud cais am Wiriad CRB Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd.
- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr y gwasanaeth, ymwelwyr a gweithwyr rhag y risg o gael haint sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a chadw atynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.

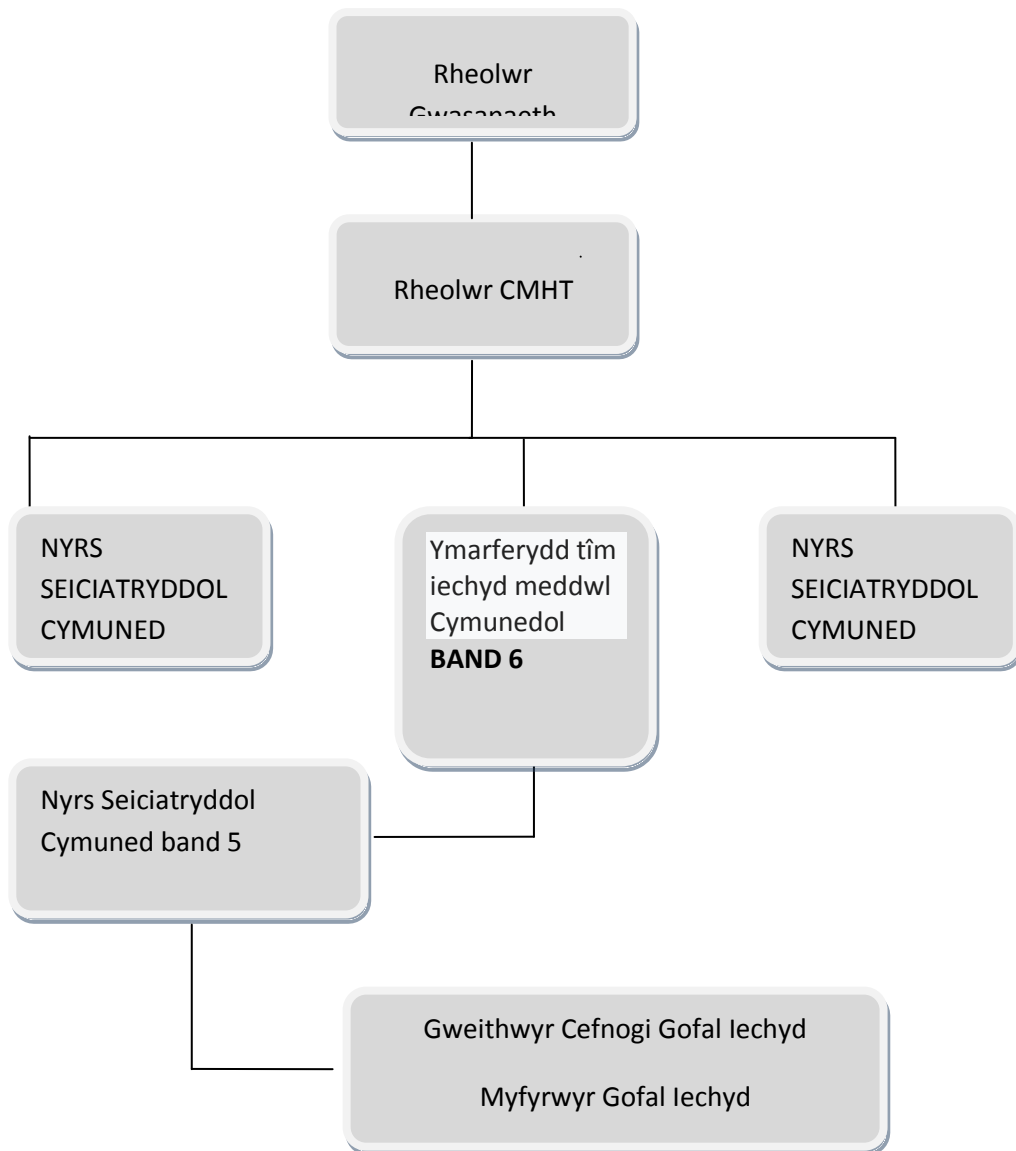
Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Teitl y swydd: _____ Nyrs Seiciatrig Cymuned _____

Siart Sefydliadol

Rhaid i'r Siart Sefydliadol dynnu sylw at y swydd y mae'r disgrifiad swydd hwn yn cyfeirio ati gan ddangos y berthynas â swyddi ar yr un lefel ac os yw'n briodol, ddau lefel uwch ben ac o dan.

Cwblhewch fel bo'n briodol y bocsys isod, eu dileu neu ychwanegu atynt yn dangos y perthnasoedd sefydliadol





DIVISION OF MENTAL HEALTH, LEARNING DISABILITY & PSYCHOLOGY

JOB DETAILS:

Job Title	Community Mental Health Team Practitioner
Pay Band	6
Hours of Work and Nature of Contract	
Division/Directorate	Mental Health, Learning Disability & Psychology
Department	Central Community Mental Health Team
Base	TBC

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	CMHT Manager
Reports to:	CMHT Manager,
Professionally Responsible to:	NMC or other professional body

Job Summary/Job Purpose:

The post holder is required to work within an integrated MDT focusing on adults suffering with a wide range of mental health problems. The post holder will hold a caseload, being responsible for assessing patients' needs, planning and implementing the plan of care.

The post holder will provide supervision, guidance and support to junior members of staff.

DUTIES/RESPONSIBILITIES:

22. To provide comprehensive psychiatric intervention by being involved in the discussion and

allocation of referrals to the Community Mental Health Team.

23. To be responsible for the care coordination or case management of a designated caseload of clients with either mild to moderate or severe and enduring mental health problems.
24. To ensure that Care and Treatment Plans and Care Management Protocols are adhered to and that standards are met in line with the Mental Health (Wales) Measure 2010 Parts 1, 2 or 3.
25. As Care Coordinator, responsibility for making evidence based assessment of client's physical, psychological, spiritual and social needs, taking into account and respecting ethnicity, for a defined caseload.
26. To ensure that a comprehensive risk assessment is completed and documented for all actual or potential areas of risk, i.e. harm to self or others, neglect, exploitation and vulnerability. Inform and liaise with other professionals (where appropriate) in order to positive risk manage and maintain the client's maximum independence.
27. To act as point of contact for GP's and other interface services, to offer advice, support and signposting onto appropriate agencies.
28. As care coordinator, responsibility for formulating and developing standard and complex, outcome focused Care plans in collaboration with clients and in accordance with the Mental Health (Wales) Measure 2010
29. To provide individualised, effective, evidence based care and treatments to meet the assessed needs of patients and promote recovery. This can be offered in a group format or 1:1 and delivered by statutory or third sector providers.
30. Manage own therapeutic care/interventions within the clinical environment and be accountable for the quality of care they delivered within the clinical area of responsibility.
31. To coordinate and facilitate, in conjunction with the care plan, appropriate resources (e.g. Welfare Rights, Housing Agencies, Voluntary Agencies, Day Services etc) to effectively implement effective packages of care, recoding and reporting any unmet needs.

32. To ensure effective lines of communication are maintained with in-patient facility to promote good working practices and ensure that client information is passed on appropriately between Community and In-patient Unit and GP.s
33. To be responsible for the care coordination of reviews in accordance with Mental Health (Wales) Measure 2010, incorporating statutory requirements under the Mental Health Act 1983, and ensuring dissemination of documentation as appropriate.
34. In the role of care coordinator, provide written and verbal reports and attend Mental Health Review Tribunals/Appeals as legislated under the Mental Health Act 1983.
35. To maintain accurate clinical documentation in line with Health Board policies.
36. To coordinate, arrange and attend case conferences within the community.
37. To work in an autonomous capacity within the community on a daily basis responding to changing need and risk within the boundaries of safe working practice.
38. To offer advice guidance and support as necessary to community hospitals in our area and local GP practices.
39. Ensure that effective communication is established and maintained with clients and (when appropriate) carers/relatives, offering support and guidance to carers.
40. Maintain and foster communications between primary care and secondary care mental health teams , social services and all other community services. Establish and maintain links with the relevant voluntary agencies.
41. To be conversant with clinical governance issues and of the need to be applying these to practice and to be conversant with and adhere to Divisional and Health Board policies.
42. Through modernization and adhering to NICE guidelines the CMHT in Conwy will ensure

services will be provided in line with Welsh Government guidance and around the core framework of quality standards

MANAGERIAL RESPONSIBILITIES

5. To offer professional and clinical support and supervision to junior staff and students.
6. To be the responsible case manager to clients on Band 5's caseload.
7. To act up in team leader's absence.
8. To participate in promoting and developing the community services for adults.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Trust 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.

SUPERVISION

Where the appropriate professional organization details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with the requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfill 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.

RECORDS MANAGEMENT

As an employee of the Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public

records and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your Manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their actions or omissions. Employees are required to cooperate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc) and members of staff in accordance with Trust policies.

GENERAL 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report 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/ children/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 Health Board's pre-employment check procedure.
- **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: _____ Community Psychiatric Nurse _____

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.

