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## DISGRIFIAD SWYDD

### MANYLION SWYDD

<b>Teitl Swydd:</b>	Nyrs Feithrinfa Arbenigol / GCGI
<b>Band:</b>	4
<b>Graddfa Cyflog:</b>	£ 19,217-22,458
<b>Oriau Gwaith:</b>	37.5 awr yr wythnos. Gweithio hyblyg ar draws yr wythnos (neu yn ôl yr hysbyseb)
<b>Adran/GRhG</b>	Gwasanaeth Anableddau Dysgu Plant a Phobl Ifanc, GADPPI
<b>Lleoliad:</b>	Canolfan Plant Sir Ddinbych

Bydd deilwyr swydd yn cael eu penodi i Tad blynyddoedd cynnar neu oed ysgol (yn ôl hysbysebion) lle bydd gwasanaeth yn cael ei strwythuro'r ffordd hon, fodd bynnag mae'n bosibl bydd angen gweithio ar draws gwasanaethau dros dro pan fo angen yn ôl angen clinigol neu wasanaeth.

### TREFNIADAU SEFYDLIADOL

- Yn atebol i:**
1. Arweinydd Tîm/Rheolwr Gwasanaeth
  2. Adrodd i'r Uwch Nyrs Blant gydag Anableddau/Arweinydd Tîm
  3. Proffesiynol: Arweinydd Tîm a Rheolwr Gwasanaeth

**Yn gyfrifol am:** Sicrhau arfer diogel eich hunan gan ymlynu wrth bolisiau a gweithdrefnau perthnasol

### PWRPAS Y SWYDD

Bod yn aelod o'r tîm iechyd amlddisgyblaethol, gan weithio dan beth oruchwyliaeth gan Uwch Nyrs Plant gydag Anableddau/Arweinydd Tîm, gan ddarparu cefnogaeth i blant gydag anghenion arbennig a'u teuluoedd gan ddefnyddio ymagwedd gyfannol. Bydd deilydd y swydd yn darparu arsylwadau datblygiadol a/neu ymddygiad priodol ac ymgysylltu i gefnogi sgiliau datblygiadol a/neu newid ymddygiad plant yn y cartref neu amgylchedd

arall. Bydd deilydd y swydd yn gweithredu pecynnau gofal datblygiadol a datblygu sgiliau a gytunwyd a rhaglenni ymddygiad a gynlluniwyd gan y nyrs gymuned a fydd yn gwneud penderfyniadau a phwyso a mesur sut bydd y pecynnau'n cael eu cyflawni o fewn paramedrau a osodwyd ac o fewn eu sail gwybodaeth eu hunain.

## **DYLETSWYDDAU A CHYFRIFOLDEBAU**

### **Clinigol**

Cyfrannu'n weithredol at yr asesiad amlddisgyblaethol i blant unigol drwy gofnodi gwybodaeth a arsylwyd yn uniongyrchol sy'n ymwneud â galluoedd presennol/ymddygiad, gan ddefnyddio offer priodol ar ran y staff proffesiynol nyrsio ac eraill cymwys.

Ymgymryd â gweithgareddau penodol fel rhan o asesiadau ffurfiol diagnostig ar gyfer cyflyrau niwroddatblygiadol megis Anhwylderau Sbectrum Awstiaeth (ASA) Gall hyn gynnwys ymgymryd â gweithgareddau'n seiliedig ar chwarae gan ddilyn canllawiau penodol o ran yr hyn i'w gyflwyno a sut i'w gyflwyno tra bod rhyngweithio'n cael ei arsylwi gan broffesiynolyn iechyd arall sy'n gymwys mewn asesu diagnostig neu weithredu fideo i recordio sesiynau asesu ffurfiol.

Bod yn rhan o'r Cyfarfodydd Amlddisgyblaethol diagnostig (Tad), gan ddarparu crynodebau o'ch cysylltiad â'r plentyn a sut rydych wedi'i arsylwi yn y cartref neu sesiynau wedi'u lleoli mewn mannau eraill.

Bod yn gysylltiedig mewn adrodd arsylwadau'n ôl i'r Tad a bod yn gysylltiedig â datblygiad cynllun gofal / rhaglen ddatblygiadol / cynlluniau ymddygiad i'r plentyn / teulu hwn.

Darparu cefnogaeth uniongyrchol i gyflawni cydrannau'r cynlluniau Tad a gytunwyd, gan gynnwys cefnogi rhieni i ddatblygu sgiliau i gynorthwyo datblygiad eu plentyn a/neu reoli sgiliau cymdeithasol/cyfathrebu/chwarae. Gall hyn gynnwys gwaith uniongyrchol gyda'r plentyn i arddangos sut i ddefnyddio ymagwedd benodol megis Systemau Cyfnewid Lluniau (PECS), Teacch i blant gydag ASA, gan baratoi rhieni/gofalwyr yn weithredol i gael mynediad at gyfleoedd chwarae gyda'u plentyn a chefnogi gyda strategaethau rheoli ymddygiad.

Cynllunio a pharatoi ar gyfer sesiynau cefnogi uniongyrchol, gan gynnwys addasu cyflymder cynnydd, pa feysydd i ganolbwyntio arnynt o fewn cyfrifoldebau a gytunwyd yn annibynnol o fewn y paramedrau a gytunwyd ac o fewn galluoedd eich hunan.

Cynllunio a pharatoi ar gyfer sesiynau unigol a grŵp er mwyn symud gwaith ymlaen i ddatblygu sgiliau a chefnogi rhieni/gofalwyr i helpu eu plant yn fwy effeithiol.

Darparu adborth i rieni/gofalwyr ar gynydd yn erbyn amcanion datblygiadol a/neu amcanion ymddygiad y maen nhw'n cefnogi'r rhieni/gofalwyr.

Cynnal cofnodion cywir o'r holl waith a ymgymerir â phlant, rhieni a gofalwyr.

Cydweithio gydag aelodau o'r Tad pan fo unrhyw broblemau'n codi lle bydd angen i broffesiynolion eraill fod yn ymwybodol neu ailasesu cydrannau gofal.

Cynrychioli'r Tîm mewn cyfarfodydd Tad a gweithredu ar benderfyniadau a wneir o fewn goruchwyliaeth gan uwch nyrs plant gydag anabledau/arweinydd tîm neu broffesiynolyn gofal iechyd arall pan yn briodol.

Sicrhau bod holl bolisiau trefniadol, gweithredol a phroffesiynol perthnasol yn ddealladwy ac yn cael eu gweithredu.

Cynorthwyo teuluoedd i ddeall swyddogaeth y gwasanaeth a'r gofynion iddyn nhw fod yn gyfranogwyr gweithredol yn y gwaith y byddai'r gwasanaeth yn ymgymryd ag o i gefnogi datblygiad eu plentyn/ennill sgiliau gall rhieni/gofalwyr eu deall, neu

Cynorthwyo teuluoedd i baratoi ar gyfer strategaethau newid ymddygiad drwy esbonio sail ddamcaniaethol yr ymyriadau mewn modd syml gall rhieni ddeall, esbonio'r ffordd bydd y tîm yn gweithio mewn partneriaeth ar yr ymyriadau a gofynion y rhieni i fod yn gyfranogwyr gweithredol yn yr ymyriad, yn y pen draw yn symud y gwaith ymlaen gyda'r lleiafswm o gefnogaeth.

Mae'n bosibl bydd angen addasu'r gwaith paratoi i rieni gydag anghenion ychwanegol megis anawsterau dysgu ysgafn neu faterion iechyd meddwl.

Gweithio mewn partneriaeth gyda theuluoedd i alluogi newid cadarnhaol a thrwy hyn, pwysu a mesur pa mor gyflym i symud gwaith ymyrryd ymlaen, pryd i dorri ymyriadau i lawr yn rhannau llai i gynorthwyo dealltwriaeth rhieni. Adnabod pryd nad yw ymyriad yn symud ymlaen a chynllunio ac ail-werthuso anghenion gan uwch nyrs blant gydag anabledau neu broffesiynolyn iechyd arall.

Trefnu llwyth gwaith eich hunan o fewn achosion a ddirprwywyd, trefnu ymweliadau, trefnu dyddiadau ac amserau ar gyfer gwaith grŵp ayb.

Cyfrannu'n weithredol at baratoi adroddiadau o ansawdd uchel, a fydd yn amlinellu canlyniadau therapiwtig a sicrhau bod cofnodion o'u gwaith yn cael eu gosod yn y nodiadau achos mewn modd cywir ac amserol.

Bod yn ymwybodol a gweithredu'n unol â Gweithdrefnau Diogelu Plant Cymru Gyfan.

Wrth weithio gyda phlant a phobl ifanc o oed priodol (oed ysgol/pobl ifanc), ymgymryd â swyddogaeth weithredol wrth gynnal cyflawniad sesiynau therapiwtig unigol a gwaith grŵp gyda phobl ifanc gan gynnwys 'Cadw'n Ddiogel', 'Deall Tymer Ddrwg' 'Adnabod Emosiwn', 'Pryder', 'Rhyw a Pherthnasau' neu

Os cyflogir yn rhan cyn-ysgol y gwasanaeth ...

Ymgymryd â swyddogaeth weithredol i gyflawni Grwpiau PDT a sesiynau therapiwtig unigol e.e. New Forest, Toiledu, Makaton, Rheoli Ymddygiad ayb i rieni/gofalwyr a phlant fel sy'n briodol.

Bod yn gyfrifol am gadw teganau a ddefnyddiwyd yn yr ystafell chwarae ac ar ymweliadau cartref yn lân ac yn gyfan a gwneud ceisiadau i amnewid neu brynu teganau a chyfarpar newydd pan fo angen.

Gwneud atgyferiadau i asiantaethau eraill gan gynnwys gwasanaethau cyn ysgol, ffisiotherapi, ThG, gwaith cymdeithasol ayb.

Gwneud atgyfeiriadau i'r adran addysg gan amlygu anghenion unigol ar amserau priodol i alluogi'r plant i dderbyn lleoliadau addas i'w galluogi i gyflawni potensial llawn.

Cefnogi teuluoedd drwy ddiagnosis.

Cynorthwyo plant gydag anghenion toiled a bwydo.

Trefnu cludiant i ac o apwyntiadau os bydd angen.

Gweithredu fel GWEITHIWR ALLWEDDOL, pwynt cyswllt cyntaf i deuluoedd a phroffesiynolion cysylltiedig.

Monitro a diweddarau cyfarpar clinigol a ddefnyddir gan aelodau tîm, megis sicrhau bod y cyfarpar monitro cwsg "Actigraph" yn cael ei nodi i mewn ac allan gan staff, bod stoc o daflenni gwybodaeth a roddir i rieni/gofalwyr ar gael a bod llyfrau gwaith a ddefnyddir mewn ymyriadau grŵp ar gael pan fo angen.

Rhyngweithio'n effeithiol a phroffesiynol gyda theuluoedd a gofalwyr, i sicrhau bod buddion y berthynas therapiwtig yn cael ei chynnal a mwyafu.

Cymryd rhan yn gadarnhaol ac adeiladol mewn trafodaethau man gwaith a gweithgareddau; gan sicrhau gwaith tîm effeithiol.

Cynnal cyfrinachedd llwyr bob amser a delio gyda phob personél, plant, rhieni a gofalwyr yn ddoeth a chwrtais.

### **Rheolaeth/Adnoddau Dynol**

Cymryd cyfrifoldeb i ddiogelu eich hunan a chyfrannu at ddiogelwch eraill yn y man gwaith, gan gynnwys cartref y teulu.

Arddangos eich dyletswyddau i staff newydd sy'n ymuno a'r tîm

### **Addysg a Datblygiad**

Parhau i ddatblygu gwybodaeth a sgiliau perthnasol drwy'r broses PADR ac ymgymryd â chyfleoedd hyfforddi i sicrhau 'gwasanaeth o ansawdd'.

Sicrhau cydymffurfiad eich hun gyda hyfforddiant gorfodol.

Cynnal cofnod o hyfforddiant a ymgwymerwyd.

### **Llywodraethu Clinigol**

Cadw i fyny gydag unrhyw ymchwil perthnasol, felly'n sicrhau arferion clinigol effeithiol.

Cymryd rhan mewn ymchwil ac archwilio fel bo gofyn.

Adrodd am unrhyw ddigwyddiadau/digwyddiadau bron a bod yn unol â pholisi'r sefydliad.

Hyrwyddo hawliau pobl yn unol ag athroniaeth y gwasanaeth

Sicrhau cydymffurfiad gyda pholisiau a chanllawiau ar gyfer eich hunan.

## **Atebolrwydd Proffesiynol**

Cydymffurfio â pholisïau a gweithdrefnau'r Sefydliad.

Cynnal gwybodaeth a sgiliau cyfredol o fewn eich maes arbenigedd eich hunan.

Cynnal ymwybyddiaeth o faterion proffesiynol/gwasanaeth sy'n ymwneud â'ch maes gwaith.

Cyfyngu eich gweithrediadau i'r rhai rydych yn gymwys i'w gwneud ac o fewn sgôp eich swyddogaeth/dyletswyddau.

## **GOFYNION CYFFREDINOL**

Dylai'r eitemau cyffredinol sydd i fod mewn disgrifiadau swydd gynnwys y testun canlynol:

### **Gallu**

Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu allan i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylid eu trafod ar unwaith gyda'r rheolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/rheolwr os byddant yn amau eu gallu eu hunain i berfformio dyletswydd.

### **Gweithiwr lechyd Proffesiynol Cofrestredig**

Gofynnir i holl weithwyr y Bwrdd lechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.

### **Gweithwyr Cefnogi Gofal lechyd**

Mae Gweithwyr Cefnogi Gofal lechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarparu gofal lechyd o ansawdd uchel. Mae Côd Ymddygiad cenedlaethol GIG Cymru yn disgrifio safonau ymddygiad ac ymagwedd sy'n angenrheidiol i bob Gweithiwr Cefnogi Gofal lechyd a gyflogir gan GIG Cymru. Mae Gweithwyr Cefnogi Gofal lechyd yn gyfrifol ac mae ganddynt ddyletswydd gofal i sicrhau nad yw eu hymddygiad yn syrthio o dan y safonau a fanylir arnynt yn y Côd ac na fydd unrhyw weithredu neu fethiant ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra byddant yn eu gofal.

### **GORUCHWYLIAETH**

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaid â hyn. Os yw gweithwyr ag unrhyw amheuaeth am fodolaeth gofyniad fel hyn, dylai gael gair gyda'i Reolwr.

### **Rheoli Risg**

Elfen safonol o swyddogaeth a chyfrifoldeb holl staff y BILI yw cyflawni swyddogaeth ragweithiol i reoli risg eu holl gamau. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, digwyddiadau bron a bod a pherygl.

### **Rheoli Cofnodion**

Fel un a gyflogir gan y BILI, mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y BILI (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Mae cofnodion fel hyn yn cael eu hystyried yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd gyfreithiol o hyder i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILI). Dylai deilydd y swydd ymgynghori gyda'i reolwr os oes ganddo unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y mae'n gweithio gyda hwy.

### **Gofynion Iechyd a Diogelwch**

Mae'n ddyletswydd ar holl staff y BILI i ofalu am eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu camau neu ddifaterwch. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILI i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i'r deilydd swydd lynu wrth reolaeth risg, polisïau iechyd a diogelwch a pholisïau cysylltiol y BILI.

### **Gwerthoedd**

Mae'n ofynnol i weithwyr y Bwrdd Iechyd arddangos a mewnosod y datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deilydd y swydd a mewnosod yr egwyddorion i ddiwylliant y sefydliad.

### **Datganiad Hyblygrwydd**

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

### **Cyfrinachedd**

Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth bob amser wrth wneud ei waith. Bydd hyn yn cynnwys mewn sawl achos, mynediad at wybodaeth personol yn ymwneud â defnyddwyr gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau deddf gwarchod data 1998 a pholisïau sefydliad.

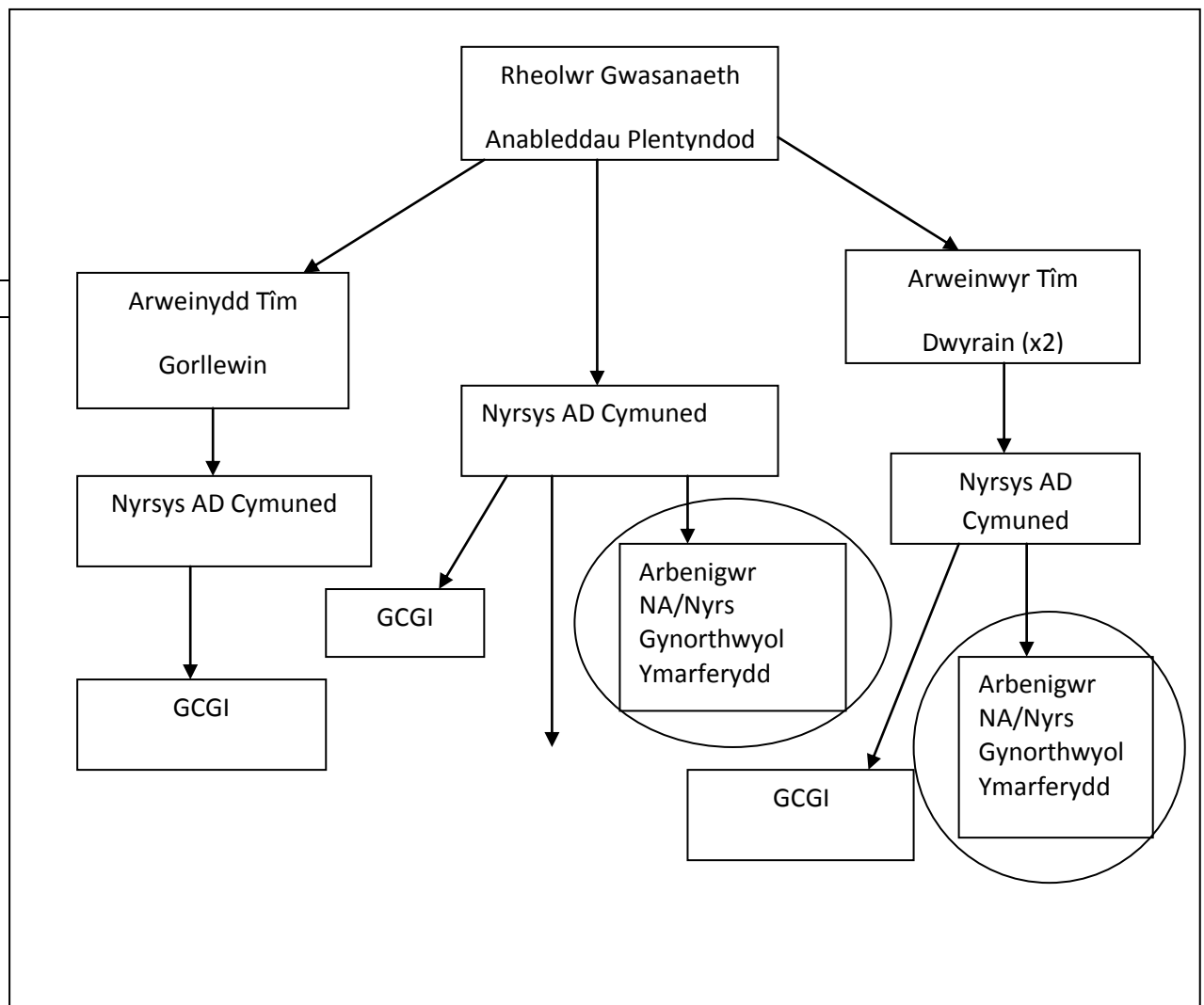
### **Hybu Amrywiaeth ac Urddas yn y Gwaith**

Mae'r BILI yn ymrwymedig i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod nad yw gwahaniaethu nac aflonyddwch yn dderbyniol a'i fod er budd y

BILI a'r boblogaeth mae'n ei wasanaethu i ddefnyddio sgiliau'r gweithlu. Rhaid i ddeilydd y swydd gydymffurfio â'r polisïau cyfleoedd cyfartal ac urddas yn y gwaith.

## SIART SEFYDLIADOL

Please draw an organisational chart showing the post holder and the jobs two levels above and two levels below (where possible) by job title only. **Draw a box round the post holder's job**





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## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Title:** Specialist Nursery Nurse / HCSW

**Band:** 4

**Salary Scale:** £ 19,217-22,458

**Hours of Work:** 37.5 hours per week. Flexible working across the week (or as advertised)

**Department/CPG** Child and Adolescent Learning Disabilities Service, Area Teams

**Base:** **Denbighshire Childrens Centre**

Post holders will be appointed to early years or school age MDT's (as advertised) where service is structured in this way however may be required to work across services on temporary basis where required based on clinical or service needs

### **ORGANISATIONAL ARRANGEMENTS**

**Accountable to:**

1. Team Leader / Service Manager
2. Reporting to Senior Nurse Children with Disabilities / Team Leader.
3. Professionally: Team Leader and Service Manager

**Responsible for:** Ensuring own safe practice adherent to relevant policies and procedures

### **JOB PURPOSE**

To be a member of the multi-disciplinary health team, working under tenuous supervision from a Senior Nurse Children with Disabilities / Team Leader providing support to children with special needs and their families using a holistic approach. The post holder will provide appropriate developmental and / or behavioural observations and engage in supporting the children's developmental skills and / or behavioural change within the home or other environment. The post holder will implement agreed developmental and skills development care packages



and behavioural programmes designed by the community nurse will make decisions and judgments about how the packages are delivered within set parameters and within their own knowledge base.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

To actively contribute to the multi-disciplinary assessment of individual children through the recording of directly observed information relating to current abilities / behaviour utilising appropriate tools on behalf of qualified nursing or other health professionals.

To undertake specific activities as part of formal diagnostic assessments for neurodevelopmental conditions such as Autism Spectrum Disorders (ASD). This may include undertaking play based activities following specific guidance in terms of what to present and how to present it whilst the interaction is observed by another health professional qualified in diagnostic assessment or operating video recorded to record formal assessment sessions.

To be involved in the diagnostic Multi-Disciplinary Meetings (MDT's) providing summaries of their involvement with the child and how they have observed him / her in home or other setting based sessions.

To be involved in feeding back observations to the MDT and to be involved in the development of the care plan / developmental programme / behavioural plans for that child / family.

To provide direct support to deliver agreed components of MDT plans including supporting parents to develop skills to assist their child's development and or social / communication / play skills / behaviour management. This may involve direct work with the child demonstrating how to use specific approaches such as Picture Exchange Systems (PECS), Teacch for children with ASD, actively preparing parents / carers to access play opportunities with their child and support with behaviour management strategies.

To plan and prepare for the direct support sessions including adjusting pace of progress, which areas to focus upon within agreed responsibilities independently within the parameters agreed and within own competencies.

To plan and prepare for both individual and group based sessions in order to progress work in developing skills and supporting parents / carers in helping their child more effectively.

To provide feedback to parents / carers on progress against developmental and / or behavioural objectives in which they are supporting parents / carers.

To maintain accurate records of all work undertaken with children, parents and carers

To liaise with members of the MDT when any issues arise which other professionals need to be aware of or to re-assess components of care

To represent the team in MDT meetings and act on decisions made with supervision from senior nurse with children with disabilities / team leader or other health professional where appropriate.

To ensure all relevant organisational, operational and professional policies are understood and carried out.

To assist families in understanding the role of the service and the requirements for them to be active participants in the work which the service would undertake in order to support their child's development / acquisition of skills in terms parents / carers can understand or,

To assist families in the preparation for behaviour change strategies by explaining the theoretical basis of the interventions in simple terms parents can comprehend, explaining the way the team would work in partnership on the intervention and the requirements for the parents to be active participants in the intervention ultimately taking work forward with minimal support.

The preparation work may need to be adapted for parents with additional needs such as mild learning difficulties or mental health issues

To work in partnership with families to effect positive change and through this to make judgements on how quickly to progress intervention work, when to break interventions down into smaller components to assist parents understanding. To recognise when an intervention is not progressing and planned and needs to be re-evaluated by the senior nurse children with disabilities or other health professional.

To organise own workload within delegated cases, arranging visits, organising the dates and times for group work etc

To actively contribute to the preparation of good quality reports, which will outline therapeutic outcomes and to ensure records of their work are entered into the case notes in an accurate and timely manner.

To be aware of, and act in accordance with the All Wales Child Protection Procedures.

Where working with children and young people of appropriate age (school-age / adolescent) to undertake an active role in maintaining the delivery of individualised therapeutic sessions and group work with young people including 'Keeping Safe', 'Understanding Anger', 'Emotion Recognition', 'Anxiety', 'Sex and Relationships' or

If employed to work in pre-school part of the service .....

To undertake an active role in delivering PDT Groups and individualised therapeutic sessions e.g. New Forest, Toileting, Makaton, Behaviour Management etc. to parents / carers and children as appropriate.

To be responsible for keeping toys used in the play room and on home visits clean and in good repair and requesting the replacement of or purchase of new toys and equipment when necessary.

Make referrals to other agencies including preschool services, Physio, OT, Social work etc.

Make referrals to education department highlighting individual needs at the appropriate time to enable the children to obtain suitable placements to enable them to reach full potential.

Support families through diagnosis.

Assist children with toileting and feeding needs.

Arrange transport to and from appointments if required.

To act as KEYWORKER a first point of contact for families and professionals involved.

To monitor and update clinical equipment used by team members such as ensuring the "Actigraph" sleep monitoring equipment is checked in and out by staff, that stocks of handouts and information leaflets given to parents / carers are available and that workbooks used in group interventions are available when needed.

To interact effectively and professionally with families and carers to ensure that the benefits of a therapeutic relationship is maintained and maximized.

To participate positively and constructively in work place discussions and activities; ensuring effective team working.

To maintain strict confidentiality at all times and to deal with all personnel, children, parents and carers with discretion and courtesy.

### **Management/Human Resources**

To take responsibility to safeguard oneself, and to contribute to the safety of others within the workplace, including the family home.

To demonstrate own role to new staff joining the team

### **Education and Development**

To continue to develop relevant knowledge and skills through the PADR process and undertake agreed training opportunities to ensure the delivery of a 'quality service'

Ensure own compliance with regard to mandatory training

Maintain a record of training undertaken

### **Clinical Governance**

To keep updated with relevant research thus ensuring clinically effective practice.

To participate in research and audits where required

To report any incident/near misses in accordance with Organisation Policy

To promote people's rights in accordance with service philosophy

Ensure compliance with policies and guidelines for self

## **Professional Accountability**

Adhere to the Organisation's policies and procedures

Maintain up to date knowledge and skills in respect of area of practice.

Maintain an awareness of professional/service issues that relate to area of work

Limit your actions to which you feel competent to undertake and are within the scope of your role/duties.

## **GENERAL REQUIREMENTS**

Standard general items to be covered in job descriptions should include the following text:

### **Competence**

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

### **Registered Health Professional**

All employees of the LHB 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.

### **Health Care Support Workers**

Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

### **Supervision**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the LHB 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.

### **Records Management**

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

### **Health and Safety Requirements**

All employees of the LHB 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 postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

### **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 holders working life and to embed the principles into the culture of the organisation.

### **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.

### **Confidentiality**

The postholder 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. The postholder 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.

### **Promoting Diversity and Dignity at Work**

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.



