



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CYFEIRIAD CAJE: 2016/0517

DISGRIFIAD SWYDD

MANYLION SWYDD:

Teitl Swydd	Ymarferwr Theatr
Graddfa Cyflog	Band 5
Oriau Gwaith a Natur y Contract	I'w gwblhau wrth recriwtio
Uwch Adran/Cyfarwyddiaeth	Llawfeddygol a Deintyddol
Adran	Prif Theatrau
Safle	I'w gwblhau wrth recriwtio

TREFNIADAU SEFYDLIADOL

Yn atebol yn rheolaethol i:	Rheolwr Theatr
Yn adrodd i: Enw'r Rheolwr Llinell	Arweinydd Tîm
Yn Gyfrifol yn Broffesiynol i:	Rheolwr Theatr

Crynodeb y Swydd/Pwrpas y Swydd:

Mae'r deilydd swydd yn gyfrifol am asesu gofal cleifion sy'n seiliedig ar dystiolaeth, ei gynllunio, ei weithredu a'i ddadansoddi. Defnyddir arbenigedd clinigol yn ystod pob cam o'r cyfnod yn ystod llawdriniaethau. Darperir cymorth galluog yng ngofal llawfeddygol y claf. Defnyddir y sgiliau hyn hefyd mewn meysydd ategol eraill megis Pelydr-X ac Obstetreg.

Bydd deilydd y swydd yn gweithio ar y cyd ac yn gydweithredol ag aelodau eraill y tîm amlddisgyblaethol, gan gwrdd ag anghenion y claf heb unrhyw oruchwyliaeth uniongyrchol. Cynorthwyo i reoli a threfnu mannau clinigol ac ategol, gan weithredu gwelliannau i arferion gwaith fel y nodwyd mewn archwiliad/treialon clinigol. Cymryd rhan mewn addysg a datblygiad aelodau staff eraill a myfyrwyr.

DYLETSWYDDAU A CHYFRIFOLDEBAU:

Sgiliau Cyfathrebu a Pherthnasu

- Cyfathrebu a datblygu perthynas waith proffesiynol dda gyda chlinigwyr a staff o bob band o fewn yr adran a mannau eraill i sicrhau'r gofal gorau i gleifion.
- Cyfathrebu gwybodaeth fanwl gymhleth i aelodau eraill y tîm neu staff mewn mannau clinigol eraill yn amserol, yn glir a chryno i fodloni anghenion cleifion, yn enwedig yn ystod sefyllfaoedd o argyfwng.
- Cyfathrebu â chleifion gyda chydymdeimlad i leihau pryder a datblygu perthynas, gan hybu hyder yn eu perthnasau/gofalwyr.
- Datblygu perthynas gefnogol gyda chydweithwyr i hyrwyddo amgylchedd gweithio diogel ac iach.

Gwybodaeth, Hyfforddiant a Phrofiad

- Cydnabod yr angen ac ymgymryd â chyfrifoldeb am ddatblygiad proffesiynol parhaus eich hunan (CPD).
- Cymryd rhan i ddarparu a gwerthuso rhaglenni addysgol a gynigir.
- Rheoli portffolio personol proffesiynol yn effeithiol, i ddarparu tystiolaeth o hyn yn IPR.
- Rhannu gwybodaeth broffesiynol a phrofiadau gyda chydweithwyr i sicrhau gwelliannau parhaus mewn arferion gwaith.
- Arddangos gonestrwydd personol a phroffesiynol bob amser, gan ddarparu patrwm ymddwyn gadarnhaol
- Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol ei fod yn gyfrifol am gynnal a chadw cydymffurfiaid ei hyfforddiant gorfodol.
- Yn gyfrifol am weithrediad diogel offer a ddefnyddir yn ystod gweithdrefnau llawdriniaethol.
- Bydd deilydd y swydd yn gallu perfformio dyletswyddau sgwrio, rôl nad yw'n un sgwrio ac mewn meysydd eraill megis arbenigeddau eraill yn adran theatr neu adrannau eraill, os yw angen y gwasanaeth yn gofyn iddynt wneud.
- Ar ôl cyfnod o ymgynefino/hyfforddiant bydd yn gyfrifol ar brydiau am gario'r blîp 220 obstetrig brys neu blîp 611 theatr brys.

Sgiliau Dadansoddol a Beirniadol

- Dadansoddi diffygion a nodwyd wrth wirio offer llawfeddygol a phenderfynu sut i'w gwirio.
- Asesu perfformiad offer yn ystod eu defnydd.
- Asesu cyflwr y claf yn barhaus drwy gydol y cyfnod yn ystod llawdriniaeth, gan ragweld unrhyw newidiadau i ofal y claf a fydd yn briodol, ac addasu gofal cleifion yn unol â hynny.

Sgiliau Cynllunio a Threfnu

- Nodi gofynion bob rhestr llawfeddygol a chynllunio darparu'r offer angenrheidiol a'u trefnu.
- Cynllunio a threfnu amser yn ystod rhestrau dewisol a rhestrau y tu allan i oriau ar gyfer argyfyngau.

Sgiliau Corfforol

- Mae'n rhaid meddu ar gryfder corfforol, ystwythder a stamina i leoli cleifion a symud offer llawfeddygol.
- Mae angen dehurwydd, lefel uchel o gydgyssylltiad llaw a llygaid a chanolbwyntio dwys wrth baratoi offer llawfeddygol ar gyfer eu defnyddio e.e. cydosod offer laparosgopig, defnyddio systemau stacio ayyb

Cyfrifoldeb dros Ofal Cleifion

- Cymryd cyfrifoldeb dros glaf neu grŵp penodedig o gleifion fel y dirprwywyd.
- Cynllunio a blaenoriaethu gofal ac anghenion y claf a gwerthuso ei ymateb i gyflawni'r gofal o safon uchaf.
- Sicrhau parhad gofal drwy'r cyfnod yn ystod llawdriniaeth, gan gyfathrebu gwybodaeth yn effeithiol (ysgrifenedig ac ar lafar) gyda'r disgyblaethau perthnasol o fewn yr adran theatr a meysydd clinigol eraill.
- Dangos hyfedredd o fewn bob maes clinigol a pharhau gyda datblygiad proffesiynol parhaus.
- Dangos tystiolaeth o'r cymhwysedd parhaus hwn i'w adolygu a'i asesu yn yr IPR.
- Sicrhau diogelwch ac urddas cleifion bob amser.
- Mae'n rhaid i ddeilydd y swydd gadw at Safonau Ymddygiad NMC/HCPC, ac ymddwyn o fewn y rhain

Cyfrifoldeb am Ddatblygu Polisi/Gwasanaeth

- Mabwysiadu agwedd rhagweithiol i iechyd a Diogelwch a Rheoli Risg e.e. gwiriadau theatr dyddiol, adrodd ar ddigwyddiadau adwaith clinigol.
- Cyfrannu at strategaeth ansawdd y bwrdd iechyd a helpu i'w weithredu.
- Cefnogi a chyfrannu at newidiadau i wella arferion/cyflyrau gwaith drwy arferion yn seiliedig ar dystiolaeth a rhannu profiadau gwaith.
- Adnabod yr angen a chyfrannu at arloesed, cynllunio, gweithredu a gwerthuso newid drwy rannu enghreifftiau o arfer da sy'n seiliedig ar dystiolaeth.
- Meddu ar ddealltwriaeth o Archwiliad Clinigol a'i effeithlonrwydd mewn rheolaeth newid

Cyfrifoldeb am Adnoddau Ariannol a Chorfforol

- Defnyddio adnoddau sydd ar gael yn y modd mwyaf cost effeithiol ac effeithlon, gan sicrhau gofal claf diogel.
- Cadw at lefelau stoc cytunedig, gan leihau gwastraff.
- Yn gyfrifol am ddefnydd diogel o offer llawfeddygol cymhleth iawn.

Cyfrifoldeb am Adnoddau Dynol

- Yn gyfrifol am eich disgyblaeth, eich hyfforddiant eich hunan ac asesiadau man gwaith fel y cyfarwyddir.
- Goruchwyllo staff yn rheolaidd fel sy'n briodol e.e. myfyrwyr ODP, myfyrwyr nyrsio a pharafeddygon sy'n ymweld â nyrsys/ODP sydd newydd gofrestru.

Cyfrifoldeb am Adnoddau Gwybodaeth

- Cynnal cofnodion cleifion yn gywir i sicrhau parhad mewn gofal holistig
- Yn gyfrifol am fewnbynnu gwybodaeth ar System Wybodaeth gyfrifiadurol y Theatr.

Cyfrifoldeb am Ymchwil a Datblygiad

- Cymryd rhan mewn archwiliadau clinigol a gwerthuso offer newydd yn ôl yr angen.
- Sicrhau bod eich arfer eich hun yn seiliedig ar dystiolaeth a thrafod unrhyw ddatblygiadau

mewn arferion gyda'r rheolwr llinell.



Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2016/0517

JOB DESCRIPTION

JOB DETAILS:

Job Title	Theatre practitioner
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Surgical & Dental
Department	Main Theatres
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Theatre Manager
Reports to: Name Line Manager	Team Leader
Professionally Responsible to:	Theatre Manager

Job Summary/Job Purpose:

The post holder is responsible for the assessment, planning, implementation and evaluation of evidence-based patient care. Clinical expertise is utilised during all phases of the peri-operative period. Skilled assistance is provided in the surgical care of the patient. These skills are also employed in other satellite areas such as X-Ray and Obstetrics.

The post holder will work collaboratively and co-operatively with other members of the multi-disciplinary team, meeting the needs of the patient whilst under no direct supervision. Assist in the management and organisation of clinical and satellite areas, implementing improvements to working practices as identified by audit/clinical trials. Participate in the education and development of other staff members and students.

DUTIES/RESPONSIBILITIES:

Communication and Relationship Skills

- Communicate and develop a good professional working relationship with clinicians and all grades of staff within the department and other areas to ensure optimal patient care.
- Communicate complex detailed information to other team members or staff in other clinical areas, promptly, clearly and concisely to meet the patient's needs, especially during emergency situations.
- Communicate sympathetically with patients to reduce anxieties and develop a rapport, promoting confidence in their relatives/carers.
- Develop a supportive relationship with colleagues to promote a safe and healthy working environment.

Knowledge, Training and Experience

- Recognise the need and take responsibility for own continuing professional development (CPD).
- Participate in the delivery and evaluation of educational programmes offered.
- Manage a personal professional portfolio effectively, to provide evidence of this at IPR.
- Share professional knowledge and experiences with colleagues to ensure continuing improvements in working practice.
- Exhibit personal and professional integrity at all times, providing a positive role model
- The post holder must be aware that they are responsible for the maintenance and compliance of their mandatory training.
- Responsible for the safe operation of equipment used during operative procedures.
- Post holder is able to perform in the scrubbed and non- scrubbed role and in other areas such as other specialities in the theatre department or other departments, if service needs require them to do so.
- After a period of induction/training will be responsible at times for holding the obstetric emergency 220 bleep or the main theatre emergency 611 bleep.

Analytical and Judgemental Skills

- Analyse faults identified when checking surgical equipment and make judgements on how to rectify them.

- Continually assess equipment's performance during use.
- Continually assess the patient's condition throughout the peri-operative period, anticipating any changes to the patient's care that is necessary, and amending the patients care accordingly.

Planning and Organisational Skills

- Identify the requirements of each surgical list and plan and organise provision of the equipment needed.
- Plan and organise time during elective lists and out of hours for emergencies.

Physical Skills

- Physical strength, agility and stamina are necessary to position patients and move surgical equipment.
- Dexterity, a high level of hand to eye co-ordination and intense concentration is required when preparing surgical equipment for use e.g., assembling laparoscopic equipment, using stack systems etc

Responsibility for Patient Care

- Take responsibility for a patient or a defined group of patients as delegated.
- Plan and prioritise the care and needs of the patient and evaluate their response to deliver the highest standard of care.
- Ensure continuity of care through the peri-operative period, communicating information effectively (both written and verbal) with the relevant disciplines within the theatre department and other clinical areas.
- Demonstrate proficiency within clinical area and continue with personal professional development.
- Demonstrate evidence of this continuous competence to be reviewed and assessed at IPR.
- Ensure patients safety and dignity at all times.
- Post holder must adhere to NMC/HCPC Standards of Conduct, and act within these

Responsibility for Policy/Service Development

- Adopt a proactive approach to Health and Safety and Risk Management e.g. daily theatre checks, clinical adverse incident reporting.
- Contribute to the quality strategy of the Health Board and assist in the implementation.
- Support and contribute in changes to improve working practice/conditions through evidence-based practice and sharing of working experiences.
- Recognise the need and contribute to the innovation, planning, implementation and evaluation of change by sharing good practice and evidence-based practice.
- Have an understanding of Clinical Audit and its effectiveness in change management.

Responsibility for Financial and Physical Resources

- Use available resources in the most cost effective and efficient way ensuring safe patient care.
- Adhere to agreed stock levels, minimising wastage.
- Responsible for the safe use of highly complex surgical equipment.

Responsibility for Human Resources

- Responsible for own discipline, training and work place assessments as directed.
- Regularly supervise staff as appropriate e.g. student ODP's, student nurses, visiting paramedics and newly registered nurses/ODP's.

Responsibility for Information Resources

- Maintain patient's records accurately to ensure continuity of holistic patient care.
- Responsible for inputting information onto the computerised Theatre Information System

Responsibility for Research and Development

- Participate in clinical audits and evaluation of new equipment as required.
- Ensure own practice is evidence based and discuss any practice developments with line manager