



DISGRIFIAD SWYDD MANYLION

SWYDD:

Teitl Swydd	Ymarferydd sgrwb
Graddfa Cyflog	Band 5
Oriau Gwaith a Natur y Contract	I'w gwblhau wrth recriwtio
Uwch Adran/Cyfarwyddiaeth	Llawfeddygol a Deintyddol
Adran	Prif Theatrau
Safle	I'w gwblhau wrth recriwtio

TREFNIADAU SEFYDLIADOL

Yn atebol yn rheolaethol i:	Rheolwr Theatr
Yn adrodd i: Enw'r Rheolwr Llinell	Arweinydd Tîm
Yn Gyfrifol yn Broffesiynol i:	Rheolwr Theatr

Crynodeb y Swydd/Pwrpas y Swydd:

Mae'r deilydd swydd yn gyfrifol am asesu gofal cleifion sy'n seiliedig ar dystiolaeth, ei gynllunio, ei weithredu a'i ddadansoddi. Defnyddir arbenigedd clinigol yn ystod pob cam o'r cyfnod yn ystod llawdriniaethau. Darperir cymorth galluog yng ngofal llawfeddygol y claf. Defnyddir y sgiliau hyn hefyd mewn meysydd ategol eraill megis Pelydr-X ac Obstetreg.

Bydd deilydd y swydd yn gweithio ar y cyd ac yn gydweithredol ag aelodau eraill y tîm amlddisgyblaethol, gan gwrdd ag anghenion y claf heb unrhyw oruchwyliaeth uniongyrchol. Cynorthwyo i reoli a threfnu mannau clinigol ac ategol, gan weithredu gwelliannau i arferion gwaith fel y nodwyd mewn archwiliad/treialon clinigol. Cymryd rhan mewn addysg a datblygiad aelodau staff eraill a myfyrwyr.

DYLETSWYDDAU A CHYFRIFOLDEBAU:

Sgiliau Cyfathrebu a Pherthnasu

- Cyfathrebu a datblygu perthynas waith proffesiynol dda gyda chlinigwyr a staff o bob band o fewn yr adran a mannau eraill i sicrhau'r gofal gorau i gleifion.
- Cyfathrebu gwybodaeth fanwl gymhleth i aelodau eraill y tîm neu staff mewn mannau clinigol eraill yn amserol, yn glir a chryno i fodloni anghenion cleifion, yn enwedig yn ystod sefyllfaoedd o argyfwng.
- Cyfathrebu â chleifion gyda chydymdeimlad i leihau pryder a datblygu perthynas, gan hybu hyder yn eu perthnasau/gofalwyr.
- Datblygu perthynas gefnogol gyda chydweithwyr i hyrwyddo amgylchedd gweithio diogel ac iach.

Gwybodaeth, Hyfforddiant a Phrofiad

- Cydnabod yr angen ac ymgymryd â chyfrifoldeb am ddatblygiad proffesiynol parhaus eich hunan (CPD).
- Cymryd rhan i ddarparu a gwerthuso rhaglenni addysgol a gynigir.
- Rheoli portffolio personol proffesiynol yn effeithiol, i ddarparu tystiolaeth o hyn yn IPR.
- Rhannu gwybodaeth broffesiynol a phrofiadau gyda chydweithwyr i sicrhau gwelliannau parhaus mewn arferion gwaith.
- Arddangos gonestrwydd personol a phroffesiynol bob amser, gan ddarparu patrwm ymddwyn gadarnhaol
- Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol ei fod yn gyfrifol am gynnal a chadw cydymffurfiaid ei hyfforddiant gorfodol.
- Yn gyfrifol am weithrediad diogel offer a ddefnyddir yn ystod gweithdrefnau llawdriniaethol.
- Bydd deilydd y swydd yn gallu perfformio dyletswyddau sgwrio, rôl nad yw'n un sgwrio ac mewn meysydd eraill megis arbenigeddau eraill yn adran theatr neu adrannau eraill, os yw angen y gwasanaeth yn gofyn iddynt wneud.
- Ar ôl cyfnod o ymgynefino/hyfforddiant bydd yn gyfrifol ar brydiau am gario'r blîp 4646 obstetrig brys.

Sgiliau Dadansoddol a Beirniadol

- Dadansoddi diffygion a nodwyd wrth wirio offer llawfeddygol a phenderfynu sut i'w gwirio.
- Asesu perfformiad offer yn ystod eu defnydd.

- Asesu cyflwr y claf yn barhaus drwy gydol y cyfnod yn ystod llawdriniaeth, gan ragweld unrhyw newidiadau i ofal y claf a fydd yn briodol, ac addasu gofal cleifion yn unol â hynny.

Sgiliau Cynllunio a Threfnu

- Nodi gofynion bob rhestr llawfeddygol a chynllunio darparu'r offer angenrheidiol a'u trefnu.
- Cynllunio a threfnu amser yn ystod rhestrau dewisol a rhestrau y tu allan i oriau ar gyfer argyfyngau.

Sgiliau Corfforol

- Mae'n rhaid meddu ar gryfder corfforol, ystwythder a stamina i leoli cleifion a symud offer llawfeddygol.
- Mae angen dehurwydd, lefel uchel o gydgyssylltiad llaw a llygaid a chanolbwyntio dwys wrth baratoi offer llawfeddygol ar gyfer eu defnyddio e.e. cydosod offer laparosgopig, defnyddio systemau stacio ayyb

Cyfrifoldeb dros Ofal Cleifion

- Cymryd cyfrifoldeb dros glaf neu grŵp penodedig o gleifion fel y dirprwywyd.
- Cynllunio a blaenoriaethu gofal ac anghenion y claf a gwerthuso ei ymateb i gyflawni'r gofal o safon uchaf.
- Sicrhau parhad gofal drwy'r cyfnod yn ystod llawdriniaeth, gan gyfathrebu gwybodaeth yn effeithiol (ysgrifenedig ac ar lafar) gyda'r disgyblaethau perthnasol o fewn yr adran theatr a meysydd clinigol eraill.
- Dangos hyfedredd o fewn bob maes clinigol a pharhau gyda datblygiad proffesiynol parhaus.
- Dangos tystiolaeth o'r cymhwysedd parhaus hwn i'w adolygu a'i asesu yn yr IPR.
- Sicrhau diogelwch ac urddas cleifion bob amser.
- Mae'n rhaid i ddeilydd y swydd gadw at Safonau Ymddygiad NMC/HCPC, ac ymddwyn o fewn y rhain

Cyfrifoldeb am Ddatblygu Polisi/Gwasanaeth

- Mabwysiadu agwedd rhagweithiol i lechyd a Diogelwch a Rheoli Risg e.e. gwiriadau theatr dyddiol, adrodd ar ddigwyddiadau adwaith clinigol.
- Cyfrannu at strategaeth ansawdd y bwrdd iechyd a helpu i'w weithredu.
- Cefnogi a chyfrannu at newidiadau i wella arferion/cyflyrau gwaith drwy arferion yn seiliedig ar dystiolaeth a rhannu profiadau gwaith.

- Adnabod yr angen a chyfrannu at arloesed, cynllunio, gweithredu a gwerthuso newid drwy

rannu enghreifftiau o arfer da sy'n seiliedig ar dystiolaeth.

- Meddu ar ddealltwriaeth o Archwiliad Clinigol a'i effeithlonrwydd mewn rheolaeth newid

Cyfrifoldeb am Adnoddau Ariannol a Chorfforol

- Defnyddio adnoddau sydd ar gael yn y modd mwyaf cost effeithiol ac effeithlon, gan sicrhau gofal claf diogel.
- Cadw at lefelau stoc cytunedig, gan leihau gwastraff.
- Yn gyfrifol am ddefnydd diogel o offer llawfeddygol cymhleth iawn.

Cyfrifoldeb am Adnoddau Dynol

- Yn gyfrifol am eich disgyblaeth, eich hyfforddiant eich hunan ac asesiadau man gwaith fel y cyfarwyddir.
- Goruchwyllo staff yn rheolaidd fel sy'n briodol e.e. myfyrwyr ODP, myfyrwyr nyrsio a pharafeddygon sy'n ymweld â nyrsys/ODP sydd newydd gofrestru.

Cyfrifoldeb am Adnoddau Gwybodaeth

- Cynnal cofnodion cleifion yn gywir i sicrhau parhad mewn gofal holistig
- Yn gyfrifol am fewnbynnu gwybodaeth ar System Wybodaeth gyfrifiadurol y Theatr.

Cyfrifoldeb am Ymchwil a Datblygiad

- Cymryd rhan mewn archwiliadau clinigol a gwerthuso offer newydd yn ôl yr angen.
- Sicrhau bod eich arfer eich hun yn seiliedig ar dystiolaeth a thrafod unrhyw ddatblygiadau mewn arferion gyda'r rheolwr llinell.

GOFYNION CYFFREDINOL

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

- **Gwerthoedd:** Mae'n ofynnol bod bob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a datganiadau Ymddygiadau er mwyn iddynt fod yn rhan integredig o fywyd gweithio'r deilydd y swydd ac i gynnwys yr egwyddorion yn niwylant y sefydliad.
- **Gweithwyr 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:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes gan ddeilydd y swydd bryderon ynghylch hyn fe ddylai eu trafod â'i Reolwr/Goruchwyliwr yn syth. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Reolwr/Goruchwyliwr 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/ymgyfarwyddo at lefel Corfforaethol ac Adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yn briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blynyddol y swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y Bwrdd Iechyd ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiâu Rheoli Risg, Iechyd a Diogelwch a Pholisiâu cysylltiedig.
- **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 ar bob digwyddiad, digwyddiadau y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith Gymraeg 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 aml yn cynnwys gweld gwybodaeth bersonol sy'n ymwneud â defnyddwyr y 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'r Deddf Diogelu Data 1998 a Pholisi Sefydliadol. Ystyrir unrhyw achos o dorri'r fath gyfrinachedd yn drosedd ddisgyblu ddifrifol, sydd yn agored i ddiswyddiad a / neu erlyniad dan ddeddfwriaeth statudol gyfredol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr y sefydliad hwn, mae deilydd y swydd yn gyfrifol yn gyfreithiol am yr holl gofnodion mae yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith o fewn y sefydliad (yn cynnwys iechyd cleifion, iechyd staff neu anafiadau, ariannol, personol a gweinyddol), 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/ganddi unrhyw amheuaeth am

reolaeth gywir unrhyw gofnodion y mae'n gweithio gyda hwy.

➤ **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Gydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i unigolion gyda rhinweddau a amddiffynnir, fel cyflogwr ac fel darparwr gwasanaethau cyhoeddus. Mae naw rhinwedd a warchodir: oed; anabled; ailbennu rhyw; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw neu gyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth llai ffafriol ar sail unrhyw un o'r 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 bob ffurf o fwlio ac aflonyddwch ac yn ymdrechu'n rhagweithiol i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf o aflonyddu a bwlio i'w Rheolwr Llinell neu unrhyw Gyfarwyddwr y Bwrdd Iechyd. Ni fydd unrhyw ymddygiad anaddas y tu mewn i'r gweithle 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 rhaid i ddeilydd y swydd gael Gwiriad Datgelu DBS. *Dileer fel sy'n briodol.

➤ **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Mae'n rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.

➤ **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Mae bob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys a chadw at Bolisiau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd yn barhaus.

➤ **Dim Ysmygu:** Rhoi'r cyfle gorau i bob claf, ymwelydd a staff fod yn iach, mae bob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd, yn ddi-fwg.

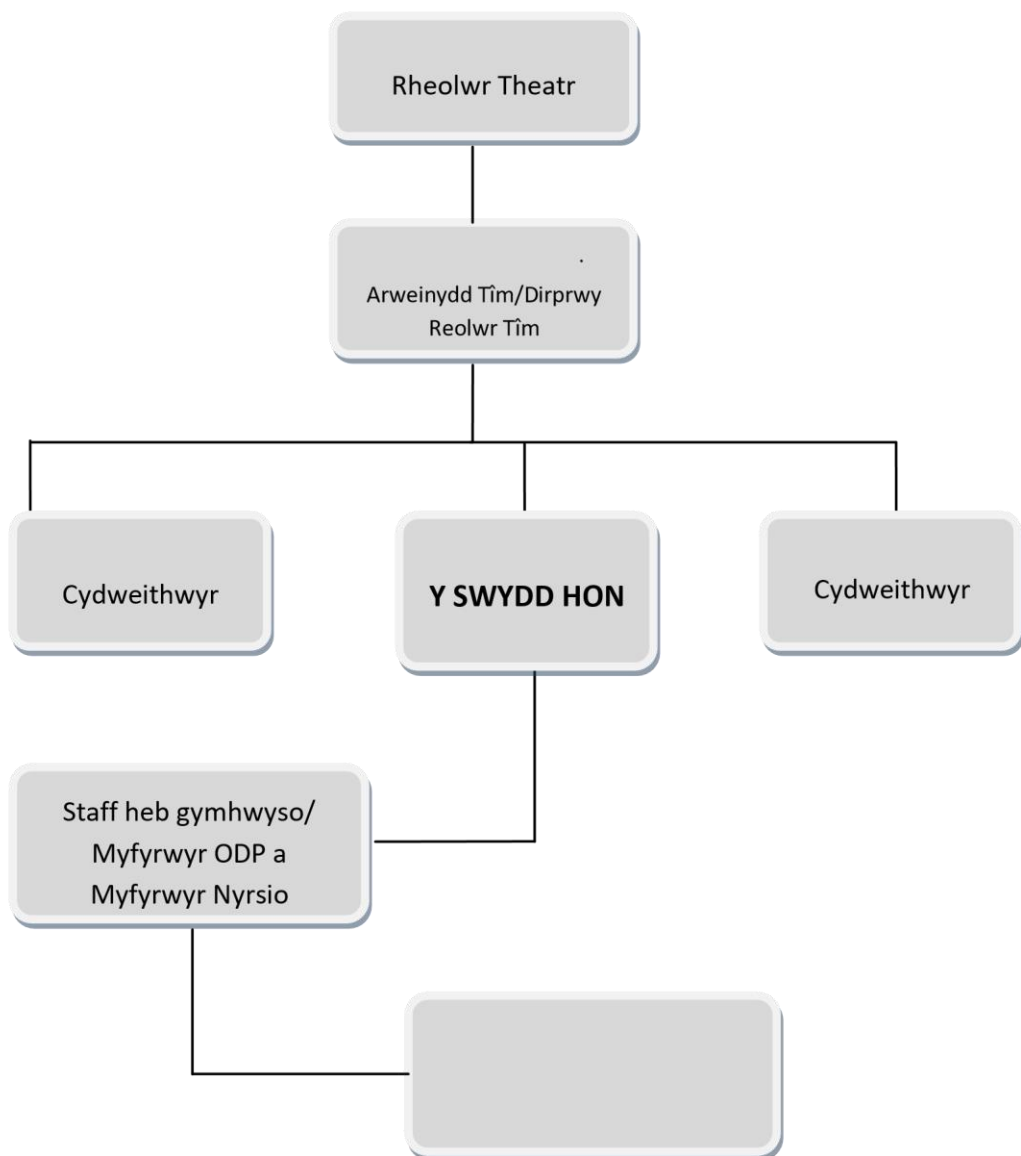
Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y Swydd Ddisgrifiad a'r Fanyleb Bersonol hon, a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Teitl Swydd: Ymarferydd Sgrwb

Siart Sefydliadol

Mae'n rhaid i'r Siart Sefydliadol amlygu'r swydd y mae'r disgrifiad swydd yn berthnasol iddi gan ddangos y berthynas â swyddi ar yr un lefel ac, os yw'n berthnasol, dwy lefel uwch ben ac isod.

Cwblhewch, ychwanegwch neu dilëwch y blychau testun isod fel bo angen sy'n dangos perthnasu'r sefydliad.





GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2016/0517

JOB DESCRIPTION

JOB DETAILS:

Job Title	Scrub practitioner
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Surgical & Dental
Department	Main Theatres
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Theatre Manager
Reports to: Name Line Manager	Team Leader
Professionally Responsible to:	Theatre Manager

Job Summary/Job Purpose:

CAJE Reference/Date: **2016/0517**

The post holder is responsible for the assessment, planning, implementation and evaluation of evidence-based patient care. Clinical expertise is utilised during all phases of the perioperative period. Skilled assistance is provided in the surgical care of the patient. These skills are also employed in other satellite areas such as X-Ray and Obstetrics.

The post holder will work collaboratively and co-operatively with other members of the multidisciplinary team, meeting the needs of the patient whilst under no direct supervision. Assist in the management and organisation of clinical and satellite areas, implementing improvements to working practices as identified by audit/clinical trials. Participate in the education and development of other staff members and students.

DUTIES/RESPONSIBILITIES:

Communication and Relationship Skills

- Communicate and develop a good professional working relationship with clinicians and all grades of staff within the department and other areas to ensure optimal patient care.
- Communicate complex detailed information to other team members or staff in other clinical areas, promptly, clearly and concisely to meet the patient's needs, especially during emergency situations.
- Communicate sympathetically with patients to reduce anxieties and develop a rapport, promoting confidence in their relatives/carers.
- Develop a supportive relationship with colleagues to promote a safe and healthy working environment.

Knowledge, Training and Experience

- Recognise the need and take responsibility for own continuing professional development (CPD).
- Participate in the delivery and evaluation of educational programmes offered.
- Manage a personal professional portfolio effectively, to provide evidence of this at IPR.
- Share professional knowledge and experiences with colleagues to ensure continuing improvements in working practice.
- Exhibit personal and professional integrity at all times, providing a positive role model
- The post holder must be aware that they are responsible for the maintenance and compliance of their mandatory training.
- Responsible for the safe operation of equipment used during operative procedures.
- Post holder is able to perform in the scrubbed and non- scrubbed role and in other areas such as other specialities in the theatre department or other departments, if service needs require them to do so.
- After a period of induction/training will be responsible at times for holding the obstetric emergency bleep 4646 .

Analytical and Judgemental Skills

- Analyse faults identified when checking surgical equipment and make judgements on how to rectify them.
- Continually assess equipment's performance during use.

- Continually assess the patient's condition throughout the peri-operative period, anticipating any changes to the patient's care that is necessary, and amending the patients care accordingly.

Planning and Organisational Skills

- Identify the requirements of each surgical list and plan and organise provision of the equipment needed.
- Plan and organise time during elective lists and out of hours for emergencies.

Physical Skills

- Physical strength, agility and stamina are necessary to position patients and move surgical equipment.
- Dexterity, a high level of hand to eye co-ordination and intense concentration is required when preparing surgical equipment for use e.g., assembling laparoscopic equipment, using stack systems etc

Responsibility for Patient Care

- Take responsibility for a patient or a defined group of patients as delegated.
- Plan and prioritise the care and needs of the patient and evaluate their response to deliver the highest standard of care.
- Ensure continuity of care through the peri-operative period, communicating information effectively (both written and verbal) with the relevant disciplines within the theatre department and other clinical areas.
- Demonstrate proficiency within clinical area and continue with personal professional development.
- Demonstrate evidence of this continuous competence to be reviewed and assessed at IPR.
- Ensure patients safety and dignity at all times.
- Post holder must adhere to NMC/HCPC Standards of Conduct, and act within these

Responsibility for Policy/Service Development

- Adopt a proactive approach to Health and Safety and Risk Management e.g. daily theatre checks, clinical adverse incident reporting.
- Contribute to the quality strategy of the Health Board and assist in the implementation.
- Support and contribute in changes to improve working practice/conditions through evidence-based practice and sharing of working experiences.

- Recognise the need and contribute to the innovation, planning, implementation and

evaluation of change by sharing good practice and evidence-based practice.

- Have an understanding of Clinical Audit and its effectiveness in change management.

Responsibility for Financial and Physical Resources

- Use available resources in the most cost effective and efficient way ensuring safe patient care.
- Adhere to agreed stock levels, minimising wastage.
- Responsible for the safe use of highly complex surgical equipment.

Responsibility for Human Resources

- Responsible for own discipline, training and work place assessments as directed.
- Regularly supervise staff as appropriate e.g. student ODP's, student nurses, visiting paramedics and newly registered nurses/ODP's.

Responsibility for Information Resources

- Maintain patient's records accurately to ensure continuity of holistic patient care.
- Responsible for inputting information onto the computerised Theatre Information System

Responsibility for Research and Development

- Participate in clinical audits and evaluation of new equipment as required.
- Ensure own practice is evidence based and discuss any practice developments with line manager

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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

➤ **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or

on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

➤ **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

➤ **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

➤ **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's preemployment 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.

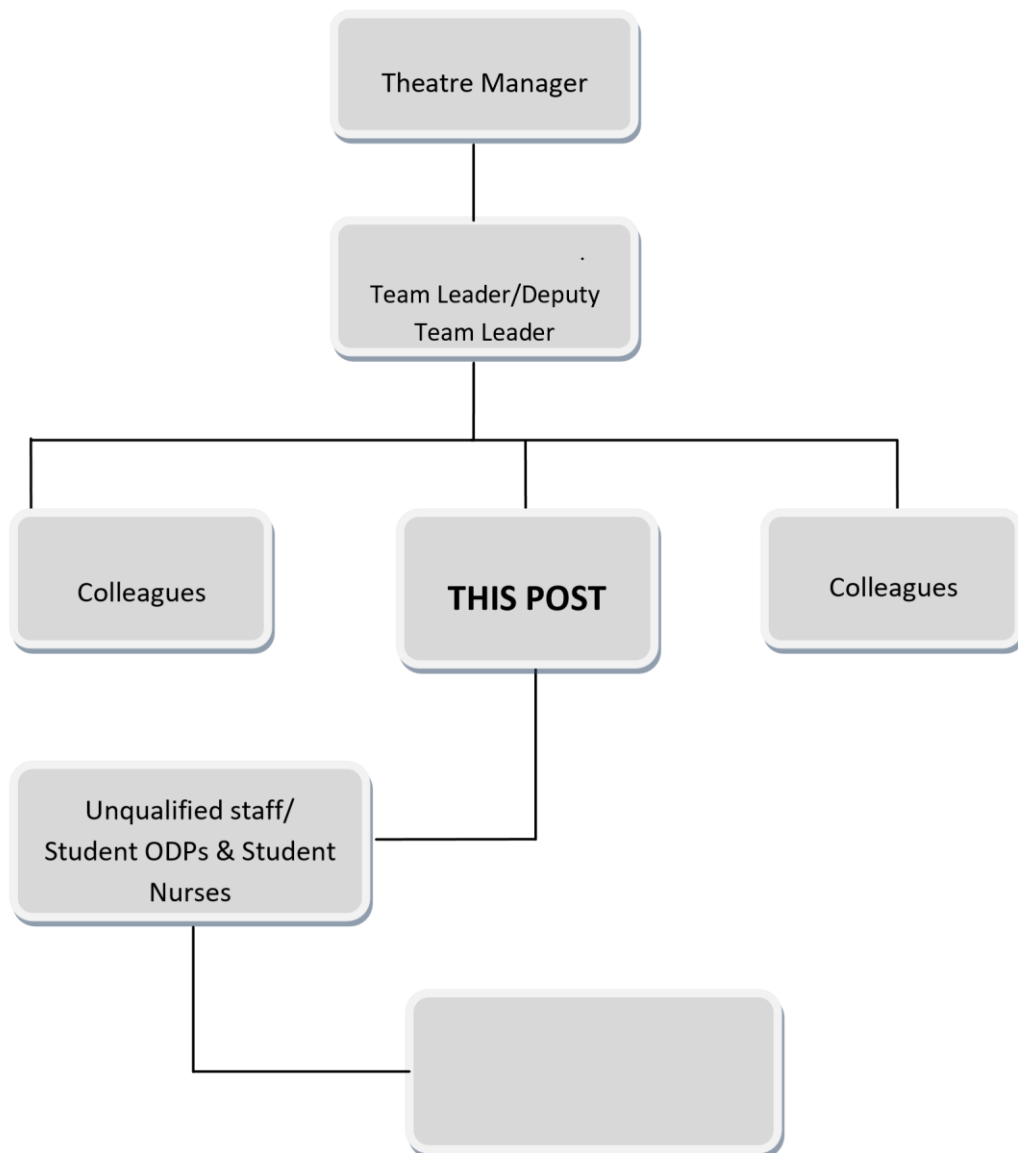
Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

APPENDIX 1

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.



Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B.**

Walking /driving to work is not included'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Move patients frequently, who are heavy, immobile and attached to ventilators, with a large number of drips/monitoring equipment in confined spaces with and without mechanical aids	Daily	Short periods but frequently	
Walking and standing for long periods of time	Daily	Potentially long periods	
Push and lift pieces of equipment around complex	Daily	Short periods but frequently	
Constant bending, crouching, stretching and repetitive movements	Daily	Short periods but frequently	

Sustained physical effort with periods of sudden explosive effort during life threatening emergencies	Weekly	Short periods and infrequently	
Ability to move quickly when responding to crash section situation in Obstetrics	Weekly	Short periods and infrequently	

CAJE Reference/Date: **2016/0517**

15

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
--------------------------------------	--	----------------------	----------------------------

CAJE Reference/Date: **2016/0517**

32

Expected to concentrate for long periods of time to assess, and observe patients for conditional changes	Daily	Potentially long periods	
Responding to frequently changing needs of the service e.g. cancelled lists, change of location and unpredictable events	Weekly	Frequently for short periods	
Multi-task and prioritise work accordingly, dealing with unstable/unpredictable/complex situations, actively responding flexibly with both predictable and unpredictable workloads	Daily	Frequently, for both short & long periods	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

CAJE Reference/Date: **2016/0517**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Exposure to complex emotional challenging and distressing situations	Weekly	Short periods and infrequently	

Provides crisis intervention to meet the complex needs of the patients	Weekly	Short periods and infrequently	
Provides emotional support to staff, recognises own needs for emotional support	Weekly	Short periods and infrequently	
Dealing with aggressive patients	Monthly	Short periods and infrequently	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

CAJE Reference/Date: **2016/0517**

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -
***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Risk of needle stick injuries	Daily	Constant when performing clinical duties	
Unpleasant smells/odours	Daily	Frequently for short periods	
Infectious materials	Daily	variable	
Exposure to unpleasant substances e.g. Body fluids, faeces	Daily	Frequently for short periods	
Foul linen	Daily	Frequently for short periods	
High risk patients' e.g. Infection	Daily	variable	
Exposure/risk to confrontational behaviour e.g. Families and patients who are angry/distressed/dysfunctional	Daily	Short periods and infrequently	
Works within an environment with high noise levels from machinery	Daily	Variable, frequent	
on-call/standby/nights	Weekly	Frequent, long periods	

CAJE Reference/Date: **2016/0517**

Submission of documents for job evaluation Please sign and retain an original copy for manager and employee.
Send an electronic version of the documents to Jenny.Jones9@wales.nhs.uk OR Sherryl.Todd@wales.nhs.uk Or
hard copy to:

**Job Evaluation
Workforce & OD
Bryn Y Neuadd Hospital
Aber Road
Llanfairfechan
Conwy
LL33 0HH**