



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl y Swydd: Gweithiwr Cymorth Gofal Iechyd

Band: 3

Graddfa Gyflog: £16,598 i £19,665

Oriau Gwaith: Fel yr hysbysebwyd

Adran: Uwch Adran Iechyd Meddwl ac Anableddau Dysgu

Canolfan Weithio: Fel yr hysbysebwyd

TREFNIADAU'R SEFYDLIAD

Yn atebol i:

1. Nyrsys cymwys ar ddyletswydd
2. Rheolwr Ward
3. Matron Modern

PWRPAS Y SWYDD

Darparu gofal o ddydd i ddydd ar gyfer cleifion dan oruchwyliaeth nyrs gofrestredig sy'n cadw at ymarfer gorau, safonau a chanllawiau, ac yn cyfrannu at ofal a thriniaeth cleifion.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Cynorthwyo'r nyrs gofrestredig wrth gyflawni gofal o ddydd i ddydd ar gyfer unigolion, gan ymdrechu i ddarparu ar gyfer anghenion cyfannol unigolion ar y cyd â disgyblaethau eraill yn yr amgylchedd gofal iechyd.

Cynorthwyo'r nyrs gofrestredig wrth ddarparu lefel uchel a chyson o ofal cyfannol, gan gynnal urddas a chydardoldeb yr unigolyn. Mae hyn yn cynnwys gofal uniongyrchol.

Arsylwi a monitro newidiadau mewn ymddygiad, cyflwr corfforol a rhyngweithio cymdeithasol unigolion, a rhoi gwybod i'r nyrs â gofal.

Arddangos sensitifrwydd i anghenion unigol cleifion a pherthnasau.

Sicrhau bod unigolion yn rhoi sylw i'w hylendid personol a darparu cymorth pan fydd angen.

Darparu cymorth a chyfarwyddyd mewn perthynas â materion sy'n ymwneud â maeth.

Ysgrifennu a diweddarau nodiadau nyrsio yn unol â pholisi BIPBC.

Cymryd rhan mewn trafodaethau MDT mewn perthynas ag asesiadau risg i sicrhau diogelwch yr unigolyn, cleifion eraill a staff.

Sicrhau bod lefelau arsylwi yn cael eu cyflawni yn gyson, bydd hyn yn cynnwys ymgymryd ag arsylwadau 1:1 cleifion sy'n gallu bod yn beryglus i'w hunain neu bob eraill a chynnal a chofnodi lefelau arsylwi yn y nodiadau clinigol.

Hwyluso a chefnogi unigolion wrth gynnwys darpariaeth gofal a goresgyn yn effeithiol unrhyw rwystrau a allai godi oherwydd diffyg dealltwriaeth.

Cydnabod credoau personol a chefnogi unigolion trwy gyfathrebu effeithiol.

Arddangos empathi, dealltwriaeth a'r gallu i ymgysylltu â phobl sydd â phroblemau iechyd meddwl cymhleth

Ffurio perthnasau therapiwtig â theuluoedd neu ofalwyr unigolion i gefnogi darpariaeth gofal effeithiol.

Cyfrannu at y gwaith o ddarparu ar gyfer anghenion parhaus unigolion trwy gydweithio â gweithwyr gofal iechyd proffesiynol eraill ac asiantaethau allanol.

Bod yn gallu asesu sefyllfaoedd os bydd argyfwng a chymryd camau priodol, gan gynnwys rhoi camau/gweithredoedd ar waith i'w datrys.

Gweithio o fewn polisiau a gweithdrefnau perthnasol y Bwrdd Iechyd. Cymryd rhan trwy drafodaeth mewn newidiadau arfaethedig i bolisiau'r uned.

Wedi cael eich hyfforddi i ddefnyddio technegau cydnabyddedig ar gyfer gofal a chyfrinachedd (ataliad dan reolaeth).

Ymgymryd â dyletswyddau a ddirprwywyd mewn perthynas â gofal cleifion sy'n cyfrannu at gefnogaeth barhaus cleifion, gan gynnwys hebrwng unigolion (gan gynnwys y rheini dan gadwad dan y Ddeddf Iechyd Meddwl) i ffwrdd o'r uned heb unrhyw oruchwyliaeth neu heb lawer o oruchwyliaeth. Weithiau gan ddefnyddio cadeiriau olwyn.

Wedi cael hyfforddiant mewn polisiau a gweithdrefnau'r sefydliad o ran defnyddio cyfarpar arbenigol fel cadeiriau olwyn a theclynnau codi, a dilyn y polisiau a gweithdrefnau hyn.

Sicrhau samplau oddi wrth gleifion at ddiben profi a sgrinio, gan gynnwys samplau gwaed, yn unol â'r cynllun gofal, ar ôl cwblhau hyfforddiant.

Paratoi a chyflawni mesuriadau ffisiolegol, fel tymheredd, pwls a phwysedd gwaed, ar ôl cwblhau hyfforddiant.

Nodi ac asesu unigolion sydd mewn risg o fethiant croen a nodi datrysiadau i leihau effaith hyn a'u rhoi ar waith.

Os bydd claf yn marw, ymgymryd â'r defodau olaf a darparu cysur i'r teulu a gofalwyr.

Cynorthwyo wrth weithredu gofal ardal dan bwysedd a rhoi gwybod i'r nyrs â gofal am unrhyw newidiadau.

Cyfrannu at gynnal diogelwch unigolion a'u hamgylchedd a dilyn protocol a deddfwriaeth iechyd a diogelwch.

Cynllunio, paratoi a chyflawni gweithgareddau ar gyfer unigolion i gynnal sgiliau personol, rhai meddyliol a rhai corfforol. Mynd ati i gymryd rhan mewn gweithgareddau mae gweithwyr gofal iechyd proffesiynol eraill wedi'u trefnu i hwyluso gwellhad unigolion.

Bod yn gyfrifol am gynnal a chofnodion adnoddau ariannol unigolion. Bod yn gyfrifol am gofnodi eiddo ac eiddo gwerthfawr unigolion yn gywir pan fyddant yn cael eu derbyn. Cyfrifoldeb am ddefnydd priodol o adnoddau'r uned, gan gynnwys cynnal a chadw stoc.

Datblygu gwybodaeth a sgiliau i ddarparu ar gyfer y newidiadau i'r amgylchedd clinigol ac anghenion unigolion sy'n esblygu.

Cefnogi cyfleoedd addysg a hyfforddiant ar gyfer staff iau a myfyrwyr, a chymryd rhan ynddynt.

Meddu ar wybodaeth sylfaenol am y ddeddf iechyd meddwl.

Gweithio ar rota cylchdro mewnol sy'n cynnwys penwythnosau a nosau. Bod yn atebol am eich gweithredoedd eich hun.

Mynychu pob hyfforddiant gorfodol mor aml ag sy'n ofynnol a bod yn gyfrifol am gydymffurfiaid.

Gweithio ar NVQ lefel 3 a sicrhau cymhwyster o fewn 2 flynedd.

Ymgymryd â dyletswyddau a ddirprwywyd sy'n ymwneud â gofal cleifion sy'n cyfrannu at gefnogaeth barhaus cleifion. Gan gynnwys hebrwng cleifion i

amrywiaeth o gyrchfannau heb oruchwyliaeth. Weithiau gan ddefnyddio cadeiriau olwyn.

Sicrhau bod lefelau arsylwi'n cael eu cyflawni yn gyson. Sicrhau samplau oddi wrth gleifion at ddiben profi a sgrinio

Cyfrannu at y gwaith o gynnal diogelwch unigolion a'u hamgylchedd.

Y gallu i asesu sefyllfaoedd a rhoi gweithdrefnau/gweithredoedd ar waith i'w datrys.

Arddangos sensitifrwydd i anghenion unigol cleifion a pherthnasau.

Cynnal cyfrinachedd gwybodaeth, cydnabod credoau personol unigolion a'u cefnogi trwy gyfathrebu effeithiol. Yr angen i arddangos empathi, dealltwriaeth a'r gallu i ymgysylltu â phobl sydd â phroblemau iechyd meddwl cymhleth

Cynnal safonau personol o iechyd a diogelwch.

Wedi cael eich hyfforddi i ddefnyddio technegau cydnabyddedig ar gyfer gofal a chyfrinachedd (ataliad dan reolaeth).

Gweithio o fewn polisiau a gweithdrefnau perthnasol y Bwrdd Iechyd. Cymryd rhan trwy drafodaeth mewn newidiadau arfaethedig i bolisiau'r uned.

Cyfrifoldeb am ddefnydd priodol o adnoddau'r uned, gan gynnwys cynnal a chadw stoc. Delio ag eiddo ac arian cleifion.

Cynorthwyo wrth gynefino staff newydd.

Gweithio a chydweithio fel rhan o'r tîm er mwyn cyfrannu at effeithiolrwydd y tîm hwnnw. Defnyddio mentergarwch wrth drefnu therapïau/gweithgareddau bob dydd.

Fel bo'n briodol, sicrhau, trosglwyddo a chofnodi gwybodaeth mewn perthynas â darparu'r gwasanaeth i gleifion

Sicrhau bod safonau gwaith a gofal yn cael eu cynnal trwy ddiweddarau rheolaidd.

GOFYNION CYFFREDINOL

Gallu

Ni ddylai deiliad y swydd weithio y tu allan i'w lefel gallu a ddiffiniwyd ar unrhyw adeg. Os oes unrhyw bryderon mewn perthynas â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i r(h)eolwr/(g)oruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w goruchwyliwr/rheolwr os byddant yn amau eu gallu eu hunain i gyflawni dyletswydd.

Gweithiwr Iechyd Proffesiynol Cofrestredig

Mae'n ofynnol i holl weithwyr y BILI sydd angen cofrestru â chorff proffesiynol, i'w galluogi i ymarfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth

Pan mae'r sefydliad proffesiynol priodol yn manylu ar ofyniad mewn perthynas â goruchwyliaeth, deiliad y swydd sy'n gyfrifol am sicrhau cydymffurfiaid â'r gofyniad hwn. Os bydd gan weithwyr unrhyw amheuaeth am fodolaeth ofyniad o'r fath, dylent siarad â'u Rheolwr.

Rheoli Risg

Un o elfennau safonol y rôl, a chyfrifoldeb pob aelod o staff yn y BILI, yw cyflawni rôl ragweithiol tuag at reoli risg yn ei holl weithredoedd. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd y camau priodol ac adrodd ar bob digwyddiad, achosion y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion

Mae gan holl weithwyr y BILI gyfrifoldeb cyfreithiol am yr holl gofnodion byddwch yn eu casglu, eu creu neu eu defnyddio fel rhan o'ch gwaith yn BILIPBC (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol), waeth a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnodion cyhoeddus, ac mae gennych ddyletswydd gyfreithiol i ddefnyddwyr y gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILI). Dylai Deiliad y Swydd ymgynghori â'i r(h)eolwr os oes ganddo/ganddi unrhyw amheuaeth o ran rheolaeth gywir cofnodion mae'n gweithio â hwy.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y BILI ddyletswydd gofal statudol ar gyfer eu diogelwch personol eu hunain a phobl eraill y gallai eu gweithredoedd neu esgeulustod effeithio arnynt. Mae'n ofynnol i weithwyr gydweithio â rheolwyr i alluogi'r BILI i gyflawni ei ddyletswyddau cyfreithiol ei hun ac adrodd ar unrhyw sefyllfaoedd peryglus neu gyfarpar gwallus. Rhaid i ddeiliad y swydd gadw at bolisiau rheoli risg ac iechyd a diogelwch y BILI a pholisiau cysylltiedig.

Datganiad Hyblygrwydd

Mae'r disgrifiad swydd, a manyleb yr unigolyn, hyn yn manylu ar ddyletswyddau'r swydd ac efallai y byddant yn cael eu newid â chytundeb pawb o bryd i'w gilydd.

Cyfrinachedd

Rhaid i ddeiliad y swydd bob amser bod yn ymwybodol o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a enillwyd yn ystod eu dyletswyddau. Mewn llawer o achosion bydd hyn yn cynnwys mynediad at wybodaeth bersonol am ddefnyddwyr y gwasanaeth. Rhaid i ddeiliad y swydd drin pob gwybodaeth, boed yn gorfforaethol, staff neu glaf, mewn ffordd arwahanol a chyfrinachol yn unol â darpariaethau'r ddeddf gwarchod data 1998 a pholisïau'r sefydliad.

Hybu Amrywiaeth ac Urddas yn y Gwaith

Mae'r BILI wedi ymrwymo i hybu amrywiaeth mewn cyflogaeth ac urddas yn y gwaith. Mae'n cydnabod bod gwahaniaethu ac aflonyddu yn annerbyniol a'i fod er budd y BILI a'r boblogaeth mae'n gwasanaethu bod sgiliau'r holl weithlu yn cael eu defnyddio. Rhaid i ddeiliad y swydd gydymffurfio â'r polisïau cyfle cyfartal ac urddas yn y gwaith a glynu atynt.

JOB DESCRIPTION

JOB DETAILS

Job Title:	Healthcare Support Worker
Band:	3
Salary Scale:	£16,598 to £19,655
Hours of Work:	As advertised
Department:	Mental Health & Learning Disability Division
Base:	As advertised

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. Qualified nurses on duty
 2. Ward Manager
 3. Modern Matron
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JOB PURPOSE

To provide day to day care for patients under supervision of a registered nurse which adheres to best practice, standards and guidelines, and contributes towards the patients care and treatment.

DUTIES AND RESPONSIBILITIES

To assist the registered nurse in carrying out day to day care of individuals, endeavouring to provide for the holistic needs of individuals in conjunction with other disciplines within the health care environment.

To assist the registered nurse in providing a high and consistent level of holistic care, maintaining the dignity and equality of the individual. This includes direct care.

To observe and monitor changes in individuals' behaviour, physical condition and social interaction, and to report any changes to the nurse in charge.

To display sensitivity to the individual needs of patients and relatives.

To ensure individuals are attending to their personal hygiene and providing assistance when required.

To provide assistance and guidance in matters of nutrition.

To write and update nursing notes in accordance with BCUHB policy.

To participate in MDT discussions in relation to risk assessments to ensure safety of the individual, fellow patients and staff.

To ensure observation levels are consistently carried out, this will include the undertaking 1:1 observations of patients who are potentially dangerous to themselves or others and to maintain and record observation levels within the clinical notes.

To facilitate and support individuals in the inclusion of care delivery and to effectively overcome any obstacles that may arise due to lack of understanding.

To acknowledge personal beliefs and support individuals through effective communication.

To display empathy, understanding and the ability to relate to people with complex mental health problems

To build up therapeutic relationships with families or carers of individuals to support the delivery of effective care.

Contribute to providing for the individuals ongoing needs by liaising with other health care professionals and outside agencies.

To have the ability to assess situations in the event of an emergency and to take appropriate action, including putting in place actions/procedures to resolve them.

To work within the relevant policies and procedures of the Health Board. To participate through discussion proposed changes to unit policies.

Trained in the use of recognised techniques for care and responsibility (controlled restraint).

To undertake delegated duties related to patient care that contributes to the ongoing support of patients, to include escorting individuals (including those who are detained under the Mental Health Act) away from the unit under no or minimal supervision. Occasionally with the use of wheelchairs.

To be trained and to follow organisational policies and procedures in the use of specialised equipment such as wheelchairs and hoists.

To obtain specimens from patients for the purpose of testing and screening, to include bloods samples, as per care plan, on completion of training.

To prepare and execute physiological measurements, such as temperature, pulse and blood pressure, on completion of training.

To identify and assess individuals at risk of skin breakdown and to identify and implement solutions to minimise its effect.

In the event of death to undertake last offices and provide comfort for family and carers.

Assist in the implementation of pressure area care and to alert the nurse in charge of any changes.

Contribute to maintaining the safety and security of individuals and their environment and to follow health and safety legislation and protocol.

To plan, prepare and execute activities for individuals to maintain personal skills both mental and physical. To actively participate in activities organised by other health care professionals to facilitate the convalescence of individuals.

To be responsible for maintaining and recording financial resources of individuals. To be responsible for the accurate recording of individuals' property and valuables on admission. Responsibility for appropriate use of unit resources, including stock maintenance.

To develop knowledge and skills to accommodate the changes to the clinical environment and evolving needs of individuals.

To support and participate in education and training opportunities for junior staff and students.

To have a base level knowledge of the mental health act.

To work on an internal rotation rota to include weekends and nights. To be accountable for own actions.

To attend all mandatory training at the required intervals and to be responsible for compliance.

To work at NVQ level 3 and obtain qualification within 2 years.

To undertake delegated duties related to patient care that contributes to the ongoing support of patients. To include escorting patients to various destinations unsupervised. Occasionally with the use of wheelchairs.

Ensure observation levels are consistently carried out. Obtain specimens from patients for the purpose of testing and screening

Contribute to maintaining the safety and security of individuals and

their environment.

The ability to assess situations and to put in place actions/procedures to resolve them.

To display sensitivity to the individual needs of patients and relatives.

Maintain the confidentiality of information, acknowledge individuals personal beliefs and support them through effective communication. The need to display empathy, understanding and the ability to relate to people with complex mental health problems

Maintain personal standards of health, safety and security.

Trained in the use of recognised techniques for care and responsibility (controlled restraint).

To work within the relevant policies and procedures of the Health Board. To participate through discussion proposed changes to unit policies.

Responsibility for appropriate use of unit resources, including stock maintenance. Dealing with patient property and finances.

Assist in induction of new staff.

To work and co-operate as part of the team in order to contribute towards the effectiveness of that team. To use initiative in organising daily activities/therapies.

As appropriate, to obtain, transmit and record information relating to the delivery of the service with regards to patients

To ensure that standards of work and care are maintained through regular updating.

GENERAL REQUIREMENTS

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.

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.

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.

Betsi Cadwaladr University Health Board

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Healthcare Support Worker

Department: Mental Health & Learning Disability Division

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Skills e.g. clinical skills (e.g. intubation, venepuncture) or non-clinical skills (e.g. high speed accurate typing).

Please detail the physical skills required to fulfil the duties of the job. Take into account:

- *Hand-eye co-ordination such as may be required for audio typing or manipulation of materials/tools*
- *Sensory skills (sight, hearing, touch, taste, smell) such as those required for listening for speech and language defects*
- *Dexterity such as those required for use of fine tools/laying out of instruments, manipulation*
- *Requirements for speed and accuracy such as advanced keyboard use/high speed driving.*
- *Highly developed physical skills as may be required for e.g. performing surgical interventions, suturing, intubation or a range of manual physiotherapy treatments or carrying out endoscopies.*

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

Frequency: D

Frequently required to stand or walk for sustained periods during the shift.

Frequency: When required to do so

Pursuit of absconding patients (when required)

Use of control and restraint (when required)

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments. Is the post predictable or unpredictable in nature? Give details of interruptions that require the post holder to change from one task to another.

Nature & Frequency:

Frequency: D

Frequently be prepared to respond to unpredictable situations that arise from clients and relatives.

Be alert to the changing needs of clients suffering from serious mental illness and to respond to those needs appropriately.

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Frequency: D

Care for a group of clients suffering from a serious mental illness, who can, at any time, become unpredictable and may be exposed to some form of violent and/or aggressive behaviour.

Frequency: D/W/M

Care for a group of clients that are emotionally demanding.

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

Frequency: D

Work long shifts, up to 12 hours a day.

Exposure to bodily fluids

Exposure to aggressive behaviour from patients