



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2021/0129

JOB DESCRIPTION

JOB DETAILS:

Job Title	Senior Community Nurse for Children with Disabilities
Pay Band	6
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Children and Young People
Department	Children's Disabilities Service
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Team Leader
Reports to: Name Line Manager	Team Leader. Or Service Manager
Professionally Responsible to:	Team Leader and Service Manager

Add organisational statement on values and behaviours

To improve health and deliver excellent care. Put patients first, Work together, Value and respect each other, Learn and innovate, Communicate openly and honestly.

Job Summary/Job Purpose:

To work within a multi-disciplinary team closely with staff from other agencies to promote and maintain high standards of care for children up to the age of 0-5 who have 2 or more areas of significant developmental delay, learning disabilities and complex needs. This will involve assessing developmental / associated health needs, planning, implementing and evaluating appropriate programmes of care and where applicable provide more specialist assessment and intervention. Such work will be underpinned by ordinary life principles and evidence based practice. The post holder will be expected to work with children, their families, carers, staff teams and other professionals in a variety of community settings. In addition the post holder will provide management and supervision for junior colleagues and actively engage in service

development activities within the team.

DUTIES/RESPONSIBILITIES:

Clinical

- To take responsibility for allocated referrals from source to discharged in line with agreed protocols and documentation including assisting Clinical Psychologist in diagnosis of Learning Disability and assessing eligibility. This may involve interpreting complex cognitive assessment information or conducting assessments indicating of levels of functioning
- To conduct initial “choice” appointments (or equivalent) with carers to agree suitability of the service to meet the child’s needs and agree outcome focused goals which to work towards.
- To undertake an initial assessment of physical, psychological and social well being in order to accurately identify the child’s needs and associated health needs.
- To carry out this assessment utilising evidence based tools and where appropriate to provide more detailed specialist assessment of specific areas of difficulty such as behavioural difficulties using functional assessment tools, rating scales, collection and analysis of data such as ABC records. The post holder will then collate the information into a cohesive formulation of the problems to enable development of plans / programmes to address issues.
- Analysing and interpreting information collected and received e.g. monitoring medication, epilepsy charts, mood charts and recordings relating to the occurrence of challenging behaviour.
- To use this information in consultation with carers to identify areas of need where clinical intervention would be of benefit
- To formulate individualised, evidence based interventions which reflect best practice. This may include development of plans where there is no single best practice guidance and alternative approaches are present within research but with inconclusive findings. In these cases plans / programmes will be informed by the post holders knowledge and application of appropriate theoretical frameworks and / or best fit from the available evidence and own clinical experience.
- To co-ordinate the health elements of multi-agency care plans where these are in place
- To facilitate proceedings/have knowledge of (complete Decision Support Tool (DST) and supporting health report / attendance at joint commissioning or child care panel) for a health contribution to funding specialist placements where appropriate and to act as Health Care Manager if required
- To visit placements/settings to maintain contact and monitor placement in terms of providing appropriate treatment as Health Care Manager according to agreed frequency (if required)
- To develop a level of competence and knowledge within a specific area of relevant practice above that of the core requirements needed (e.g. assessment and management of challenging behaviour, sexuality and personal relationships, early years child development, PMLD, Mental Health and LD etc). This would entail having a higher degree of knowledge and skills within a specific area or areas than colleagues working at the same level within the team have and

being able to offer advice and consultation to colleagues working with children / young people and their carers who present the relevant issues.

- Provide relevant local training and development opportunities to increase knowledge and enhance the skills of carers and staff from other agencies
- Adopt a respectful, person centred approach to ensure the child and their carers are involved in the process throughout. This will include adapting programmes / plans in response to children's, carer or family needs. Negotiating priorities sometimes in crisis situations and being able to motivate carers / staff and others involved in delivering care to implement the strategies designed to improve the situation.
- Offer advice, support and consultation to other professionals such as social workers and teachers on relevant clinical issues including, where appropriate, for children not formally referred to ensure a comprehensive service at varied levels of involvement
- To respond proactively to crisis situations for known clients and for unknown clients in immediate crisis, such as escalations in behaviours that challenge or situations where there's risk of family breakdown.
- To record all advice and consultation contacts as agreed in the relevant documentation
- To plan and implement group based interventions with parents / carers and groups of children where clinically indicated and appropriate e.g. Keep safe, anger management, play / development groups etc.
- To teach parents/ carers to carry out intervention and provide ongoing guidance and support including parents who have a Learning Disability and who require training in parenting skills
- To provide direct work with children with significant developmental delay and/or learning disabilities where required and on occasions implement safe physical management and diffusion techniques
- To evaluate interventions and adapt through an ongoing process
- Support children and their carers / families through transitions towards 5-18 Learning Disabilities Services where appropriate
- Contribute to service information leaflets in order to raise the profile of services
- Produce relevant clinical resources such as information leaflets
- To support parents/carers understand their child's needs and help them come to terms with potentially life-long diagnosis/developmental conditions of the child.

Management/Human | Resources

- To be familiar with relevant Trust and local policies / protocols to maintain the integrity of the service

- To be familiar with and uphold the required standards of NMC Guidelines
- To provide and maintain case records and statistical information as required by the trust to ensure good communication and high levels of accountability exist
- To participate in supervision and the PADR process
- To supervise Community nursing staff, Assistant Nurse Practitioner or nursery nurses and Health Support Workers where allocated.
- To be actively involved in service development initiatives and where problems are highlighted to promote developments to enhance local working practices
- To undertake and initiate clinical governance activities, research and audit activities in negotiation with the service manager and broader team
- Interpret principals and policies relating to own practice and advising the practice of others in performing within these requirements e.g. ethical physical management, sexual offences act etc
- Acting and responding to issues which may arise in the absence of the team manager
- Responsible for the safe use and storage of equipment used for clinical work including assessment and teaching / training e.g. video equipment

Education and Development

- To engage with the PADR process as the method of agreeing a CPD plan with the service manager
- Continue with personal development and education through attendance at relevant seminars/courses as agreed to ensure own potential as a practitioner is realised
- To ensure regular update on safeguarding policies and procedures is undertaken along with any other training identified as mandatory for the service and recognise safeguarding vulnerabilities within the younger age group.
- Participate in child protection conferences and core group meetings where appropriate.
- Maintain revalidation requirements in order to maintain registration with NMC
- Act as supervisor and/or mentor for learning disability/child/other branch students on practice placements if required
- To contribute to the education of non branch students through the child learning disability nursing awareness sessions where held
- To contribute to the training of other staff where their role will have a direct impact upon children and adolescents with learning disabilities
- To collaborate with the design of and provide teaching sessions for pre and post registration

courses at diploma and degree level for specific modules e.g. Sexuality, positive approaches to challenging behaviour etc. if required

- To act as a preceptor for newly qualified staff where appropriate to ensure a smooth transition from student to practitioner
- To assist in relevant local training and development opportunities to increase knowledge and enhance skills of carers
- To participate with “in house” service development initiatives and training opportunities to increase the post holders own knowledge and enhance clinical practice

Clinical Governance

- To participate in regular clinical supervision with the Team Leader to ensure practice is subjected to a reflective process
- To keep updated with relevant research thus ensuring clinically effective practice
- .To report any incident/near misses in accordance with Organisational Policy
- To promote people’s rights in accordance with service philosophy

Professional Accountability

- Adhere to the Organisations 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 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 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 post holder 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 post holder has a legal duty of confidence to service users (even after an employee has left the LHB). The post holder 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 post holder 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 post holder 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 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. 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.

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 post holder must comply with and adhere to the equal opportunities and dignity at work policies

PERSON SPECIFICATION – GUIDANCE

Job Title:

Band:

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	METHOD OF ASSESSMENT
<i>QUALIFICATIONS</i>	NMC Registered LD Nurse or Paediatric nurse with relevant post registration experience Post graduate study in several areas related to post (minimum level 4 NVQ or equivalent)	Any additional relevant formal training within the area of children's disabilities Sound knowledge around early child development	Certificates
<i>EXPERIENCE</i>	Significant post registration experience in a relevant role Management of support staff	Experience working with children under 5 with disabilities and their carers / families	Application Form Interview References

KNOWLEDGE	Comprehensive knowledge and understanding of the range, nature and impact of learning disabilities and associated conditions Comprehensive understanding and knowledge of commonly associated health needs e.g. epilepsy, autism, syndromes and their health impacts etc. Understanding of behavioural theory and application. In depth understanding of child development Good knowledge of clinically effective intervention literature / research Thorough knowledge of safeguarding procedures and child management / engagement techniques in keeping with these e.g. praise, redirection Sound understanding of clinical governance, audit and the importance of research and development	Detailed knowledge of an area common to learning disabilities services e.g. epilepsy, PMLD, Applied Behavioural Analysis principles Knowledge of the Continuing Health Care process and its application Knowledge of the Mental Health (Wales) Measure 2010 and the role of the care co-ordinator under this measure	Application Form Interview References
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PERSONAL QUALITIES <i>(Demonstrable)</i>	Enthusiastic approach to contributing to service delivery Good observational and reporting skills in terms of identifying relevant factors in assessment Able to communicate effectively with people from a wide range of cultures and abilities Able to work autonomously, taking clinical decisions within their sphere of competence Able to work well with a range of different professionals		Application Form Interview References
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SKILLS	Ability to work collaboratively in team settings Ability to work collaboratively with colleagues from a range of service settings/agencies Highly developed effective interpersonal negotiation and communication skills Ability to work independently / autonomously within the policies and protocols used within the department and guidelines covering nursing practice Ability to manage time effectively, prioritise workload according to clinical need Able to carry out Activities of Daily Living Assessment and identify needs accordingly including those with high degree of complexity Able to plan intervention to meet needs effectively including in cases where evidence base is limited on contradictory Able to teach parent / carers and other professionals how to deliver intervention including in conditions where motivation is low and scepticism high Able to provide advice and support in terms of information and directions on managing difficulties by analysing information quickly and accurately Able to make judgements regarding placements and their ability to meet the identified health needs of individuals.		Application Form Interview References
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OTHER RELEVANT REQUIREMENTS (Please Specify)	Ability to commute within the geographical area of the service catchment area to fulfill the duties of the role. Flexibility in work pattern to meet the needs of the clients with whom post holder is working Computer literate		Application Form Interview Document Check
WELSH LANGUAGE REQUIREMENTS	Willingness to learn Welsh	Welsh Speaker	



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DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Uwch Nyrs Gymunedol i Blant ag Anableddau
Band Cyflog	6
Oriau Gwaith a Natur y Contract	I'w gwblhau ar adeg recriwtio
Uwch Adran/Cyfarwyddiaeth	Plant a Phobl Ifanc
Adran	Gwasanaeth Anableddau Plant
Canolfan Gweithio	I'w gwblhau ar adeg recriwtio

TREFNIADAU SEFYDLIADOL:

Yn atebol ar lefel reolaethol i:	Arweinydd y Tîm
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Yn adrodd i: Enw'r Rheolwr Llinell	Arweinydd Tîm. neu Reolwr Gwasanaeth
Yn gyfrifol ar lefel broffesiynol i:	Arweinydd Tîm a Rheolwr Gwasanaeth

Ychwanegu datganiad sefydliadol ar werthoedd ac ymddygiad

Gwella iechyd a darparu gofal rhagorol. Rhoi cleifion yn gyntaf, Gweithio gyda'n Gilydd, Gwerthfawrogi a Pharchu ein gilydd, Dysgu ac Arloesi, Cyfathrebu'n glir ac yn onest.

Crynodeb/Pwrpas y Swydd:

Gweithio o fewn tîm amlddisgyblaethol yn agos gyda staff o asiantaethau eraill i hybu safonau uchel o ofal i blant a phobl ifanc hyd at 0-5 oed, sydd â dau faes oedi datblygiadol sylweddol neu fwy, anabledau dysgu ac anghenion cymhleth a'u cynnal. Bydd hyn yn cynnwys asesu datblygiad / anghenion iechyd cysylltiedig, cynllunio, gweithredu a gwerthuso rhaglenni gofal priodol a phan fo'n briodol, darparu asesiadau ac ymyriadau mwy arbenigol. Bydd gwaith o'r fath yn seiliedig ar egwyddorion bywyd arferol ac arfer sy'n seiliedig ar dystiolaeth. Bydd disgwyl i ddeilydd y swydd weithio â phlant, eu teuluoedd, gofalwyr, timau staff a gweithwyr proffesiynol eraill mewn amrywiaeth o leoliadau yn y gymuned. Hefyd, bydd deilydd y swydd yn rheoli a goruchwyllo cydweithwyr iau a chymryd rhan weithredol mewn gweithgareddau datblygu gwasanaeth yn y tîm.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Clinigol

- Cymryd cyfrifoldeb am gyfeiriadau a ddyrennir, o'r ffynhonnell i'w rhyddhau yn unol â phrotocolau y cytunwyd arnynt a dogfennaeth, yn cynnwys helpu'r Seicolegydd Clinigol i roi diagnosis o Anabled Dysgu ac asesu cymhwyster. Gallai hyn gynnwys dehongli gwybodaeth asesu gwybyddol cymhleth neu gynnal asesiadau gan ddangos lefelau swyddogaeth
- Cynnal apwyntiadau "dewis" cychwynnol (neu gyfwerth) gyda gofalwyr i gytuno ar argaeledd y gwasanaeth i fodloni anghenion plant a chytuno ar amcanion sy'n canolbwyntio ar ganlyniadau i weithio tuag atynt.
- Gwneud asesiad cychwynnol o les corfforol, seicolegol a chymdeithasol er mwyn dynodi anghenion y plentyn ac anghenion iechyd cysylltiedig yn gywir.
- Cynnal yr asesiad hwn yn defnyddio pecynnau'n seiliedig ar dystiolaeth a phan fo'n briodol, darparu asesiadau arbenigol mwy manwl o feysydd anhawster mwy penodol fel anawsterau ymddygiad yn defnyddio pecynnau asesu, graddfeydd, casglu a dehongli data megis cofnodion ABC. Yna, bydd deilydd y swydd yn casglu gwybodaeth i fformiwleiddiad cydlynol o'r problemau fel bod cynlluniau /rhaglenni yn gallu cael eu datblygu i ymdrin â'r problemau.
- Dadansoddi a dehongli gwybodaeth a gasglwyd ac a dderbyniwyd e.e. monitro meddyginiaethau, siartiau epilepsi, siartiau hwyliau a chofnodion yn ymwneud â phan fo ymddygiad heriol yn digwydd.
- Defnyddio'r wybodaeth hon mewn ymgynghoriad â gofalwyr i ddynodi meysydd angen ble

byddai ymyriad clinigol o fudd

- Llunio ymyriadau unigol, yn seiliedig ar dystiolaeth, sy'n adlewyrchu arfer gorau. Gallai hyn gynnwys datblygu cynlluniau lle nad oes unrhyw ganllaw arfer gorau unigol a lle y ceir ymagweddau amgen mewn ymchwil ond y mae'r canfyddiadau'n amhendant. Yn yr achosion hyn, caiff cynlluniau / rhaglenni eu hysbysu gan wybodaeth deilydd y swydd a'r ffordd y mae'n cymhwyso fframweithiau damcaniaethol priodol a / neu atebion ffit gorau o'r dystiolaeth sydd ar gael a'i brofiad clinigol ei hun.
- Cydlynu elfennau iechyd cynlluniau gofal amlasiantaethol pan fo'r rhain yn eu lle
- Hwyluso gweithdrefnau/gwybodaeth am (cwblhau Pecyn Cefnogi Penderfyniad (DST)) a rhoi cymorth o ran adroddiadau iechyd / mynychu panel comisiynu ar y cyd neu banel gofal plant) ar gyfer cyfraniad iechyd at gyllido lleoliadau arbenigol pan fo hynny'n briodol a gweithredu fel Rheolwr Gofal Iechyd os oes angen
- Ymweld â lleoliadau i gynnal cyswllt a monitro o ran darparu triniaeth briodol fel Rheolwr Gofal Iechyd fel y cytunir arno (os bydd angen)
- Datblygu gallu a gwybodaeth o fewn maes penodol o arferion perthnasol y tu hwnt i'r gofynion craidd angenrheidiol (e.e. asesu a rheoli ymddygiad heriol, rhywioldeb a pherthnasau personol, datblygiad plant blynyddoedd cynnar, PMLD, Iechyd Meddwl ac Anableddau Dysgu ac ati). Byddai hyn yn cynnwys meddu ar lefel uchaf o wybodaeth a sgiliau mewn maes penodol neu feysydd nag sydd gan weithwyr sy'n gweithio ar yr un lefel yn y tîm a bod yn gallu cynnig cyngor ac ymgynghori i gydweithwyr sy'n gweithio gyda phlant / phobl ifanc a'u gofалwyr sy'n tynnu sylw at ystyriaethau perthnasol.
- Darparu cyfleoedd hyfforddi a datblygu lleol perthnasol i wella gwybodaeth a sgiliau gofалwyr a staff o asiantaethau eraill.
- Cymryd agwedd barchus, yn seiliedig ar yr unigolyn i sicrhau bod y plentyn a'i ofalwyr yn rhan o'r broses gyfan. Bydd hyn yn cynnwys addasu rhaglenni / cynlluniau mewn ymateb i anghenion y plentyn, gofалwr neu deulu. Trafod blaenoriaethau, weithiau mewn argyfwng a gallu symbylu gofалwyr / staff ac eraill sy'n rhan o'r gofal i weithredu'r strategaethau a gynlluniwyd i wella'r sefyllfa.
- Cynnig cyngor, cefnogaeth ac ymgynghoriad i weithwyr proffesiynol eraill megis gweithwyr cymdeithasol ac athrawon at faterion clinigol perthnasol yn cynnwys, pan fo'n briodol, i blant na chyfeiriwyd yn ffurfiol i sicrhau gwasanaeth cynhwysfawr ar lefelau gwahanol.
- Ymateb yn rhagweithiol i argyfyngau yn achos cleientiaid hysbys a chleientiaid anhysbys sy'n wynebu argyfwng dybryd, fel dirywiadau o ran ymddygiad sy'n heriol neu mewn sefyllfaoedd lle bo risg o chwalfa deuluol.
- Cofnodi'r holl gyngor a chysylltiadau ymgynghori fel y cytunwyd, ar y dogfennau perthnasol
- Cynllunio ymyriadau grŵp a'u rhoi ar waith â rhieni / gofалwyr a grwpiau o blant lle mae hynny'n cael ei nodi'n glinigol ac yn briodol e.e. Cadw'n Ddiogel, rheoli dicter, grwpiau chwarae/datblygu ac ati
- Addysgu rhieni / gofалwyr i wneud ymyriadau a darparu arweiniad a chefnogaeth barhaus, yn

cynnwys rhieni sydd ag anableddau dysgu ac sydd angen hyfforddiant mewn sgiliau magu plant

- Darparu gwaith uniongyrchol â phlant a phobl ifanc sydd ag oedi datblygiadol a/neu anableddau dysgu pan fo angen ac ar adegau, rhoi technegau rheoli corfforol diogel a thawelu ar waith
- Gwerthuso ymyriadau a'u haddasu drwy broses barhaus
- Rhoi cymorth i blant a'u gofalmwyr / teuluoedd yn y cyfnod pontio rhwng 5-18 oed o ran Gwasanaethau Anableddau Dysgu, lle bo'n briodol
- Cyfrannu at daflenni gwybodaeth y gwasanaeth er mwyn codi proffil y gwasanaethau
- Cynhyrchu adnoddau clinigol perthnasol fel taflenni gwybodaeth
- Rhoi cymorth i rieni/gofalmwyr o ran deall anghenion eu plant a'u helpu i ddod i delerau â diagnosisau/cyflyrau datblygiadol plant a allai bara am oes.

Adnoddau Rheoli/Dynol

- Bod yn gyfarwydd â pholisïau/protocolau perthnasol a lleol y Bwrdd Iechyd i gynnal enw da'r gwasanaeth.
- Bod yn gyfarwydd â safonau Canllawiau NMC gofynnol a'u cynnal
- Darparu cofnodion achos a gwybodaeth ystadegol fel sy'n ofynnol gan y Bwrdd Iechyd a'u cynnal i sicrhau bod cyfathrebu da ac atebolrwydd uchel yn bodoli.
- Cymryd rhan mewn goruchwyllo a'r broses PADR
- Goruchwyllo staff nyrsio Cymuned, Nyrs Ymarferydd Cynorthwyol neu nyrsys meithrin a Gweithwyr Cefnogi Gofal Iechyd a ddyrennir.
- Cymryd rhan weithredol mewn mentrau datblygu gwasanaeth a phan fo problemau'n cael eu hamlygu, hyrwyddo datblygiadau i wella arferion gwaith lleol.
- Gwneud gweithgareddau llywodraethu clinigol, a gweithgareddau ymchwil ac archwilio a'u cychwyn mewn trafodaeth â rheolwr y gwasanaeth a'r tîm ehangach.
- Dehongli egwyddorion a pholisïau'n ymwneud â'ch gwaith eich hun a chynghori ar arferion eraill i berfformio o fewn y gofynion hyn e.e. rheoli corfforol moesegol, deddf troseddau rhywiol ac ati
- Gweithredu ar faterion a allai godi yn absenoldeb rheolwr y tîm, ac ymateb iddynt
- Yn gyfrifol am ddefnyddio a chadw offer a ddefnyddir ar gyfer gwaith clinigol yn ddiogel yn cynnwys ar gyfer asesu ac addysgu/hyfforddi e.e. offer fideo

Addysg a Datblygiad

- Cymryd rhan yn y broses PADR fel dull o gytuno ar gynllun CPD gyda rheolwr y gwasanaeth

- Parhau â datblygiad personol ac addysg drwy fynychu seminarau/cyrsiau perthnasol fel y cytunir, i sicrhau bod eich potensial fel ymarferydd yn cael ei gyflawni.
- Sicrhau bod polisïau a gweithdrefnau diogelu'n cael eu diweddarau'n rheolaidd ynghyd ag unrhyw hyfforddiant arall sy'n cael ei ganfod fel hyfforddiant gorfodol ar gyfer y gwasanaeth ac adnabod ffactorau diogelu sy'n gwneud y grŵp oedran iau'n agored i niwed.
- Cymryd rhan mewn cynadleddau amddiffyn plant a chyfarfodydd y grŵp craidd lle bo'n briodol.
- Cynnal gofynion ail-ddilysu er mwyn cadw eich cofrestriad gyda'r NMC.
- Ymddwyn fel goruchwyliwr a/neu fentor ar gyfer myfyrwyr anableddau dysgu/plant/ceinciau eraill ar leoliadau ymarfer os bydd angen
- Cyfrannu at addysg myfyrwyr nad ydynt yn rai cangen drwy sesiynau ymwybyddiaeth nyrsio anableddau dysgu plant
- Cyfrannu at hyfforddiant staff eraill y bydd eu rôl yn cael effaith uniongyrchol ar blant a phobl ifanc ag anableddau dysgu.
- Cydweithio i gynllunio a darparu sesiynau addysgu ar gyfer cyrsiau cyn cofrestru ac ôl gofrestru ar lefel diploma a gradd ar gyfer modiwlau penodol e.e. rhywioldeb, agweddau cadarnhaol at ymddygiad heriol ac ati os oes angen
- Gweithredu fel preceptor i staff newydd gymhwyso pan fo hynny'n briodol i sicrhau trosglwyddo llyfn o fyfyrwr i ymarferydd
- Cynorthwyo gyda chyfleoedd hyfforddi a datblygu lleol i wella gwybodaeth a sgiliau gofalmwr.
- Cymryd rhan mewn mentrau datblygu gwasanaeth "mewnol" a chyfleoedd hyfforddi i gynyddu gwybodaeth y deilydd swydd ei hun a gwella arfer clinigol

Llywodraethu Clinigol

- Cymryd rhan mewn goruchwyliaeth glinigol reolaidd gyda'r Arweinydd Tîm i sicrhau bod arferion yn destun proses o fyfyrrio.
- Cadw'n gyfredol ag ymchwil perthnasol felly sicrhau arfer sy'n effeithiol yn glinigol
- Adrodd ar unrhyw ddigwyddiadau/digwyddiadau y bu ond y dim iddynt ddigwydd yn unol â Pholisi'r Sefydliad
- Hyrwyddo hawliau unigolion yn unol ag athroniaeth y gwasanaeth

Atebolrwydd Proffesiynol

- Cadw at bolisïau a gweithdrefnau'r Sefydliad
- Cynnal gwybodaeth a sgiliau cyfredol o ran maes arfer
- Bod yn ymwybodol o faterion proffesiynol/y gwasanaeth sy'n ymwneud â'ch maes gwaith
- Cyfyngu eich gweithredoedd rydych yn teimlo'n gymwys i'w gwneud ac sydd o fewn cwmpas eich rôl/dyletswyddau.

GOFYNION CYFFREDINOL

Dylai eitemau cyffredinol safonol i'w cynnwys mewn disgrifiadau swydd gynnwys y testun canlynol:

Gallu

Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes pryderon ynghylch hyn, dylai eu trafod â'i reolwr/goruchwyliwr yn syth. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w oruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.

Gweithiwr Proffesiynol Iechyd Cofrestredig

Mae'n ofynnol i holl weithwyr y BILL 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.

Gweithwyr Cefnogi Gofal Iechyd

Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarpariaeth gofal iechyd o ansawdd uchel. Mae Cod Ymddygiad cenedlaethol GIG Cymru yn disgrifio safonau ymddygiad, gweithrediad ac agwedd sydd eu hangen o ran pob Gweithiwr Cefnogi Gofal Iechyd sydd wedi'u cyflogi yn GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau a ddisgrifir yn y Cod ac nad yw unrhyw weithred neu esgeulustra o'u rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra eu bod yn eu gofal.

Goruchwyliaeth

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaeth â hyn. Os oes gan weithwyr unrhyw amheuaeth am fodolaeth gofyn o'r fath, dylent siarad â'u Rheolwr.

Rheoli Risg

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

Rheoli Cofnodion

Fel un a gyflogir gan y BILL, 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 BILL (gan gynnwys iechyd cleifion, materion ariannol, personol a gweinyddol) p'un a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnodion cyhoeddus, ac mae gan deilydd y swydd ddyletswydd gyfreithiol i gadw cyfrinachedd defnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILL). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am y ffordd gywir o reoli unrhyw gofnodion y mae'n gweithio gyda nhw.

Gofynion Iechyd a Diogelwch

Mae gan holl weithwyr y BILL ddyletswydd gofal statudol ar gyfer eu diogelwch personol eu hunain a diogelwch pobl eraill y gallai eu gweithredoedd neu esgeulustod effeithio arnynt. Mae gofyn i ddeilydd y swydd gydweithredu â rheolwr er mwyn galluogi'r BILL i fodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisïau cysylltiedig y BILL.

Gwerthoedd

Rhaid i holl weithwyr y Bwrdd lechyd ddangos a chynnwys y datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn dod yn rhan annatod o fywyd gwaith deilydd y swydd, a chynnwys egwyddorion yn niwylliant y sefydliad.

Datganiad Hyblygrwydd

Amlinelliad o ddyletswyddau'r swydd yw'r Disgrifiad Swydd a manyleb yr unigolyn ac efallai y cânt eu newid trwy gytundeb y ddwy ochr o bryd i'w gilydd.

Cyfrinachedd

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 cynnwys mewn sawl achos, mynediad at wybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth. Mae'n rhaid i ddeilydd y swydd drin pob darn o wybodaeth, boed yn gorfforaethol, am staff neu gleifion, yn gall ac yn gyfrinachol yn unol â darpariaethau deddf diogelu data 1998 a pholisïau'r sefydliad.

Hybu Amrywiaeth ac Urddas yn y Gwaith

Mae BILL wedi ymrwymo i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod nad yw gwahaniaethu nac aflonyddwch yn dderbyniol a'i fod er budd y BILL a'r boblogaeth mae'n ei wasanaethu i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeilydd y swydd gydymffurfio â'r polisiau cyfleoedd cyfartal ac urddas yn y gwaith a chadw atynt

MANYLEB YR UNIGOLYN - ARWEINIAD

Teitl y Swydd:

Band:

	HANFODOL Y rhinweddau hynny na fyddai deilydd y swydd yn gallu cael ei benodi/phenodi hebddynt	DYMUNOL Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r meini prawf hanfodol	DULL ASESU
CYMWYSTERAU	Nyrs AD sy'n gofrestredig â'r NMC neu nyrs gofrestredig â phrofiad ôl-gofrestru perthnasol Astudio diploma ôl-radd mewn sawl maes sy'n ymwneud â'r swydd (o leiaf NVQ lefel 4 neu gyfwerth)	Unrhyw hyfforddiant ffurfiol perthnasol ychwanegol o fewn maes anabledau plant Gwybodaeth gynnar am ddatblygiad cynnar plant	Tystysgrifau

PROFIAD	Profiad ôl-gofrestru sylweddol mewn rôl berthnasol Rheoli staff cefnogol	Profiad o weithio gyda phlant o dan 5 oed sydd ag anableddau a'u gofalmwyr / teuluoedd	Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH	Gwybodaeth a dealltwriaeth gynhwysfawr am amrywiaeth, natur ac effaith anableddau dysgu a chyflyrau cysylltiedig Gwybodaeth a dealltwriaeth gynhwysfawr am anghenion iechyd sy'n gysylltiedig yn fynych e.e. epilepsi, awtistiaeth, syndromau a'u heffeithiau iechyd ac ati. Dealltwriaeth o theori ymddygiad a'i ddefnydd. Dealltwriaeth fanwl am ddatblygiad plant Gwybodaeth dda am lenyddiaeth ymyrraeth / ymchwil sy'n effeithiol yn glinigol Gwybodaeth drylwyr am weithdrefnau diogelu a thechnegau rheoli / difyrru plant yn unol â'r rhain e.e. canmoliaeth, ailgyfeirio Dealltwriaeth gadarn am lywodraethu clinigol, archwilio a phwysigrwydd ymchwil a datblygiad	Gwybodaeth fanwl am faes sy'n gyffredin i wasanaethau anableddau dysgu e.e. epilepsi, PMLD, egwyddorion Dadansoddi Ymddygiad Cymhwysol Gwybodaeth am y broses Gofal Iechyd Parhaus a ffyrdd o'i chymhwyso Gwybodaeth am Fesur Iechyd meddwl (Cymru) 2010 a rôl y cydlynnydd gofal dan y mesur hwn	Ffurflen Gais Cyfweliad Geirdaon

<i>RHINWEDDAU PERSONOL</i> <i>(I'w dangos)</i>	Dull brwdfrydig at gyfrannu at ddarpariaeth y gwasanaeth Sgiliau adrodd ac arsylwi da o ran dynodi ffactorau perthnasol wrth asesu Gallu cyfathrebu'n effeithiol ag unigolion o ystod eang o ddiwylliannau a galluoedd Gallu gweithio'n annibynnol, gan wneud penderfyniadau clinigol o fewn cwpas eu gallu Gallu gweithio'n dda gydag ystod o weithwyr proffesiynol gwahanol		Ffurflen Gais Cyfweliad Geirdaon
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SGILIAU	Gallu i weithio ar y cyd mewn lleoliadau tîm Gallu gweithio ar y cyd â chydweithwyr o ystod o leoliadau/asiantaethau gwasanaeth Sgiliau trafod rhyngpersonol a chyfathrebu effeithiol datblygedig iawn Gallu gweithio'n annibynnol o fewn y polisïau a phrotocolau a ddefnyddir yn yr adran a chanllawiau sy'n ymwneud ag arferion nyrsio Gallu rheoli amser yn effeithiol, blaenoriaethu llwyth gwaith yn dibynnu ar angen clinigol Gallu cynnal Gweithgareddau Asesiad Bywyd bob Dydd a dynodi anghenion yn briodol yn cynnwys rhai cymhleth iawn Gallu cynllunio ymyriad i fodloni anghenion yn effeithiol yn cynnwys mewn achosion lle mae'r sail tystiolaeth yn gyfyngedig neu'n gwrthdaro Gallu dysgu rhieni/gofalwyr a gweithwyr proffesiynol eraill sut i ddarparu ymyriad yn cynnwys amodau lle mae ychydig o symbyliad a llawer o amheuaeth Gallu rhoi cyngor a chefnogaeth o ran gwybodaeth a chyfarwyddiadau ar reoli anawsterau dwy ddadansoddi gwybodaeth yn gyflym ac yn gywir Gallu gwneud penderfyniadau am leoliadau a gallu i fodloni anghenion ieuchyd yr unigolyn.		Ffurflen Gais Cyfweiliad Geirdaon
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GOFYNION PERTHNASOL ERAILL <i>(Nodwch)</i>	Gallu teithio’n ôl a blaen o fewn ardal ddaearyddol y dalgylch gwasanaeth i gyflawni dyletswyddau’r rôl. Hyblygrwydd mewn patrwm gwaith i fodloni anghenion y cleientiaid y mae'r deilydd y swydd yn gweithio â nhw Deall cyfrifiaduron		Ffurflen Gais Cyfweliad Gwirio Dogfennau
GOFYNION YN YMWNEUD Â'R GYMRAEG	Parodrwydd i ddysgu Cymraeg	Siaradwr Cymraeg	