



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Health Visitor
Pay Band:	6
Hours of Work and Nature of Contract:	(to be completed on appointment)
Service Group:	Women's and Children's Directorate
Department:	Health Visiting
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Health Visiting Team Leader
Professionally Accountable to:	Head of Women's and Children's Services
<u>VALUES & BEHAVIOUR</u> Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.	

JOB SUMMARY / PURPOSE:

Manage a caseload within a defined population; with the overarching aims of increasing family resilience, improving population health outcomes and reducing health inequalities whilst safeguarding the wellbeing of children

DUTIES & RESPONSIBILITIES

Adhere to Health Board and / or health visiting specific standards, policies and procedures

Adhere to current child protection policies and procedures, reporting immediately any concerns to the Health Visitor.

Management

To be responsible for providing a Health Visiting service for a defined caseload and to provide cover for other health visitors during periods of leave.

Utilise the All Wales Health Visiting Acuity tool to ensure safe staffing levels and support colleagues during fluctuations in workforce and activity

To be responsible for individual performance and formulate personal development plans and adhere to NMC revalidation requirements

To take responsibility for promoting new opportunities for integrated working and contribute to local partnership plans

Develop and maintain health profiles of an identified population in order to identify health needs and influence service plans.

To share responsibility for chairing Health Visiting Forums/team meetings.
To contribute to the development of local policies and guidelines

Clinical

Deliver the Universal Healthy Child Wales Programme (Welsh Government 2015) to all families with children under 5 years of age. This will include the following evidence-based interventions:

- Public health (for example, infant feeding, safer sleeping, perinatal mental health, immunisations),
- Screening programmes (for example, Newborn Blood Spot)
- Safeguarding interventions.

Apply the Family Resilience Assessment Tool (FRAT) as scheduled within the Healthy Child Wales Programme.

Apply targeted interventions as directed by the FRAT for families with low resilience, to provide more intensive support.

Initiate safeguarding procedures (All Wales Child Protection Procedures 2008) and work in partnership with families and carers to implement child protection plans.

Participate in statutory safeguarding functions, for example, Court and ARAC/MAPPA processes.

Apply risk management processes e.g. lone working and risk assessments

Professional

Be compliant with the NMC The Code (2015) and comply with revalidation process

To be responsible for the implementation of the Quality Assurance Framework that underpins the HCWP

Be professionally and legally accountable for all aspects of work, including management of clients within the caseload

Service Delivery

To be responsible for implementing the principles of clinical governance ensuring that all elements of the Quality Assurance Framework are adhered to and comply with audit requirements.

Ensure effective risk management and facilitate a safe working environment
Work in partnership with statutory, non-statutory and voluntary organisations (e.g. primary care, children's services, 3rd sector) to support families to increase their resilience

Leadership

To ensure professional leadership within the multi-agency arena by contributing to the development and support of multiagency plans.

Utilise skills to undertake a leadership role in service development as identified in the PDR process

Ensure all delegated activities are in line with the All Wales Guidelines for Delegation (NLIAH 2010)

Communication

To be responsible for effective working relationships and communications with colleagues, professionals and statutory agencies to provide a seamless service for the children, families and communities.

To be responsible for effective communication in all aspects of care with careful explanation of highly complex and sensitive information.

Have the ability to negotiate and use skills of diplomacy in order to defuse potentially threatening and violent situations within the community.

Comply with information governance legislation and use professional judgement in disclosing information to other agencies as necessary

Education and Training/Staff Management

Manage own professional development through Personal Development Review / Plan.

(PDR / PDP), continued professional development and clinical supervision. Recognise the limits of your professional competence and be responsible for limiting your actions to those which, you feel competent to undertake and identify areas where further training is required.

Comply with mandatory and statutory training requirements and specified professional training within the HB.

Contribute to the development of others in a manner that is consistent with legislation, policies and procedures including KSF competencies for their posts. Provide appropriate support to others to improve their knowledge and understanding and share own knowledge, skills and experience with others during induction and training sessions for staff.

To be responsible for providing appropriate education, training and development opportunities to students on a one to one basis acting as a mentor.

Information Resources

Be competent in the use of informatics to support caseload management and communication

Contribute to the gathering of statistical information for the future planning and provision of services.

Contribute to the collation of data for statutory purposes for example Health Care Standards

Finance

To be cognisant with the principles of prudent health care
To ensure cost efficiency and effectiveness of all resources.
To be compliant with financial procedures

Research and Development

Collect and interpret health data pertaining to individual caseloads to assist in

the development of community initiatives and action plans.

Participate in research projects and focus group and share outcomes of research and learning at staff meetings.

Adhere to legislation national and HB policies procedures and guidelines at all times e.g. patient confidentiality, data protection, Cadicott Report, record keeping, consent.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	SCPHN Health Visitor Post graduate diploma or Certificate Live current NMC Registration Nurse Prescribing In-depth understanding of Public health agenda & Priorities Ability to apply and enact local strategy Understanding of clinical governance agenda All Wales Child Protection Procedures (2008) and Practice In depth knowledge of Health Visiting practice and strategic drivers Healthy Child Wales Programme (2015)	SCPHN Degree Mentorship Level 3 Safeguarding Clinical Supervisor	Application form Certificates And Interview
Experience	Teaching in a clinical setting Safeguarding Multi-agency working Facilitating group work	Partnership Working Proven change management experience	Application form and interview
Aptitude and Abilities	Excellent interpersonal and communication skills Effective mentoring Ability to work autonomously Ability to work under pressure and meet deadlines Flexible approach to unpredictable workload demands/patterns	MECC Change management skills	Application form and interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities	Abilities required to perform effectively in the role, e.g. – Able to demonstrate situations where effective leadership and management skills have been used, or: Be able to demonstrate tact and diplomacy when working with others, or: Evidence of undertaking presentation to groups. Proven skills in motivating and influencing others Leadership skills Basic IT skills to include WORD and email	Ability to speak Welsh	Interview
Values	Ability to reflect and critically appraise own performance Confident and ability to motivate others Team player and change Agent	Ability to speak Welsh	Application form and interview
Other	Ability to travel between sites and visits in a timely manner		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

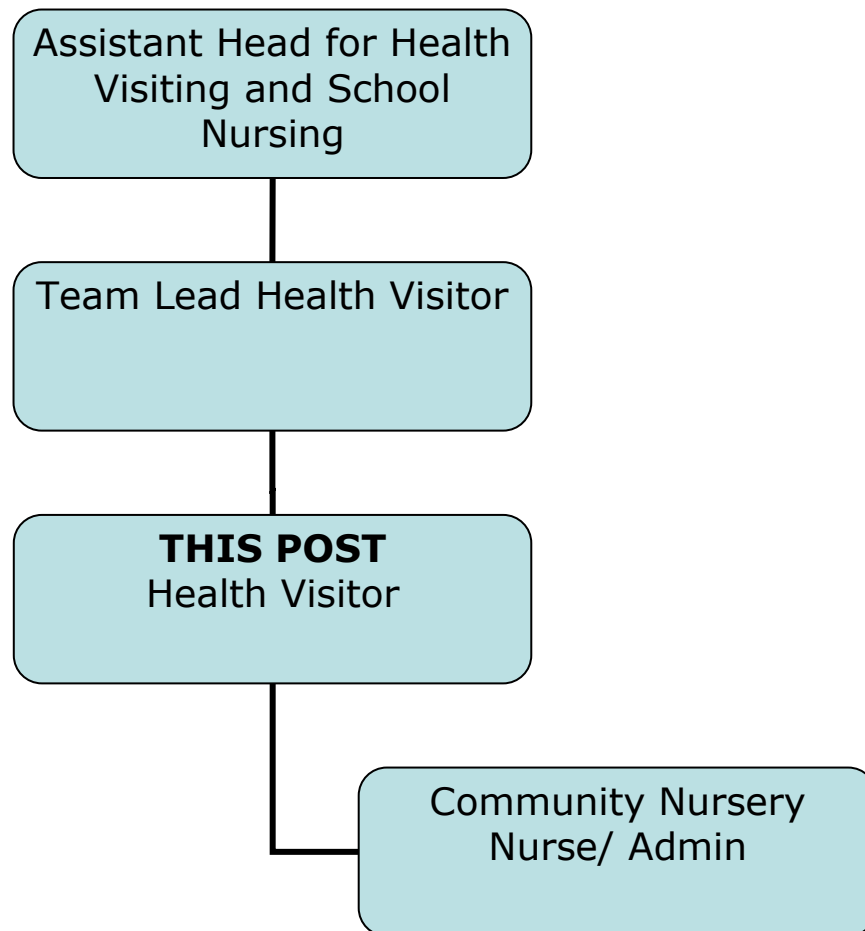
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct** 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 Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect

that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Ymwelydd Iechyd
Band cyflog:	6
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Cyfarwyddiaeth Menywod a Phlant
Adran:	Ymwelyddion Iechyd
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Arweinydd Tîm Ymwelyddion Iechyd
Yn Broffesiynol Atebol i:	Pennaeth Gwasanaethau Menywod a Phlant
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD:

Rheoli llwyth achosion o fewn poblogaeth ddiffiniedig; gyda'r nodau cyffredin o gynyddu gwytnwch teuluoedd, gwella canlyniadau iechyd y boblogaeth a lleihau anghydraddoldebau iechyd wrth ddiogelu lles plant

DYLETSWYDDAU A CHYFRIFOLDEBAU:

Cadw at safonau, polisiau a gweithdrefnau penodol y Bwrdd Iechyd a / neu wasanaethau ymwelyddion iechyd

Cadw at bolisiau a gweithdrefnau cyfredol amddiffyn plant, gan drosglwyddo unrhyw bryderon i'r Ymwelydd Iechyd ar unwaith.

Rheolaeth

Bod yn gyfrifol am ddarparu gwasanaeth Ymwelyddion Iechyd ar gyfer llwyth achosion diffiniedig a darparu gwasanaeth i ymwelyddion iechyd eraill yn ystod cyfnodau o absenoldeb.

Defnyddio offeryn Aciwtedd Ymwelyddion Iechyd Cymru i sicrhau lefelau staffio diogel a chefnogi cydweithwyr yn ystod amrywiadau yn y gweithlu a'r gweithgaredd

Bod yn gyfrifol am berfformiad unigol a llunio cynlluniau datblygu personol a chadw at ofynion ail-ddilysu'r NMC

Cymryd cyfrifoldeb am hyrwyddo cyfleoedd newydd ar gyfer gweithio integredig a chyfrannu at gynlluniau partneriaeth lleol

Datblygu a chynnal proffiliau iechyd poblogaeth a nodwyd er mwyn nodi anghenion iechyd a dylanwadu ar gynlluniau gwasanaeth.

Rhannu cyfrifoldeb am gadeirio Fforymau Ymwelyddion Iechyd / cyfarfodydd tîm.

Cyfrannu at ddatblygu polisiau a chanllawiau lleol

Clinigol

Cyflwyno'r Rhaglen Gyffredinol Plant Iach Cymru (Llywodraeth Cymru 2015) i bob teulu â phlant o dan 5 oed. Bydd hyn yn cynnwys yr ymyriadau canlynol sy'n seiliedig ar dystiolaeth:

- Iechyd y cyhoedd (er enghraifft, bwydo babanod, cysgu mwy diogel, iechyd meddwl amenedigol, imiwneiddio),
- Rhaglenni sgrinio (er enghraifft, Smotyn Gwaed Babanod Newydd-anedig)

- Ymyriadau diogelu.

Cymhwyso Offeryn Asesu Gwydnwch Teuluoedd (FRAT) fel y'i trefnir yn Rhaglen Plant Iach Cymru.

Cymhwyso ymyriadau wedi'u targedu yn unol â chyfarwyddyd y FRAT ar gyfer teuluoedd â gwytnwch isel, i ddarparu cefnogaeth ddwysach.

Cychwyn gweithdrefnau diogelu (Gweithdrefnau Amddiffyn Plant Cymru Gyfan 2008) a gweithio mewn partneriaeth â theuluoedd a gofalwyr i weithredu cynlluniau amddiffyn plant.

Cymryd rhan mewn swyddogaethau diogelu statudol, er enghraifft, prosesau'r Llys ac ARAC / MAPPA.

Cymhwyso prosesau rheoli risg ee asesiadau gweithwyr unigol ac asesiadau risg

Proffesiynol

Cydymffurfio â Chod NMC (2015) a chydymffurfio â'r broses ail-ddilysu Bod yn gyfrifol am weithredu'r Fframwaith Sicrhau Ansawdd sy'n sail i'r HCWP

Bod yn atebol yn broffesiynol ac yn gyfreithiol am bob agwedd ar y gwaith, gan gynnwys rheoli cleientiaid o fewn y llwyth achosion

Cyflenwi Gwasanaeth

Bod yn gyfrifol am weithredu egwyddorion llywodraethu clinigol gan sicrhau bod pawb yn cadw at bob elfen o'r Fframwaith Sicrhau Ansawdd ac yn cydymffurfio â gofynion archwilio.

Sicrhau rheolaeth risg effeithiol a hwyluso amgylchedd gwaith diogel Gweithio mewn partneriaeth â sefydliadau statudol, anstatudol a gwirfoddol (ee gofal sylfaenol, gwasanaethau plant, 3ydd sector) i gefnogi teuluoedd i gynyddu eu gwytnwch

Arweinyddiaeth

Sicrhau arweinyddiaeth broffesiynol o fewn yr arena amlasiantaethol trwy gyfrannu at ddatblygu a chefnogi cynlluniau amlasiantaeth.

Defnyddio sgiliau i ymgymryd â rôl arwain wrth ddatblygu gwasanaeth fel y nodwyd yn y broses PDR

Sicrhau bod yr holl weithgareddau dirprwyedig yn unol â Chanllawiau Dirprwyo Cymru Gyfan (NLIAH 2010)

Cyfathrebu

Bod yn gyfrifol am berthnasoedd gwaith a chyfathrebu effeithiol gyda chydweithwyr, gweithwyr proffesiynol ac asiantaethau statudol i ddarparu gwasanaeth di-dor i'r plant, y teuluoedd a'r cymunedau.

Bod yn gyfrifol am gyfathrebu effeithiol ym mhob agwedd ar ofal gan roi esboniad gofalus o wybodaeth gymhleth a sensitif iawn.

Bod â gallu i negodi a defnyddio sgiliau diplomyddiaeth er mwyn darparu atebion ar gyfer sefyllfaoedd a allai fod yn fygythiol ac yn dreisgar yn y gymuned.

Cydymffurfio â deddfwriaeth llywodraethu gwybodaeth a defnyddio barn broffesiynol wrth ddatgelu gwybodaeth i asiantaethau eraill yn ôl yr angen

Addysg a Hyfforddiant / Rheoli Staff

Rheoli eich datblygiad proffesiynol eich hun trwy'r Adolygiad / Cynllun Datblygiad Personol

(PDR / PDP), datblygiad proffesiynol parhaus a goruchwyliaeth glinigol. Cydnabod terfynau eich cymhwysedd proffesiynol a bod yn gyfrifol am gyfyngu'ch gweithredoedd i'r rhai y teimlwch yr ydych yn gymwys i ymgymryd â nhw a nodi meysydd lle mae angen hyfforddiant pellach.

Cydymffurfio â gofynion hyfforddiant gorfodol a statudol a hyfforddiant proffesiynol penodol yn y Bwrdd Iechyd.

Cyfrannu at ddatblygiad pobl eraill mewn modd sy'n gyson â deddfwriaeth, polisiau a gweithdrefnau gan gynnwys cymwyseddau KSF ar gyfer eu swyddi. Rhoi cefnogaeth briodol i eraill i wella eu gwybodaeth a'u dealltwriaeth a rhannu eu gwybodaeth, eu sgiliau a'u profiad eu hunain ag eraill yn ystod sesiynau sefydlu a hyfforddi staff.

Bod yn gyfrifol am ddarparu cyfleoedd addysg, hyfforddiant a datblygu priodol i fyfyrwyr ar sail un i un gan weithredu fel mentor.

Adnoddau Gwybodaeth

Bod yn gymwys i ddefnyddio gwybodeg i gefnogi rheoli llwyth achosion a chyfathrebu

Cyfrannu at gasglu gwybodaeth ystadegol ar gyfer cynllunio a darparu gwasanaethau yn y dyfodol.

Cyfrannu at goladu data at ddibenion statudol er enghraifft Safonau Gofal Iechyd

Cyllid

Bod yn ymwybodol o egwyddorion gofal iechyd darbodus
Sicrhau effeithlonrwydd cost ac effeithiolrwydd yr holl adnoddau.
Cydymffurfio â gweithdrefnau ariannol

Ymchwil a datblygiad

Casglu a dehongli data iechyd sy'n ymwneud â llwyth achosion unigol i gynorthwyo i ddatblygu mentrau cymunedol a chynlluniau gweithredu.

Cymryd rhan mewn prosiectau ymchwil a grŵp ffocws a rhannu canlyniadau ymchwil a dysgu mewn cyfarfodydd staff.

Cadw at ddeddfwriaeth, polisiau, gweithdrefnau a chanllawiau cenedlaethol a rhai'r Bwrdd Iechyd bob amser ee cyfrinachedd cleifion, diogelu data, Adroddiad Cadicott, cadw cofnodion, cydsynio.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth (Qualifications and/or Knowledge)	Tystysgrif neu ddiploma ôl radd Ymwelyddion Iechyd SCPHN Cofrestriad NMC cyfredol byw Rhagnodi gan Nyrsys Dealltwriaeth fanwl o agenda a Blaenoriaethau iechyd y cyhoedd Y gallu i gymhwyso a gweithredu strategaeth leol Dealltwriaeth o'r agenda llywodraethu clinigol Gweithdrefnau ac Ymarfer Amddiffyn Plant Cymru Gyfan (2008) Gwybodaeth fanwl am arferion Ymwelyddion Iechyd a sbardunau strategol Rhaglen Plant Iach Cymru (2015)	Mentoriaeth Gradd SCPHN Lefel 3 Goruchwyliwr Clinigol Diogelu	Ffurflen gais Tystysgrifau a Chyfweliad
Profiad (Experience)	Addysgu mewn lleoliad clinigol Diogelu Gweithio amlasiantaethol Hwyluso gwaith grŵp	Gweithio mewn Partneriaeth Profiad wedi'i brofi o reoli newid	Ffurflen Gais a Chyfweliad
Doniau a Galluoedd (Aptitude & Abilities)	Sgiliau rhyngpersonol a chyfathrebu ardderchog Mentora effeithiol Y gallu i weithio'n annibynnol	MECC Sgiliau rheoli newid	Ffurflen Gais a Chyfweliad

	Y gallu i weithio dan bwysau a chwrdd â therfynau amser Ymagwedd hyblyg tuag at ofynion / patrymau llwyth gwaith anrhagweladwy		
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Aptitude and Abilities	Y galluoedd sy'n ofynnol i berfformio'n effeithiol yn y rôl, ee - Yn gallu dangos sefyllfaoedd lle mae sgiliau arwain a rheoli effeithiol wedi'u defnyddio, neu: Yn gallu dangos tact a diplomyddiaeth wrth weithio gydag eraill, neu: Tystiolaeth o roi cyflwyniad i grwpiau. Sgiliau profedig wrth ysgogi a dylanwadu ar eraill Sgiliau arwain Sgiliau TG sylfaenol i gynnwys WORD ac e-bost	Y gallu i siarad Cymraeg	Cyfweliad
Gwerthoedd (Values)	Y gallu i adlewyrchu a gwerthuso'ch perfformiad eich hun yn feirniadol Yn hyderus a chyda'r gallu i gymell eraill Chwaraewr tîm ac asiant ar gyfer newid	Y gallu i siarad Cymraeg	Ffurflen Gais a Chyfweliad
Arall (Other)	Y gallu i deithio rhwng safleoedd ac ymweliadau mewn modd amserol		Ffurflen Gais a Chyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Aadrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa,

cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg ei sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogeion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt *uniongyrchol / anuniongyrchol** â *chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu *Safonol / Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth. ***Dilëwch fel bo'n briodol.**
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart sefydliadol

