

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09603

#### JOB DETAILS

<b>Job Title:</b>	Team Lead – Perioperative Care
<b>Pay Band:</b>	Band 7
<b>Department:</b>	Perioperative Care
<b>Directorate:</b>	Perioperative Care Directorate
<b>Clinical Board:</b>	Surgery
<b>Base:</b>	Perioperative Care Directorate, Cardiff & Vale UHB

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Theatre Manager
<b>Reports to:</b>	Theatre Manager
<b>Professionally Responsible to:</b>	Lead Nurse

#### **Our Values: ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’**

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviors are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask ‘what can I learn’?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

To provide experienced and professional leadership for a clinical team within the Perioperative Care Directorate and be responsible for the effective first line management, ensuring all staff members are adequately trained, educated, skilled and all professional practice is in accordance with appropriate codes of practice.

Exercise accountability for the management of the clinical team, to include leading and developing staff members in the delivery of compassionate, high quality, effective, patient centered care; and providing fair, honest and measured people management.

To provide visible, professional leadership, support, supervision and guidance (in line with NMC and HCPC standards), expert clinical advice and undertake management and monitoring activities in line with legal and professional requirements, statutory rules and UHB Policy relating to evidence-based practice.

Be responsible for the efficient management of the clinical team budget, effectively deploying the clinical team and utilising allocated resources and raising financial expenditure concerns to appropriate personnel in a timely manner.

Work and communicate effectively as a member of the senior clinical and Nursing/ODP (Operating Department Practitioner) team for the Perioperative Care Directorate, collaborating with other Team Leaders and Theatre Managers.

Create and promote a learning culture within the Perioperative Care Directorates to support the professional growth and development of the staff within the clinical team, students and (as appropriate) members of the multi-disciplinary team.

Demonstrate the UHB's values of dignity, respect, fairness, integrity, honesty, openness, kindness and compassion in everything that you do in the work environment and ensure that others demonstrate the same values.

Develop relationships and joint working in an integrated way with statutory and independent sector partners.

In collaboration with the Education Lead for the Perioperative Care Directorate proactively promote staff development ensuring its relevance to practice and individual needs. Ensure training/orientation plans are reviewed periodically and escalating concerns relating to capability are raised and acted upon in a timely manner.

Maintain Clinical knowledge and skills by undertaking regular clinical duties within the team to provide expert advice, support and leadership within the clinical area.

Act as a deputy for the Theatre Manager when required.

Staff working within the Perioperative Care Directorate are expected to support and attend all areas within the Directorate. Staff will be required to provide cross-site cover using their own/public transport.

Staff within the Perioperative Directorate are expected to support the Emergency/Major Trauma stream. This may include providing 24-hour cover in the CEPOD/Major Trauma theatres or providing an on-call service when required.

## **DUTIES AND RESPONSIBILITIES**

Work autonomously to plan own workload schedule plans, in view of daily and weekly management responsibilities and with leadership and supervisory aspects of the role.

Supervise the professional and Clinical work of the team within the clinical area allocating work effectively, considering skill and competency of staff and patient requirement and delegate the delivery of care where appropriate.

Support staff in upholding the NMC/HCPC standards as part of providing the quality and safety of care expected by service users and regulators.

Take responsibility for effective rostering of staff to ensure the clinical area has effective skill mix and staffing levels to meet demand; and staff health and well-being is a key consideration underpinning the rosters produced.

Take responsibility for the procurement and maintenance of physical assets and specialist supplies for the clinical area, ensuring cost effectiveness.

Maintain, monitor and evaluate standards ensuring evidence-based quality care is provided by the clinical team and respectfully challenge/take appropriate action when care falls below the expected standards.

Take responsibility for the environment of care, ensuring infection control policies and procedures are in place and participate in relevant monthly audit and act upon the results.

Support a culture of learning and development through promotion of a reflective approach to practice and utilising a supportive clinical supervision framework in support of team members as appropriate.

Promote a positive research culture, contributing to the wider research agenda through initiating or supporting research activity.

Deal with complex clinical and managerial situations that arise, analysing data and information, seeking appropriate help and making decisions in relation to patient risk and care and take appropriate action.

Seek appropriate advice/alert agencies when there are any concerns regarding potential/actual risk to any patient or their dependents e.g. child safeguarding, domestic violence, protection of the vulnerable adult, mental capacity and deprivation of liberty.

In addition to the Management/Leadership duties you will be expected to undertake clinical duties within your team in order to maintain your extensive personal knowledge/expertise/experience.

Promote collaboration across disciplines and across agencies to ensure timely, safe, compassionate patient-centred care is planned and delivered by the service at all times.

Ensure all practice and professional activity meets with NMC and HCPC Codes of Conduct.

Through effective clinical Leadership be able to inspire, motivate and empower others.

In the absence of the Theatre Manager assume responsibility for the management of daily operational responsibilities in the department, including work allocation, deployment and supervision of staff to ensure the smooth running of the area.

In conjunction with the Theatre Manager and Lead Nurse set, monitor and evaluate standards of care within defined policies, procedures, standards and protocols to ensure adherence to and delivery of a high-quality service. Provide action/improvement plans within set deadlines, ensure actions are completed and present at appropriate forums.

To participate and engage with the Theatre Scheduling process to provide expert clinical advice to the Deputy General Manager and Theatre Manager when required.

To take responsibility for the cleanliness of their theatre environment and equipment at all times.

To be responsible for the maintenance and repair of the theatre equipment.

To attend daily handover and monthly departmental meetings

Identify and resolve staffing and skill mix discrepancies that may impede patient flow and theatre efficiency

Assist the Theatre Manager in the investigation of complaints and provide written reports, including recommendations on required actions as appropriate.

Co-ordinate on-call cover for the department (if necessary) ensuring that on-call arrangements are clearly communicated with the support of the Theatre Co-ordinator and Deputy Team Lead. Escalate gaps in the on-call Rota to Theatre Manager.

## **SERVICE MANAGEMENT**

Be responsible for the development of evidence-based policies, procedures and protocols for the Perioperative Care Directorate ensuring they meet national, local and professional criteria, gaining UHB approval/ratification prior to use where appropriate. Ensure UHB Policy and Directorate procedures are reviewed in a timely manner.

Act with autonomy, authority and integrity to make decisions within an agreed professional and managerial structure, seeking advice as appropriate.

Promote multidisciplinary working, with outcomes aimed at achieving the best interests of patients through cohesive service delivery.

Provide open and honest feedback to the team on standards of care provided to, and experienced by, patients and send service and communicate and implement agreed improvement actions / learning in a timely fashion.

Lead the investigation of clinical incidents, complaints and support any serious untoward incidents using root cause analysis methodologies. Ensure action plans and findings are fully implemented in a timely manner and recommendations are incorporated into practice.

With support from Human Resources take necessary steps to effectively and fairly manage individuals in the team whose performance falls below the expected standards.

Provide relevant information and actively engage in establishment reviews for area of responsibility.

Utilise resources effectively ensuring the planned staffing levels are rostered and all reasonable steps are taken to maintain them. Manage the use of temporary staff within budget ensuring patient safety and good governance.

## **SERVICE AND QUALITY IMPROVEMENT**

Maintain and monitor the standard and quality of care delivered in the clinical area and respectfully challenge poor practices as appropriate. Escalate immediate/significant/persistent quality concerns to the Theatre Manager and/or take immediate action as appropriate.

Maintain and/or seek to improve standards of the care in the clinical environment, including environmental cleanliness through participation in multi-disciplinary

monitoring of the estate and cleaning specification within the Perioperative Care Directorate. Ensure scheduled checks are completed as indicated.

Take actions continuously to maintain and monitor compliance with agreed planned rosters in order to ensure appropriate skill mix.

Take responsibility for the collection and collation of accurate and timely data and information for a range of purposes including audit, research and service performance measurement in order to share examples of good practice and actions requiring improvement.

Support the Theatre Manager by ensuring theatre time is used efficiently and effectively.

Act consistently within legislation, policies and procedures and other quality approaches relevant to working in clinical practice, always supporting and enabling others to also practice to the same standards.

Deal with patient and relative concerns, complaints and incident reports openly and honestly, in line with policy undertaking initial/full investigations and ensuring immediate action plans are initiated as required in order to safely deal with situations arising.

Develop and implement improvement plans for the clinical team in line with the UHB's quality improvement goals.

Work cohesively towards improvement targets as agreed with and directed by the directorate management team.

Ensure up to date Key Performance Indicators (KPI) are displayed within the clinical environment.

Use patient/relative feedback to continually improve practice and communication.

Implement strategies to reduce inefficiencies within the Perioperative Care Directorate.

## **COMMUNICATION**

Develop and maintain good working relationships with other clinicians from across the multidisciplinary team, working in partnership to meet the patient needs and achieve nationally and locally agreed standards.

Establish and maintain effective team communication mechanisms using a range of methods to ensure all staff have access to information made available to them.

Practice, and role model, excellence in patient advocacy and liaison.

Establish respectful and effective relations and communication networks with internal and external agencies. Participate in Task & Finish groups, All Wales Networks etc. when required.

Ensure there are effective communication systems in place to enable staff to participate in effective two-way communications on developments across the UHB/NHS Wales.

Ensure effective handover of patients between shifts/healthcare professionals, effectively using a range of communication aids such as verbal handover/written documentation/electronic documentation.

Provide written and verbal reports when required in a timely manner.

Promote excellence in professional/patient care documentation at all times, supporting the drive to digitalise the patient care records in line with national and UHB developments.

Ensure all staff act within UHB and NMC/HCPC guidance on use of social media at all times.

At all times, be aware of and practice within the NMC/HCPC Code of Conduct. Provide an authoritative and credible source of knowledge and specialist clinical advice and support to the team

## **FINANCE AND RESOURCES**

Demonstrate a sound knowledge of resource costs for the clinical area and adopt a cost-conscious approach to the utilization of such resources, identifying and taking forward areas for cost reduction.

Work within agreed budget for the clinical team, demonstrating an excellent understanding of the financial value of the resources utilised within the clinical area and approaches to ensure best value for money.

Take full account of the requirements to effectively use the available staffing resource whilst considering the requirements to ensure staff well-being is promoted, and responsible for planning and scheduling duty rotas, annual leave, study leave, time in lieu; verifying the clinical team roster; monitoring absence and the use of temporary staff, in line with UHB workforce policies.

Maintain close partnerships with the finance department in order to understand resource management processes and standing financial orders.

Co-ordinate the annual stock take audit within the clinical area.

Provide up to date asset register details and details of capital bids in a timely manner.

## **PERSONAL AND PEOPLE DEVELOPMENT**

Manage and ensure the well-being of staff through effective appraisal, roster management, recruitment and selection, fair and compassionate staff management (in line with all UHB workforce policies) and the supervision of learners.

Fully engage with recruiting new registrants via student streamlining.

Work collaboratively with Learning, Education and Development (LED) and with academic organisations directly where appropriate in order to ensure excellence in the student learning experience offered in the clinical area.

Optimise the learning environment within the clinical area enabling individual practitioners to flourish and to develop knowledge and competence.

Establish an understanding of the evidence-base for practice and assume responsibility for own practice.

Contribute to/co-ordinate the provision of the clinical area and UHB wide teaching as appropriate to specific areas of expertise and evidence-based knowledge.

Develop and utilise clinical area-based competencies for all staff groups, ensuring their use by new starters and promoting review and refresh of competencies for current clinical area staff as they are developed. Ensure competency documents are amended/reviewed regularly and escalate concerns to the Theatre Manager.

Take responsibility for ensuring the completion of the annual Values Based Appraisal (VBA). In partnership with the reviewee, identify opportunities to develop competence/skills in order to achieve objectives.

Support registered staff to complete their professional revalidation with the NMC / HCPC in a timely manner. Act as the 'Confirmer' and the 'Reflective Discussion Partner' as required.

Actively participate in your own VBA seeking support as appropriate to develop your own skills, knowledge and competence. Take responsibility for your own NMC/HCPC revalidation.

Lead in the staff recruitment cycle for new team members whilst also taking steps to promote retention and enhance the well-being of staff working within the team. Promote the development of a cohesive team through ensuring the effective induction and settling in of new staff members within the team.

Delegate tasks appropriately to the Deputy Clinical Lead, ensuring delegated tasks are completed to the expected high standard.

## **INFORMATION PROCESSING**

Ensure legible clinical notes are maintained in a timely manner throughout the service, fully utilising current, approved documentation and actively promoting and role modelling the use of e-documentation as appropriate to clinical area.

Ensure staff and patient information is stored safely and correctly and in accordance with data protection legislation and UHB policies and procedures.

Ensure the clinical team are kept up to date on current legislation and guidance re: information governance and challenge poor practice as required.

Develop and continually improve the knowledge and skills required to ensure the effective use of relevant IT systems required in the clinical area.

Liaise effectively with appropriate support teams to facilitate this work stream e.g. ESR/Rostering software etc.

Provide accurate and timely organizational workforce and performance data/information as required in line with the UHB's managerial systems and processes.

## **HEALTH, SAFETY AND SECURITY**

Create and promote a strong patient safety culture within the Team. Participate in and ensure all safety procedures are followed within the Perioperative Care setting (including the '5 steps to safer surgery' and 'stop before you block') and raise issues of non-compliance to the Theatre Manager immediately.

Assess and manage risks associated with health and safety issues and reports untoward incidents.

Take all possible precautions to safeguard the well-being, welfare, health and safety of staff, service users, visitors and the public by implementing all policies related to health, safety and risk.

Ensure all incidents are reported by the UHB risk management system e.g. DATIX and allocated incident reports are managed appropriately and proactively within appropriate timescales.

To be aware of the protection of adults at risk. Report any concerns in accordance with UHB policy.

To be aware of safeguarding of children at risk. Report any concerns in accordance with UHB policy.

Attend own statutory/mandatory training and ensure all team members are also supported to attend/undertake required training.

Attend and participate in regular meetings with the Theatre Manager, Lead Nurse and General Manager to provide assurances that the clinical area is safe and meeting the required standards expected by the Perioperative Care Directorate.

Proactively manage risk/incidents within the clinical area in a timely manner.

Proactively manage COSHH (Control of Substances Hazardous to Health) in the clinical area, ensuring every effort is made to minimise exposure to hazardous substances.

Ensure robust Business continuity plans are in place for the clinical area.

Participate in the 'last offices' procedure to prepare deceased patient for transfer to the mortuary and support Junior staff. This may involve dealing directly with the relatives of the deceased patient.

## **EQUALITY AND DIVERSITY**

Recognise the importance of people's rights and maintain own knowledge base to ensure all actions are in accordance with legislation, policies and procedures.

Promote and support the rights, responsibilities and diversity of patients and their families/carers and relates with kindness and empathy to all concerned.

Respect the privacy, dignity, needs, beliefs, choices and preferences of patients and carers, supporting the development of the care environment to be able to appropriately respond quickly and discretely to those with particular needs/protected characteristics.

Identify and act when own or others behavior undermines equality and diversity. Ensure own and the wider clinical team's current knowledgebase is maintained in relation to potential need to access spiritual/multi-cultural faith support for patients/staff.

Act as a patient advocate at all times.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively

participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behavior and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support 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.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**

**CAJE Reference:**  
RWM/2021/0165

**PERSON SPECIFICATION  
CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

<b>Job Title:</b>	Team Lead – Perioperative Care	<b>Department:</b>	Perioperative Care
<b>Band:</b>	Band 7	<b>Clinical Board:</b>	Surgery
<b>Base:</b>	Perioperative Care Directorates within Cardiff & Vale UHB		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Registered Nurse (Part 1) / Operating Department Practitioner  Current NMC / HCPC Registration  Degree  Pertinent postgraduate qualification <b>AND</b> a willingness to undertake appropriate post graduate level study when in post  Bronze IQT	Recognised management qualification  Recognised Leadership qualification  Master’s Degree in pertinent subject  Teaching/coaching qualification	Application Form Certificate Check Registration Card – Nurse/AHP

<p><b>EXPERIENCE</b></p>	<p>Knowledge of legislation pertinent to role</p> <p>Proven and relevant experience at Band 6</p> <p>Able to demonstrate sound knowledge of the NMC Code (2018) &amp; HCPC equivalent</p> <p>Proven post-registration experience and evidence of co-ordinating and managing a team of staff.</p> <p>Experience of working in a multi-professional environment</p> <p>Experience in budget management</p> <p>Experience of effective staff management</p> <p>Experience of running a clinical team within the Perioperative environment</p> <p>Experience of mentoring pre-registration nursing/midwifery/ODP students</p>	<p>Experience of leading a team</p> <p>Experience of working in a band 7 role</p> <p>Understanding of financial and resource management</p>	<p>Application Form Interview References</p>
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<p><b>SKILLS</b></p>	<p>Able to demonstrate and awareness of professional issues and developments</p> <p>Evidence of leadership skills</p> <p>Excellent communication skills (Verbal/listening/written)</p> <p>IT skills – excel, PowerPoint etc.</p> <p>Able to relate theory into practice through reflective skills</p> <p>Leadership skills</p> <p>Good knowledge of information governance/data protection requirements</p> <p>Able to demonstrate research-based practice</p> <p>Ability to delegate and prioritise work</p> <p>Able to manage time effectively</p>	<p>Ability to speak Welsh</p> <p>Ability to manage conflict constructively</p> <p>Project management skills</p>	<p>Application Form Interview References</p>
<p><b>SPECIAL KNOWLEDGE</b></p>	<p>Appropriate experience within the speciality and able to demonstrate sound knowledge of relevant</p> <p>Advanced clinical skills</p> <p>Evidence of effectively implementing change in clinical practice</p> <p>Evidence of commitment to and understanding of mentorship/reflection/clinical supervision</p>	<p>Welsh speaker</p> <p>Evidence of research and audit work</p> <p>Sound knowledge of HR policies</p>	<p>Application Form Interview References</p>

**CAJE Reference:**  
RWM/2021/0165

<p><b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i></p>	<p>Ability to work within a team and independently</p> <p>Flexible to meet the needs of the service</p> <p>Able to work under pressure</p> <p>Pleasant disposition</p> <p>Caring nature</p> <p>Enthusiastic</p> <p>Assertive attitude</p> <p>Positive change agent</p>		<p>Application Form</p> <p>Interview References</p>
<p><b>OTHER</b> <i>(Please Specify)</i></p>			<p>Interview Document Check*</p>

<b>Date Prepared:</b>	7/9/2021	<b>Prepared By:</b>	Jon Barada
<b>Date Reviewed:</b>		<b>Reviewed By:</b>	

## DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

### MANYLION AM Y SWYDD

Teitl y Swydd:	
Band Cyflog:	
Adran:	
Cyfarwyddiaeth:	
Bwrdd Clinigol:	
Prif Leoliad Gwaith:	

### TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	
Adrodd i:	
Atebol yn Broffesiynol i:	

### Ein Gwerthoedd: 'GOFALU AM BOBL; CADW POBL YN IACH'

Mae gan Fwrdd Iechyd Prifysgol Caerdydd a'r Fro waith pwysig i'w wneud. Mae'r hyn rydym yn ei wneud yn bwysig oherwydd mai ein gwaith yw gofalu am bobl a'u cadw'n iach. Rydym i gyd eisiau gwneud hyn hyd gorau ein gallu - ond rydym yn gwybod nad yw bwriad da bob tro yn ddigon.

Ym Mwrdd Iechyd Prifysgol Caerdydd a'r Fro, ein gwerthoedd a'n hymddygiad esiampl ydy:

<b>Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig i ni.</b>	Rydym yn trin pobl fel hoffem ni gael ein trin a chyda <b>chydymdeimlad</b> bob tro.
<b>Rydym yn ymddiried yn ein gilydd ac yn parchu ein gilydd.</b>	Edrych ar ein <b>hadborth</b> gan eraill ynghylch sut rydym yn gwneud a cheisiwch ffyrdd <b>gwell</b> o wneud pethau.
<b>Rydym yn cymryd cyfrifoldeb personol.</b>	Bod yn <b>frwdfrydig</b> ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.

<b>Rydym yn trin pobl â charedigrwydd.</b>	<b>Diolch</b> i bobl, dathlu llwyddiant a phan aiff pethau o’u lle, gofyn ‘beth gallaf fi ddysgu?’
<b>Gweithredu gyda gonestrwydd</b>	Peidio â gadael i strwythurau ein rhwystro rhag gwneud y <b>peth iawn</b> .

Mae ein gwerthoedd yn arwain sut rydym yn gweithio a sut rydym yn ymddwyn ag eraill. Bydd disgwyl i ddeiliaid y swydd ymddwyn yn unol â’n gwerthoedd o hyd a dangos ymrwymiad wrth ddarparu gwasanaeth o safon uchel i gleifion.

## CRYNODEB O’R SWYDD/DIBEN Y SWYDD

### DYLETSWYDDAU A CHYFRIFOLDEBAU

#### CYFFREDINOL

- **Adolygiadau Perfformiad/Gofyniad Perfformiad:** Bydd disgwyl i ddeiliad y swydd gymryd rhan ym mhroses adolygiadau perfformiad blynyddol y BIP ac fel rhan o’r broses hon, cytuno ar Gynllun Datblygu Personol gydag amcanion clir a chymorth sefydliadol a nodir.
- **Gallu:** Ni ddylai deiliad y swydd weithio’r tu allan i lefel ddiffiniedig ei gymhwyster. Os oes gan ddeiliad y swydd bryderon ynghylch hyn, dylai drafod â’i reolwr yn syth. Mae gan yr holl staff gyfrifoldeb i roi gwybod i’r sawl sy’n goruchwylio ei gyfrifoldebau os nad yw’n gymwys i gyflawni dyletswydd.
- **Cyfrinachedd:** Yn unol â deddfwriaeth Diogelu Data ac Egwyddorion Cyfrinachedd Cil-y-Coed, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract cyflogaeth. Mae’r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i’r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu’r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.
- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae’r BIP yn ei thrin fel rhan o’u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy’n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â’u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw’n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth bersonol sy’n berthnasol i ddefnyddwyr gwasanaeth.

- **Iechyd a Diogelwch:** Mae gofyn i ddeiliad y swydd gydweithredu â'r BIP i sicrhau y cydymffurfir â gofynion a dyletswyddau iechyd a diogelwch. Cyfrifoldeb deiliad y swydd ydy cydymffurfio â gweithdrefnau, rheolau a chodau ymarfer a defnyddio'r holl offer a dyfeisiau diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrsiau hyfforddi yn ôl y gofyn. Mae cyfrifoldeb ar yr holl staff i gael gwasanaeth Iechyd Galwedigaethol a chymorth arall mewn cyfnodau o angen a chynghor.
- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.
- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwymo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle

mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabledd, rhyw, hunaniaeth o ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu greddo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.

- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau Cymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinellid ac yn nodi'r prif ddyletswyddau. Trafodir unrhyw newid yn llawn o flaen llaw â deiliad y swydd. Caiff y disgrifiad swydd ei adolygu o bryd i'w gilydd i ystyried newidiadau a datblygiadau yng ngofynion y gwasanaeth.

**Dyddiad Paratoi:**

**Paratowyd gan:**

**Dyddiad Adolygu:**

**Adolygwyd gan:**

Rhif Cyfeirnod CAJE:

## MANYLEB PERSON BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:		Adran:	
Band:		Bwrdd Clinigol:	
Prif Leoliad Gwaith:			

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU			Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD			Ffurflen Gais Cyfweliad Geirdaon
SGILIAU			Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG			Ffurflen Gais Cyfweliad Geirdaon
RHINWEDDAU PERSONOL (y gellir eu dangos)			Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch os gwelwch yn dda)			Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:		Paratowyd gan:	
Dyddiad Adolygu:		Adolygwyd gan:	