



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

JOB DETAILS

Job Title:	Specialist Occupational Therapist Older Persons Mental Health Community / Dementia Home Treatment Team and Inpatient
Pay Band:	6
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health
Department:	Occupational Therapy
Base:	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Team Leader
Professionally Accountable to:	Professional Lead Occupational Therapist for Mental Health and Professional Head of Occupational Therapy

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:

Manage a varied and complex caseload identifying, planning, and providing highly skilled Occupational Therapy intervention for older adults with both an organic and functional mental health difficulties.

Work towards the development of expertise in an area of clinical excellence.

Maintain a clinical caseload drawn from the community mental health team. Contribute to the maintenance and development of the occupational therapy service and continue with own professional development and assist with that of the team.

Flexible approach to working hours to ensure that the needs of the clients are met.

DUTIES & RESPONSIBILITIES

Clinical

Practice Occupational Therapy safely.

Assess and address occupational performance skills in the areas of lifestyle management, motivation, interpersonal skills, cognitive skills, self-care productivity and leisure.

Assess and provide Occupational Therapy intervention in cases presenting a high degree of complexity in an autonomous manner.

Maintain records and documentation required by work settings in accordance with Health Board, and Occupational Therapy service guidelines and RCOT standards.

Provide the MDT meeting with specialised Occupational Therapy knowledge and advice.

Adhere to the RCOT code of professional conduct and ethics including confidentiality. Assess and manage risks.

Demonstrate an understanding and working knowledge of relevant legislation and local policies.

Demonstrate specialist knowledge relevant to the application of Occupational Therapy in one or more clinical areas.

Carry out specialist Occupational Therapy techniques.

Analyse, evaluate, interpret, and communicate an overview of the patterns of referral, interventions and outcomes of intervention.

Take personal responsibility for own workload within designated clinical area of practice.

Draw on evidence to justify own practice.

Proficient in reasoning and in determining intervention strategies in complex situations and patients with complex needs.

Lead and be proactive in developing clinical networks as a shared governance activity.

Act as a care co-ordinator for those clients where occupational therapy is identified as the primary need.

Flexible to cope with working in various physical work environments.

Participate in any wider or extended clinical responsibilities specific to the team that the specialist OT works in, such as generic assessments, duty clinician and conveyance of medication (in accordance with the team policy). These duties should comprise no more than 20% of the total job activity.

Management/Admin

Appraise staff within the team and identify their development needs.

Delegate tasks appropriately and monitor outcomes.

Contribute to the formulation of local policies and procedures.

Able to identify source of costs relating to own, existing, and potential clinical practice.

Prioritise own work within the resources available to the service and to highlight deficiencies to the Ward Manager and Lead OT where they impact on service quality or standards.

Collaborate with others to modify and develop the service in line with changing circumstances and needs.

Identify and develop a body of knowledge to inform evidence-based practice.

Adapt own working practice to reflect changes in service demand and other environmental changes and be able to explain and justify the action taken.

Work independently on service-related projects within own specialist area of expertise; report and make recommendations.

Possess a basic knowledge of project management techniques.

Take a lead in area duties to assist the OT service to function appropriately. Lead on the induction of new staff.

Fieldwork Educator

Supervise students of own and other professions, providing feedback, formative and summative assessment.

Offer to supervise at least one Occupational Therapy student placement annually.

Use a variety of teaching and learning methods.

Facilitate student learning activities to achieve desired student competence.

Facilitate students' clinical reasoning and reflective practice.

Work collaboratively with the University Lecturer to provide an effective programme of fieldwork education for a student.

Develop learning objectives for fieldwork in collaboration with fieldwork coordinator, students and college.

Supervisor

Able to supervise junior and unqualified staff.

Able to conduct appraisal interviews and arrange for training and professional development needs of staff to be met.

Able to demonstrate a knowledge and understanding of the theoretical principles underpinning staff appraisal and performance review and be able to apply in accordance with PTHB and Occupational Therapy guidelines.

Able to supervise junior staff in making their contribution to project work.

Research

Able to undertake research and/or audit projects.

Able to undertake clinical and/or organisational evaluation.

Understand the influence of Health and Social Care policy on the service within the immediate clinical area, the mental health / learning disabilities division and the Health Board.

Contribute to the Powys Dementia Action Plan and be informed of the Welsh Government Dementia Action Plan.

Professional Development

Take responsibility for ensuring one's own professional development and maintain portfolio.

Acknowledge limitations in own practice and be proactive in developing professional competencies.

Develop specialist skills and expertise within the field of Occupational Therapy for people with palliative care needs.

Develop an up-to-date knowledge of specialist equipment appropriate to the client group.

Participate in education and training sessions with own team and multi-disciplinary team.

Participate in and lead education and training sessions within own team, multidisciplinary team, and outside organisations.

Promote professionalism for OT both internally and externally.

Provide evidence of development of the service for people with palliative care needs as well as personal and professional development.

Have a knowledge and understanding of Healthcare Standards and be able to apply the basic principles.

Proactive in the development of standards and outcome measurement for good practice.

Assimilate new knowledge and integrate it into Occupational Therapy practice.

Proactive in the development of clinical networks.

Liaise with other therapists, and staff of other professional groups to actively support innovations and improvements in practice for people with palliative care needs.

Engage in regular supervision with an identified supervisor.

Participate in yearly PADR with identified supervisor and Professional Lead OT.

Take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with guidelines from the Royal College of Occupational Therapy as required for professional registration.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Degree or Postgraduate Diploma in Occupational Therapy HCPC Registration Commitment to lifelong learning Up to date professional portfolio Specialist knowledge and application of OT assessments and interventions relevant to client group Detailed knowledge and application of OT outcome measures Planning and co-ordination of treatment packages Ability to analyse professional and ethical issues Detailed and applied knowledge of health legislation and current practice Detailed knowledge and application of principles of clinical governance Application of Health, Safety and Risk management policies	Membership of BAOT Membership of specialist interest groups	Pre-employment checks Interview Application Form
Experience	Relevant post registration experience including in specialist area relevant to post Supervision experience of junior staff and students Extensive clinical experience including individual and group work	Experience of carrying out research or audit Experience of a range of physical settings Leadership experience	Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd		Experience in assessing for Assistive Technology	
Aptitude & Abilities	Ability to work in a team Ability to build effective working relationships with a range of people Effective written and oral communication skills Word processing and internet skills Ability to work autonomously and set own priorities Supervisory/appraisal skills Ability to reflect on and critically appraise own performance Ability to organise and respond effectively to complex information Ability to work under pressure Training and presentation skills	Ability to speak Welsh	Interview Application Form
Values	Demonstrate PTHB Values		Interview Application Form
Other	Able to travel within a geographical area Commitment to client centred and non-discriminatory practice Ability to work flexibly Ability to cope with emotional or distressing circumstances		Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Other cont'd	Ability to cope with occasional exposure to challenging work environments		

GENERAL REQUIREMENTS

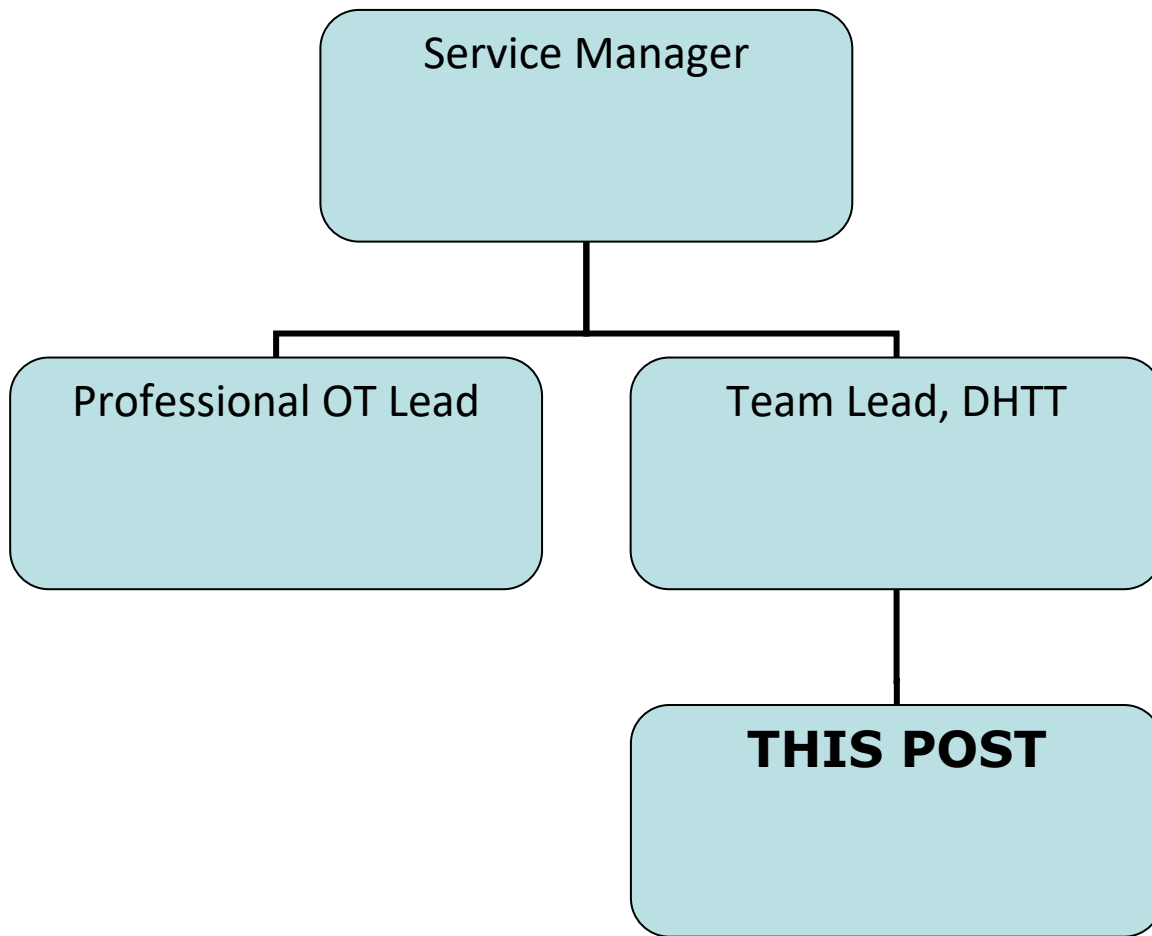
Include those relevant to the post requirements

- **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 organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Therapydd Galwedigaethol Arbenigol Tîm Iechyd Meddwl Pobl Hŷn Cymunedol / Tîm Trin Dementia yn y Cartref a Chleifion Mewnol
Band cyflog:	6
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Iechyd Meddwl
Adran:	Therapi Galwedigaethol
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Arweinydd Tîm
Yn Broffesiynol Atebol i:	Therapydd Galwedigaethol Arweiniol Proffesiynol ar gyfer Iechyd Meddwl a Phennaeth Proffesiynol Therapi Galwedigaethol
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 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.	

CRYNODEB O'R SWYDD / EI NOD :

Rheoli llwyth achosion amrywiol a chymhleth gan nodi, cynllunio a darparu ymyrraeth Therapi Galwedigaethol hynod fedrus i oedolion hŷn ag anawsterau iechyd meddwl organig a gweithredol.

Gweithio tuag at ddatblygu arbenigedd mewn maes rhagoriaeth glinigol.

Cynnal llwyth achosion clinigol wedi'u tynnu o'r tîm iechyd meddwl cymunedol. Cyfrannu at gynnal a datblygu'r gwasanaeth therapi galwedigaethol a pharhau â'ch datblygiad proffesiynol ei hun a chynorthwyo â datblygiad proffesiynol y tîm.

Agwedd hyblyg tuag ar oriau gweithio i sicrhau bod anghenion y cleientiaid yn cael eu diwallu.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Clinigol**

Ymarfer Therapi Galwedigaethol yn ddiogel.

Asesu a mynd i'r afael â sgiliau perfformiad galwedigaethol ym meysydd rheoli dull o fyw, ysgogi, sgiliau rhyngbersonol, sgiliau gwybyddol, cynhyrchiant hunanofal a hamdden.

Asesu a darparu ymyrraeth Therapi Galwedigaethol mewn achosion sy'n hynod gymhleth, a hynny'n annibynnol.

Cynnal dogfennaeth a chofnodion gofynnol ar gyfer lleoliadau gwaith, yn unol â chanllawiau'r Bwrdd Iechyd a'r gwasanaeth Therapi Galwedigaethol a safonau RCOT.

Darparu Therapi Galwedigaethol arbenigol, gwybodaeth a chynghor i gyfarfodydd y tîm amlddisgyblaeth.

Glynu at god ymddygiad proffesiynol a moeseg y RCOT, gan gynnwys cyfrinachedd. Asesu risgiau a'u rheoli.

Dangos dealltwriaeth a gwybodaeth ymarferol o ddeddfwriaeth a pholisïau lleol perthnasol.

Dangos gwybodaeth arbenigol sy'n berthnasol i roi Therapi Galwedigaethol ar waith mewn un maes clinigol neu fwy.

Defnyddio technegau Therapi Galwedigaethol arbenigol.

Dadansoddi, gwerthuso, dehongli a chyfathrebu trosolwg o batrymau atgyfeirio, ymyriadau a deilliannau ymyrryd.

Cymryd cyfrifoldeb personol am eich llwyth gwaith eich hun o fewn maes arfer clinigol dynodedig.

Tynnu ar dystiolaeth i gyfiawnhau eich arfer eich hun.

Gallu rhesymu a phenderfynu ar strategaethau ymyrryd mewn sefyllfaoedd cymhleth a chyda chleifion ag anghenion cymhleth.

Arwain a bod yn rhagweithiol wrth ddatblygu rhwydweithiau clinigol fel gweithgarwch llywodraethu ar y cyd.

Bod yn gydlynnydd gofal ar gyfer y cleientiaid hynny y nodir mai therapi galwedigaethol ydy eu prif angen.

Bod yn hyblyg i ymdopi â gweithio mewn amgylcheddau gwaith ffisegol amrywiol.

Cymryd rhan mewn unrhyw ddyletswyddau clinigol ehangach neu estynedig sy'n benodol i'r tîm y mae'r therapydd galwedigaethol arbenigol yn gweithio ynddyn nhw, fel asesiadau generig, clinigydd ar ddyletswydd a chludo meddyginiaeth (yn unol â pholisi'r tîm). Ni ddylai'r dyletswyddau hyn fod yn fwy nag 20% o gyfanswm gweithgaredd y swydd.

Rheoli/Gweinyddu

Arfarnu staff yn y tîm a nodi eu hanghenion datblygu.

Dirprwyo tasgau yn briodol a monitro deilliannau.

Cyfrannu at lunio polisiau a gweithdrefnau lleol.

Gallu nodi ffynhonnell costau sy'n ymwneud a'ch arfer clinigol eich hun, yn rhai presennol a phosibl.

Blaenoriaethu eich gwaith eich hun o fewn yr adnoddau sydd ar gael i'r gwasanaeth, a dwyn sylw Rheolwr y Ward a'r Therapydd Galwedigaethol Arweiniol at ddiffygion os ydyn nhw'n effeithio ar ansawdd neu safonau gwasanaeth.

Cydweithio ag eraill i addasu a datblygu'r gwasanaeth yn unol ag amgylchiadau ac anghenion newidiol.

Nodi a datblygu corff gwybodaeth i ddarparu sail ar gyfer arfer seiliedig ar dystiolaeth.

Addasu eich arfer gweithio eich hun i adlewyrchu newidiadau yn y galw ar y gwasanaeth a newidiadau amgylcheddol eraill, a gallu esbonio a chyfiawnhau'r camau a gymerir.

Gweithio'n annibynnol ar brosiectau sy'n gysylltiedig â'r gwasanaeth o fewn eich maes arbenigedd eich hun; adrodd a gwneud argymhellion.

Meddu ar wybodaeth sylfaenol o dechnegau rheoli prosiect.

Bod yn arweinydd dyletswyddau ardal i gynorthwyo'r gwasanaeth Therapi Galwedigaethol i weithio'n briodol. Arwain gwaith cynefino staff newydd.

Addysgwr Gwaith Maes

Goruchwyllo myfyrwyr yn eich proffesiwn eich hun a phroffesiynau eraill, gan ddarparu adborth ac asesiad ffurfiannol a chrynodol.

Cynnig goruchwyllo o leiaf un lleoliad myfyriwr Therapi Galwedigaethol y flwyddyn.

Defnyddio amrywiaeth o ddulliau addysgu a dysgu.

Hwyluso gweithgareddau dysgu myfyrwyr i sicrhau bod myfyrwyr yn dod mor fedrus ag sy'n ddymunol.

Hwyluso arfer rhesymu a myfyrio clinigol myfyrwyr.

Cydweithio â'r Darlithydd Prifysgol i ddarparu rhaglen effeithiol o addysg gwaith maes i fyfyrwr.

Datblygu amcanion dysgu ar gyfer gwaith maes, ar y cyd â'r cydlynnydd gwaith maes, myfyrwyr a'r coleg.

Goruchwyliwr

Gallu goruchwyllo staff iau a digymhwyster.

Gallu cynnal cyfweiliadau arfarnu a threfnu i anghenion hyfforddiant a datblygiad proffesiynol staff gael eu diwallu.

Gallu dangos gwybodaeth a dealltwriaeth o'r egwyddorion damcaniaethol wrth wraidd arfarnu ac adolygu perfformiad staff a gallu rhoi hyn ar waith yn unol â chanllawiau BIAP a chanllawiau Therapi Galwedigaethol.

Gallu goruchwyllo staff iau wrth iddyn nhw gyfrannu at waith prosiect.

Ymchwil

Gallu gwneud ymchwil a/ neu brosiectau archwilio.

Gallu gwneud gwerthusiad clinigol a/ neu sefydliadol.

Deall dylanwad polisi Iechyd a Gofal Cymdeithasol ar y gwasanaeth o fewn eich maes clinigol eich hun, o fewn yr is-adran iechyd meddwl/ anableddau dysgu ac o fewn y Bwrdd Iechyd.

Cyfrannu at Gynllun Gweithredu Dementia Powys a chael gwybodaeth am Gynllun Gweithredu Dementia Llywodraeth Cymru.

Datblygiad Proffesiynol

Cymryd cyfrifoldeb am sicrhau eich datblygiad proffesiynol eich hun a chynnal portffolio.

Cydnabod cyfyngiadau yn eich arfer eich hun a bod yn rhagweithiol wrth ddatblygu cymwyseddau proffesiynol.

Datblygu sgiliau arbenigol ac arbenigedd o fewn maes Therapi Galwedigaethol ar gyfer pobl ag anghenion gofal lliniarol.

Datblygu'r wybodaeth ddiweddaraf o gyfarpar arbenigol sy'n briodol i'r grŵp cleientiaid.

Cymryd rhan mewn sesiynau addysg a hyfforddiant gyda'ch tîm eich hun a'r tîm amlddisgyblaeth.

Cymryd rhan mewn sesiynau addysg a hyfforddiant o fewn eich tîm eich hun, y tîm amlddisgyblaeth a sefydliadau allanol, ac arwain y rhain.

Hybu proffesiynoldeb ar gyfer therapi galwedigaethol, boed yn fewnol neu'n allanol.

Darparu tystiolaeth o ddatblygiad y gwasanaeth i bobl ag anghenion gofal lliniarol yn ogystal â datblygiad personol a phroffesiynol.

Bod â gwybodaeth a dealltwriaeth o Safonau Gofal Iechyd a gallu rhoi'r egwyddorion sylfaenol ar waith.

Bod yn rhagweithiol wrth ddatblygu safonau a dulliau mesur deilliannau ar gyfer arfer da.

Cymhathu gwybodaeth newydd a'i hintegreiddio i arfer Therapi Galwedigaethol.

Bod yn rhagweithiol wrth ddatblygu rhwydweithiau clinigol.

Cysylltu â therapyddion eraill, a staff o grwpiau proffesiynol eraill, i fynd ati i gefnogi newyddbethau a gwelliannau mewn arfer i bobl ag anghenion gofal lliniarol.

Ymgysylltu â goruchwyliaeth reolaidd gyda goruchwyliwr dynodedig.

Cymryd rhan mewn PADR blynyddol gyda goruchwyliwr enwebedig ac Arweinydd Proffesiynol Therapi Galwedigaethol.

Cymryd cyfrifoldeb am Ddatblygiad Proffesiynol Parhaus a chynnal portffolio proffesiynol yn unol â chanllawiau'r Coleg Brenhinol Therapi Galwedigaethol, fel sy'n ofynnol ar gyfer cofrestru proffesiynol.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Gradd neu Ddiploma Ôl-raddedig mewn Therapi Galwedigaethol Cofrestriad HCPC Ymrwymiad i ddysgu gydol oes Portffolio proffesiynol cyfoes Gwybodaeth arbenigol o asesiadau ac ymyriadau therapi galwedigaethol sy'n berthnasol i'r grŵp cleientiaid a phrofiad o'u rhoi ar waith Gwybodaeth fanwl o ddulliau mesur Therapi Galwedigaethol a phrofiad o'u rhoi ar waith Cynllunio a chydlynw pecynnau triniaeth Gallu dadansoddi materion proffesiynol a moesegol Gwybodaeth fanwl o ddeddfwriaeth iechyd ac arfer cyfredol a phrofiad o'u rhoi ar waith Gwybodaeth fanwl o egwyddorion llywodraethu clinigol a phrofiad o'u rhoi ar waith Profiad o roi polisïau rheoli Iechyd, Diogelwch a Risg ar waith	Aelodaeth o BAOT Aelodaeth o grwpiau buddiant arbenigol	Gwiriadau cyn cyflogi Cyfweliad Ffurflen Gais
Profiad	Profiad perthnasol ar ôl cofrestru, gan gynnwys mewn maes arbenigol sy'n berthnasol i'r swydd Profiad o oruchwylio staff iau a myfyrwyr Profiad clinigol helaeth, gan gynnwys gwaith gydag unigolion ac mewn grwpiau	Profiad o gynnal ymchwil neu archwiliad Profiad o amrywiaeth o leoliadau ffisegol	Ffurflen Gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Profiad		Profiad o arwain Profiad o asesu ar gyfer Technoleg Cynorthwyol	
Doniau a Galluoedd	Gallu gweithio mewn tîm Gallu meithrin perthnasoedd gweithio effeithiol gydag amrywiaeth o bobl Sgiliau cyfathrebu ysgrifenedig a llafar effeithiol Sgiliau prosesu geiriau a'r rhynggrwyd Gallu gweithio'n annibynnol a gosod eich blaenoriaethau eich hun Sgiliau goruchwyllo / arfarnu Gallu myfyrio ynglŷn â'ch perfformiad eich hun a'i arfarnu'n feirniadol Gallu trefnu ac ymateb yn effeithiol i wybodaeth gymhleth Gallu gweithio dan bwysau Sgiliau hyfforddi a gwneud cyflwyniadau	Gallu siarad Cymraeg	Cyfweliad Ffurflen Gais
Gwerthoedd	Dangos Gwerthoedd BIAP		Cyfweliad Ffurflen Gais
Arall	Gallu teithio o fewn ardal ddaearyddol Ymrwymiad i arfer sy'n canolbwyntio ar y cleient heb gamwahaniaethu Gallu gweithio'n hyblyg		Ffurflen Gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Arall	Gallu ymdopi ag amgylchiadau emosiynol neu drallodus Gallu ymdopi â gweithio mewn amgylcheddau sy'n heriol o bryd i'w gilydd		

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.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd 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 uniongyrchol** â chleifion / defnyddwyr gwasanaeth / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogaion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.

- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Siart Sefydliadol:

