

YMDDIRIEDOLAETH GIG IECHYD CYHOEDDUS CYMRU

MANYLEB Y PERSON
AT DDIBENION RECRIWTIO

Teitl y Swydd: Sgriniwr - NBHSW

Band: 2

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	- Addysgwyd hyd at safon TGAU neu brofiad cyfatebol (gan gynnwys TGAU gradd A-C mewn Saesneg Iaith). - Mae'n ofynnol i ddeiliad swyddi gwblhau cymhwyster dysgu achrededig lefel 2. Gall tystiolaeth o gymhwyster HCSW lefel 2 presennol fod yn addas ar gyfer mapio ar draws i hyn.	- ECDL neu gymhwyster sgil cyfrifiadurol arall. - Tystiolaeth o Ddatblygiad Personol Parhaus.	Ffurflen Gais Gwirio Tystysgrif / Cofrestru
PROFIAD	- Profiad o ddefnyddio cyfrifiadur ar gyfer cofnodi data. - Profiad o weithio mewn rôl sy'n wynebu'r cwsmer/cleient. - Yn hyderus wrth ddilyn protocolau (e.e. darparu sgrinio, dod o hyd i namau ar offer).	- Profiad o weithio gyda phlant a theuluoedd. - Profiad o weithio yn y GIG. - Profiad o systemau gweinyddu/clercol.	Ffurflen Gais Cyfweliad Geirdaon
SGILIAU	- Sgiliau rhyngbersonol a chyfathrebu da ar gyfer cyfathrebu â rhieni ar adegau sensitif. - Gallu cynnal gwiriadau offer rheolaidd. - Gallu gweithio mewn tîm ond gallu sgrinio'n annibynnol hefyd yn yr ysbyty ac yn y gymuned. - Gallu deall canlyniad sgrinio a chynlluniau rheoli. - Sgiliau trefnu da. - Cofnodi data'n gywir. - Gallu cadw cofnodion cywir. - Sgiliau TG i gynorthwyo cofnodi data, anfon negeseuon e-bost ac e-ddysgu.	- Dealltwriaeth o amgylchedd ward clinigol. - Ymwybyddiaeth o fyddardod. - Gallu siarad Cymraeg.	Ffurflen Gais Cyfweliad Geirdaon

GWYBODAETH	Gallu datblygu dealltwriaeth o offer, canlyniadau a gweithdrefnau gweinyddol.	- Gwybodaeth am broblemau clyw. - Gwybodaeth am systemau gweinyddu/clercol. - Gwybodaeth am wasanaethau sgrinio'r GIG.	Ffurflen Gais Cyfweliad Geirdaon
RHINWEDDAU PERSONOL (<i>Y gellir eu dangos</i>)	- Gallu gweithio fel rhan o dîm a gweithredu'n annibynnol. - Dull empathig, gofalgar at deuluoedd. - Hyder i fynd at deuluoedd i ddarparu sgrinio heb gyflwyniad ymlaen llaw. - Gallu trefnu a blaenoriaethu gwaith. - Hyblyg. - Yn ymrwymedig i ansawdd. - Dibynadwy. - Gallu dysgu o brofiad.	- Parodrwydd i gymryd rhan mewn hyfforddiant mewnol parhaus. - Parodrwydd i symud ymlaen i ddysgu achrededig lefel 3.	Ffurflen Gais Cyfweliad Geirdaon
ARALL (<i>Nodwch</i>)	- Gallu teithio i leoliadau allanol yn rheolaidd. - Gallu gweithio oriau hyblyg a all gynnwys rhai penwythnosau ar sail rota. - Gallu traws-gyflenwi ar safleoedd eraill yn ôl yr angen.		Ffurflen Gais Cyfweliad Gwirio Dogfennau
Dyddiad Paratoi:	3/8/2016	Paratowyd Gan:	Gail Hall
Dyddiad Adolygu:	23/11/2022	Adolygwyd Gan:	Cynrychiolwyr Sgrinwyr/Rheolwyr
Cytunwyd Gan: Cyflogai	Vera Jones, Fay Hawkins, Louise Lyons-Ibbotson, Sarah Jayne Moore	Cytunwyd Gan: Rheolwr	Jude Kay, Annette Dimond, Denise Shenton
Dyddiad y Cytunwyd Arno	23/11/2022	Dyddiad y Cytunwyd Arno	23/11/2022

PUBLIC HEALTH WALES NHS TRUST

PERSON SPECIFICATION
FOR RECRUITMENT PURPOSES

Job Title: Screener - NBHSW

Band: 2

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	- Educated to GCSE standard or equivalent experience (including GCSE grade A-C in English Language). - Postholders are required to complete a level 2 accredited learning qualification. Evidence from existing level 2 HCSW qualification may be suitable for mapping across to this.	- ECDL or other computer skill qualification. - Evidence of Continuing Personal Development.	Application Form Certificate / Registration Check
EXPERIENCE	- Experience of using a computer for data entry. - Experience of working within a customer/client facing role. - Confident in following protocols (e.g. screening delivery, fault finding on equipment).	- Experience of working with children and families. - Experience of working in the NHS. - Experience of administration/ clerical systems.	Application Form Interview References
SKILLS	- Good interpersonal and communication skills for communication with parents at sensitive times. - Ability to undertake routine equipment checks. - Ability to work within a team but ability to also screen independently in hospital and in the community. - Ability to understand screening result and management plans. - Good organisational skills. - Accurate data entry. - Ability to keep accurate records. - IT skills to support data entry, emailing and e-learning.	- An understanding of a clinical ward environment. - An awareness of deafness. - Ability to speak Welsh.	Application Form Interview References

KNOWLEDGE	• Ability to develop understanding of equipment, results and administrative procedures.	• Knowledge of hearing problems. • Knowledge of administration/clerical systems. • Knowledge of NHS Screening services.	Application Form Interview References
PERSONAL ATTRIBUTES <i>(Demonstrable)</i>	• Ability to work as part of a team and operate independently. • Empathetic, caring approach to families. • Confidence to approach families to deliver screening without prior introduction. • Ability to organise and prioritise work. • Flexible. • Committed to quality. • Reliable. • Able to learn from experience.	• Willingness to participate in ongoing in house training. • Willingness to progress through to level 3 accredited learning.	Application Form Interview References
OTHER <i>(Please Specify)</i>	• Able to travel to external locations on a regular basis. • Able to work flexible hours which may include some weekends on a rota basis. • Ability to provide cross cover at other sites as required.		Application Form Interview Document Check
Date Prepared:	3/8/2016	Prepared By:	Gail Hall
Date Reviewed:	23/11/2022	Reviewed By:	Screener/Manager reps
Agreed By: Employee	Vera Jones, Fay Hawkins, Louise Lyons-Ibbotson, Sarah Jayne Moore	Agreed By: Manager	Jude Kay, Annette Dimond, Denise Shenton
Date Agreed	23/11/2022	Date Agreed	23/11/2022