

MANYLEB BERSONOL

PERSONOL	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Nyrs gofrestredig NMC neu gymhwyster proffesiynol priodol arall fel gwaith cymdeithasol neu therapydd galwedigaethol Gwybodaeth waith cyfoes am y Ddeddf Iechyd Meddwl (1983) Gwybodaeth waith cyfoes am Ddeddf Iechyd Meddwl Cymru Mesur 2010. Gwybodaeth am a gweithredu Llywodraethu Clinigol. Tystiolaeth o ddatblygiad personol parhaus Gwybodaeth gyfredol a chymhwyso cydsyniad diogelu data a chyfrinachedd cleifion a rheoli risg gyda materion iechyd a diogelwch Gwybodaeth am strategaethau cenedlaethol yn ymwneud â chylch Nyrsio Gwybodaeth am dechnoleg	Tystiolaeth o ddatblygiad proffesiynol parhaus pellach Diploma neu radd mewn pwnc clinigol / proffesiynol perthnasol	Ffurflen Gais Gwiriadau cyn cyflogaeth Tystysgrif Portffolio Tystiolaeth o gofrestriad gyda NMC neu gorff proffesiynol arall Cyfweliad
Profiad	Profiad sylweddol ôl gofrestru ar Fand 5 neu uwch Profiad ôl gofrestru sydd ei angen ar lefel ôl radd	Profiad o fewn y meysydd clinigol perthnasol ac amrywiol	Ffurflen Gais a chyfweliad
Cymhwyster a Gallu	Sgiliau cyfathrebu ardderchog Sgiliau asesu ychwanegol e.e ACEIII, GDS, asesu Risg Sgiliau cwnsela Gallu gweithio mewn tîm aml-ddisgyblaethol: Gallu gweithio'n annibynnol Cymryd rhan mewn GORUCHWYLIAETH	Gallu siarad Cymraeg Sgiliau ymchwil Sgiliau archwilio Tystiolaeth o reoli pobl a sgiliau arwain Dangos y gallu i ofalu a chyfathrebu dealltwriaeth uwch o anghenion seicolegol	Portffolio Proffesiynol Cyfweliad

	Tystiolaeth o sgiliau trefnu da, yn cynnwys rheoli amser Tystiolaeth o sgiliau dadansoddi Datrys problemau'n effeithiol Dealltwriaeth o anghenion seicolegol unigolion Gallu gweithio ar eich liwt eich hun mewn sefyllfaoedd cymhleth	unigolion. Uwch sgiliau clinigol Y gallu i rannu gwybodaeth a sgiliau yn ffurfiol ac anffurfiol i nyrsys a myfyrwyr cofrestredig ac anghofrestredig, ynghyd a staff meddygol a chlinigol eraill.	
Gwerthoedd	Bod yn aelod o dîm Yn weithgar, ysgogol a gyda agwedd hyblyg		Ffurflen Gais Cyfweliad Geirdaon
Arall	Y gallu i deithio mewn modd amserol. Parodrwydd i ddefnyddio technegau dad-ddwysáu a, lle bo angen, cadw'n ddiogel, technegau ymwahanu, fel y bo'n briodol, yn amodol ar hyfforddiant perthnasol yn unol â pholisi'r Bwrdd Iechyd.	Gweithredu fel patrwm cadarnhaol trwy ddylanwadu ar eraill a rhannu sgiliau a gwybodaeth	Ffurflen Gais a chyfweliad

GOFYNION CYFFREDINOL

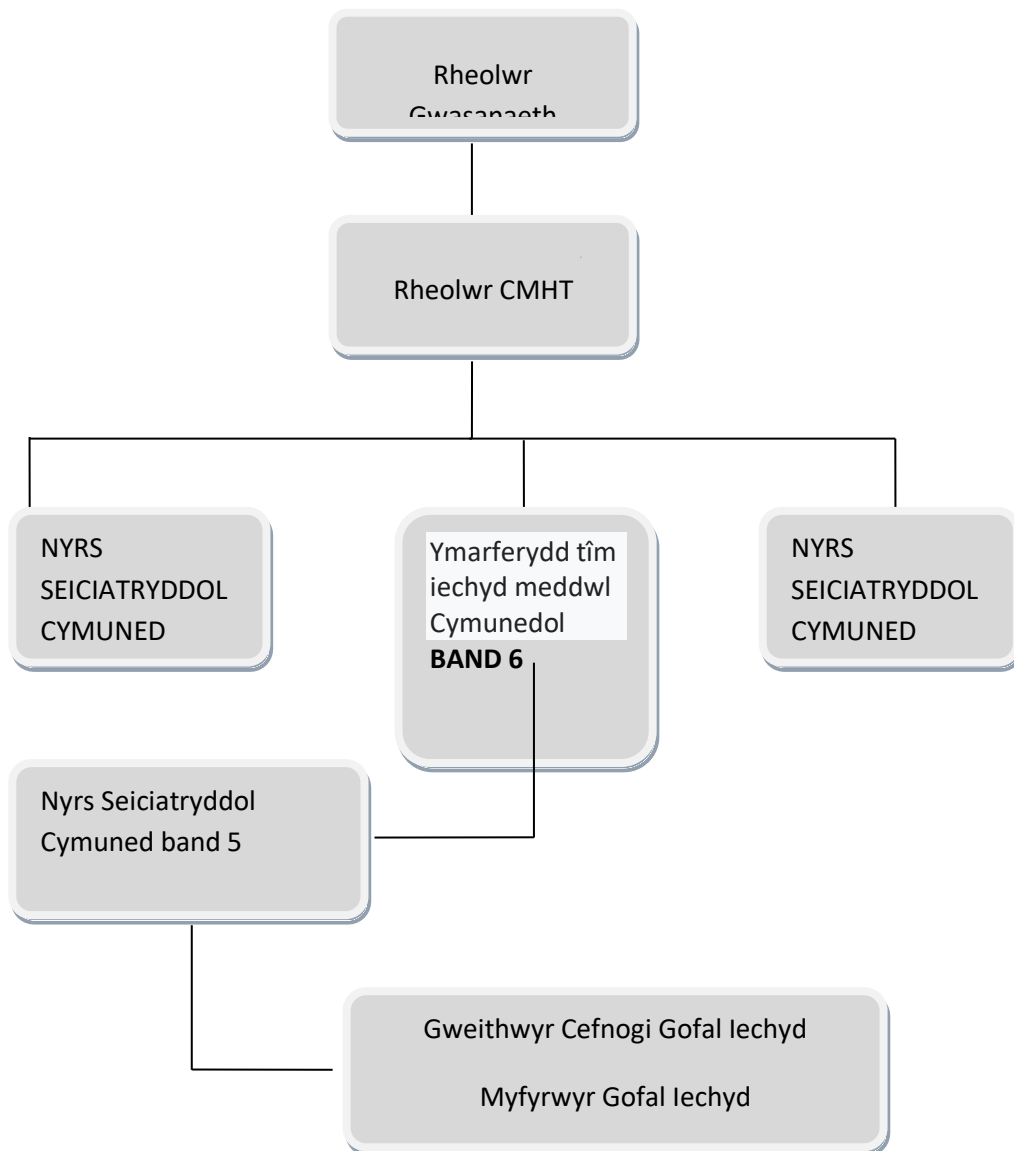
- **Gwerthoedd:** Rhaid i holl weithwyr y Bwrdd lechyd ddangos a chynnwys y datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn dod yn rhan annatod o fywyd gwaith deilydd y swydd, a chynnwys egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr lechyd Proffesiynol Cofrestredig:** Gofynnir i holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod â'i Reolwr/Goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w goruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **Dysgu a datblygiad:** Mae'n rhaid i bob aelod staff ymgymryd â rhaglenni cynefino/cyfeiriadaedd ar lefel gorfforedig ac adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yw'n briodol, gofynnir i staff arddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym yn ymroddedig i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blyneddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl staff y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu gweithredoedd neu esgeulustod. Mae gofyn i ddeilydd y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun, ac adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y Bwrdd Iechyd.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i bob gweithiwr wneud ei ddyletswyddau er mwyn cydymffurfio'n gaeth â gofynion Cynllun Iaith Gymraeg ei sefydliad a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymwneud â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid 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, gweld gwybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin bob gwybodaeth, boed yn wybodaeth gorfforaethol, am staff neu gleifion yn synhwyrol ac yn gyfrinachol yn unol â darpariaethau'r Ddeddf Diogelu Data 1998 a Pholisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol sy'n agored i ddisgyblu a/neu erlyniad dan y ddeddfwriaeth statudol bresennol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr yn y sefydliad hwn mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am reoli cofnodion yn gywir.

- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y BI i hybu cydraddoldeb i unigolion â nodweddion gwarchodedig, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw nodwedd warchodedig: oed, anabledd, ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth, hil, crefydd neu gred, rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd wedi ymrwymo i sicrhau na fydd unrhyw ymgeisydd am swydd neu weithiwr yn cael ei drin yn llai ffafriol o ran yr uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae angen i bob gweithiwr gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac mae wrthi'n hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg ac â pharch ac urddas. Gofynnir i staff roi gwybod am unrhyw fath o fwlio ac aflonyddu i'w Rheolwyr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni fydd ymddygiad amhriodol yn y gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Yn y swydd hon, bydd gofyn i chi gael cyswllt uniongyrchol â chleifion / defnyddwyr y gwasanaeth / plant / oedolion bregus wrth wneud eich dyletswyddau arferol. Felly, bydd rhaid i chi wneud cais am Wiriad CRB Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd.
- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr y gwasanaeth, ymwelwyr a gweithwyr rhag y risg o gael haint sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a chadw atynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.

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

Teitl y swydd: _____ Nyrs Seiciatrig Cymuned _____

Siart Sefydliadol



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	NMC registered MH Nurse or other appropriate professional qualification such as social work or occupational therapist Up to date working knowledge of the Mental Health Act (1983) Up to date working knowledge of the Mental Health Wales Measure 2010. Knowledge of and application of Clinical Governance Evidence of continuing professional development Up to date knowledge and application of consent, data protection, patient confidentiality and risk management with health and safety issues Knowledge of national strategies related to sphere of nursing Knowledge of Information, technology and application	Evidence of further relevant professional development Diploma or degree in relevant clinical/professional subject	Application form and Pre-employment checks Certificate Portfolio Evidence of registration with NMC or other professional body Interview
Experience	Significant post registration experience at Band 5 or above Post registration experience required at postgraduate level	Experience within relevant and varied clinical areas	Application form and interview
Aptitude and Abilities	Excellent communication skills Enhanced assessment skills e.g. ACEIII, GDS, Risk assessing Counselling skills Ability to work in a multidisciplinary team Able to work autonomously Participate in Clinical Supervision	Ability to speak Welsh Research skills Audit skills Evidence of people management and leadership skills Demonstrate the ability to care and communicate an	Professional Portfolio Interview

	Evidence of good organisational skills, including time management Evidence of analytical skills Effective problem solver Understanding of the psychological needs of individuals Ability to use own initiative in complex situations	advanced understanding of the psychological needs of individuals Advanced clinical skills Ability to formally and informally impart knowledge, skills to registered/ non-registered nurses and students, together with medical and other clinical staff	
Values	Be a team player Be industrious, motivated and with flexible approach		Application Form Interview References
Other	Ability to travel in a timely manner. Willingness to use de-escalation and where required safe holding, breakaway techniques, as appropriate, subject to relevant training according to Health Board policy.	Act as a positive role model by influencing others and sharing skills and knowledge	Application form and interview

GENERAL REQUIREMENTS

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

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report 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/ children/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 Health Board's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

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

Job Title: _____ Community Psychiatric Nurse _____

Organisational Chart

