



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Support Services Supervisor
Pay Band:	3
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Support Services
Department:	Support Services
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Support Services Co-ordinator
Professionally Accountable to:	Head of Support 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:

The post holder will be responsible for:

- Providing day to day management of all staff in the Domestic, Catering and Portering services.
- Ensuring all services delivered within full compliance to all appropriate legislation and local policies and procedures.
- Conduct regular audits on Hotel Services ensuring compliance to policies and legal requirements.
- Plan, coordinate and monitor activities to ensure that all services comply with Health and Safety requirements.
- Deputise for the Facilities Coordinator as required.
- Ensure equipment, resources, materials are ordered and available to maintain operating stock levels.
- Maintain excellent lines of communication with internal and external stakeholders to ensure services are delivered in line with the needs of the hospital.

DUTIES & RESPONSIBILITIES

Ensure adequate staff cover is in place, at the agreed levels to meet the service needs ensuring that staff rosters are fair and equitable collating and approving Bank time-sheets; and all electronic systems are fully undated to ensure accuracy.

Identify and escalate any unplanned staff shortage through leave absence, sickness, or vacancy to a Manager as early as possible.

Authorise leave, identifying any absences and apply relevant policy and procedure, in conjunction with HR support as required.

Deliver induction for new employees and provide mentorship and training for the team to improve performance, and ensure all statutory and mandatory training is completed.

Ensure all staff have Performance Development Reviews that have clear objectives, expectations and to identify any additional support or training needs required.

Plan and prepare schedules for all services to enable the controls and checks via audit of services. Undertaking a programme of quality control to ensure methods and equipment/materials used meet quality standards.

Ensure all staff have the appropriate protective clothing/equipment and that it is actively utilised to undertake their duties, and take relevant action for non-compliance.

Undertake risk assessments for activities and processes within the Hotel Services, implementing additional control measures where required, and escalating uncontrolled hazards identified.

Regularly monitor Hotel Services control measures to ensure fit for purpose and review annually or more frequently as indicated by the relevant Health and Safety standards in accordance with COSHH regulations.

Supervising all catering processes to ensure food is of the highest standard and prepared and served in a safe and attractive way whilst minimising waste.

As required ensure that all production of all catering prepared meals for patients, staff and visitors meet industry standards.

Responsibility for the stock control for the Hotel Services including materials, provisions, and consumables, light equipment to meet the needs of the service and within the budget allocation.

Ensure purchases are within contractual arrangements and meet standards, ensuring best value for money and quality are obtained to maintain adequate operating stock.

Ensure specialised dietary requirements are provided for patients on request from the Senior Nurse, Dietician or member of the SaLT team.

Plan and implement a system of stringent control of food safety and quality in accordance with Food Safety and Health & Safety regulations and procedures using identified good working practices; ensure all staff are trained and comply with the regulations.

Cater for events and calculate charges and receipt money in accordance with financial instructions.

Ensure the appropriate maintenance of all equipment used to deliver Hotel Services e.g. Domestic, Catering and Portering services in the hospital. Reporting any faults or defects to equipment, building fabric or facilities to the Help Desk for immediate attention, informing and escalating any concerns to Senior Manager.

Document all incidents or near misses within Hotel Services ensuring they are recorded within the electronic systems e.g. Datix and escalated to the Facilities Coordinator.

Plan and schedule and attend appropriate management and staff partnership meetings, disseminating all relevant information to the teams.

Provide data for performance management reporting of the services to inform improvement in services.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Literacy and numeracy L1 or equivalent qualification Relevant City & Guilds or NVQ 3 qualification or equivalent experience and training in Hotel Services including Catering Knowledge of Health & Safety in the Workplace, e.g. Manual Handling, COSHH, and the handling of clinical waste Holds an Intermediate Food Hygiene Certificate Holds a Foundation Food Hygiene Certificate Standard keyboard skills	Holds an Advanced Food Hygiene Certificate Holds Supervisory Management Certificate (i.e. NEBSM)	Application Form Pre-employment checks Interview
Experience	Experience of working within a Catering, Domestic or Portering environment Experience of leading / supervising a team Experience of conducting audits/checks Experience of using electronic recording systems	Experience of NHS electronic systems e.g. ESR/ E-Rostering	Interview / Application Form
Aptitude & Abilities	Ability to communicate effectively Ability to manage competing demands and pressure to prioritise tasks to meet deadlines.	Ability to speak Welsh	Interview / Application Form
Values	Can demonstrate PTHB Value		Interview / Application Form
Other	Ability to work shifts, including weekends. Ability to travel to other hospital sites as required		Interview / Application Form

GENERAL REQUIREMENTS

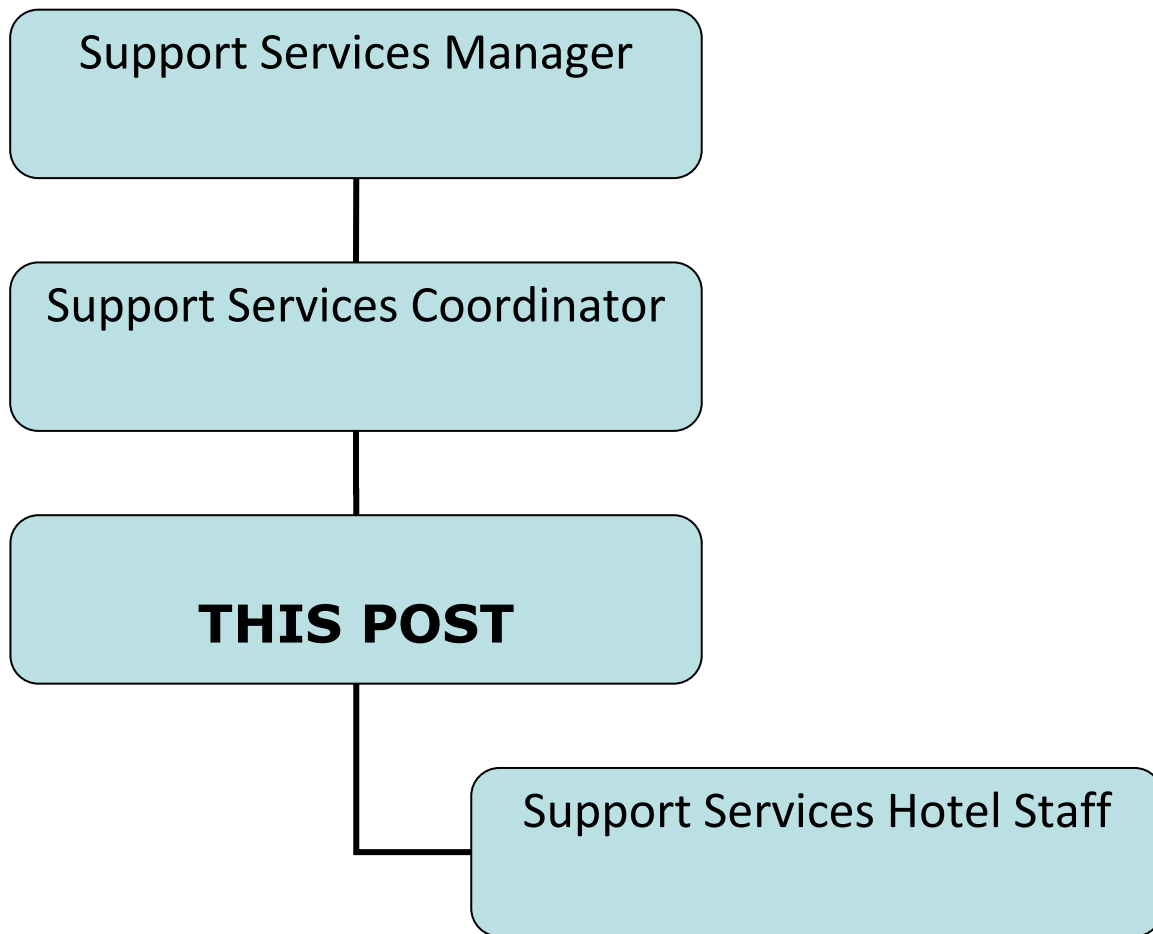
Include those relevant to the post requirements

- **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 contact** with patients / service users / 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 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:	Goruchwyliwr Gwasanaethau Cymorth
Band cyflog:	3
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Gwasanaethau Cymorth
Adran:	Gwasanaethau Cymorth
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Cydlynnydd Gwasanaethau Cymorth
Yn Broffesiynol Atebol i:	Pennaeth Gwasanaethau Cymorth
<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 :

Bydd deiliad y swydd yn gyfrifol am:

- Reoli'r holl staff yn y gwasanaethau Domestig, Arlwyyo a Phorthora o ddydd i ddydd.
- Sicrhau bod yr holl wasanaethau a ddarperir yn cydymffurfio'n llawn â'r holl ddeddfwriaeth briodol a pholisïau a gweithdrefnau lleol.
- Cynnal archwiliadau rheolaidd o Wasanaethau Gwesty, gan sicrhau eu bod yn cydymffurfio â pholisïau a gofynion cyfreithiol.
- Cynllunio, cydlynu a monitro gweithgareddau i sicrhau bod yr holl wasanaethau'n cydymffurfio â gofynion Iechyd a Diogelwch.
- Bod yn ddirprwy ar gyfer y Cydlynnydd Cyfleusterau, yn ôl y galw.
- Sicrhau bod offer, adnoddau, deunyddiau'n cael eu harchebu a'u bod ar gael fel bod lefelau stoc yn ddigon uchel i weithredu'n iawn.
- Cynnal llinellau cyfathrebu rhagorol â rhanddeiliaid mewnol ac allanol i sicrhau bod gwasanaethau'n cael eu cyflenwi yn unol ag anghenion yr ysbyty.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Sicrhau bod yna ddigon o staff ar waith, ar y lefelau cytunedig i ddiwallu anghenion y gwasanaeth, sicrhau bod rhestrau dyletswyddau staff yn deg a chasglu dalenni amser staff Banc ynghyd a'u cymeradwyo; a sicrhau bod yr holl systemau electronig yn cael eu diwedddaru'n llawn i wneud yn siŵr eu bod yn fanwl gywir.

Nodi ac uwchgyfeirio unrhyw ddiffyg staff heb ei gynllunio at Reolwr pan y mae pobl ar wyliau neu'n sâl, neu pan y mae yna swydd wag, a hynny cyn gynted â phosibl.

Awdurdodi gwyliau, nodi unrhyw absenoldebau a rhoi'r weithdrefn a'r polisi perthnasol ar waith, ar y cyd â staff Adnoddau Dynol yn ôl y galw.

Cyflawni rhaglen gynefino ar gyfer gweithwyr newydd a mentora a hyfforddi'r tîm i wella perfformiad, a sicrhau bod yr holl hyfforddiant statudol a gorfodol yn cael ei gwblhau.

Sicrhau bod yr holl staff yn cael Adolygiadau Datblygu Perfformiad sydd ag amcanion a disgwyliadau clir ac sy'n nodi unrhyw anghenion cymorth ychwanegol neu hyfforddiant gofynnol.

Cynllunio a pharatoi amserlenni ar gyfer pob gwasanaeth i alluogi mesurau rheoli a gwirio trwy archwilio gwasanaethau. Ymgymryd â rhaglen rheoli ansawdd i sicrhau bod dulliau ac offer/ deunyddiau a ddefnyddir yn bodloni safonau ansawdd.

Sicrhau bod gan yr holl staff ddillad/ offer diogelu priodol a'u bod yn mynd ati i'w defnyddio wrth wneud eu dyletswyddau, a chymryd camau perthnasol os nad ydyn nhw'n cydymffurfio.

Gwneud asesiadau risg ar gyfer gweithgareddau a phrosesau o fewn y Gwasanaethau Gwesty, gan roi mesurau rheoli ychwanegol ar waith lle bo angen, ac uwchgyfeirio peryglon afreoledig a nodir.

Monitro mesurau rheoli Gwasanaethau Gwesty yn rheolaidd i sicrhau eu bod yn addas i'r diben a'u hadolygu'n flynyddol neu'n amlach, fel a nodir yn y safonau Iechyd a Diogelwch perthnasol, yn unol â rheoliadau COSHH.

Goruchwyllo'r holl brosesau arlwygo i sicrhau bod bwyd o'r safon uchaf ac wedi'i baratoi a'i weini mewn ffordd ddiogel a deniadol a bod yna gyn lleied o wastraff â phosibl.

Sicrhau bod gwaith cynhyrchu'r holl brydau bwyd y mae staff arlwygo'n eu paratoi ar gyfer cleifion, staff ac ymwelwyr yn bodloni safonau'r diwydiant, yn ôl y galw.

Bod yn gyfrifol am reoli stoc y Gwasanaethau Gwesty, gan gynnwys deunyddiau, cyflenwadau, deunyddiau traul ac offer ysgafn i ddiwallu anghenion y gwasanaeth ac o fewn y gyllideb sydd wedi'i dyrannu.

Sicrhau bod yr eitemau a brynir o fewn trefniadau cytundebol a'u bod yn bodloni safonau, gan sicrhau y ceir y gwerth gorau am arian a'u bod o'r ansawdd gofynnol fel bod yna ddigon o stoc i weithredu'n iawn.

Sicrhau y darperir prydau sy'n bodloni gofynion deietegol arbenigol cleifion ar gais oddi wrth yr Uwch Nyrs, Deietegydd neu aelod o'r tîm Therapi Lleferydd ac Iaith.

Cynllunio a gweithredu system reoli lem ar gyfer diogelwch ac ansawdd bwyd, yn unol â rheoliadau a gweithdrefnau Diogelwch Bwyd ac Iechyd a Diogelwch, gan ddefnyddio arferion gweithio da sydd wedi'u dynodi; sicrhau bod yr holl staff wedi'u hyfforddi a'u bod yn cydymffurfio â'r rheoliadau.

Arlwygo ar gyfer digwyddiadau a chyfrifo costau a'r arian a dderbynnir, yn unol â'r cyfarwyddiadau ariannol.

Sicrhau bod yr holl offer a ddefnyddir i ddarparu Gwasanaethau Gwesty e.e. gwasanaethau Domestig, Arlwyo a Phorthora yn yr ysbyty'n cael eu cynnal a'u cadw'n briodol. Rhoi gwybod am unrhyw namau neu ddiffygion mewn offer, adeiladwaith neu gyfleusterau i'r Ddesg Gymorth i gael sylw ar unwaith, gan roi gwybod am hyn hefyd i Uwch Reolwr ac uwchgyfeirio unrhyw bryderon.

Dogfennu'r holl ddigwyddiadau neu achosion y bu ond y dim iddyn nhw ddigwydd o fewn Gwasanaethau Gwesty, gan sicrhau eu bod yn cael eu cofnodi mewn systemau electronig e.e. Datix, ac yn cael eu huwchgyfeirio at y Cydlynnydd Cyfleusterau.

Cynllunio, amserlennu a mynychu cyfarfodydd rheolwyr a phartneriaeth staff priodol, gan rannu'r holl wybodaeth berthnasol â'r tîm.

Darparu data ar gyfer adrodd ar reoli perfformiad y gwasanaethau, er mwyn darparu sail ar gyfer gwella gwasanaethau.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Llythrennedd a Rhifedd Lefel 1 neu gymhwyster cyfwerth Cymhwyster City & Guilds neu NVQ 3 perthnasol neu brofiad a hyfforddiant cyfwerth mewn Gwasanaethau Gwesty, gan gynnwys Arlwyio Gwybodaeth o Iechyd a Diogelwch yn y Gweithle, e.e. codi a chario, COSHH, a thrin gwastraff clinigol Tystysgrif Hylendid Bwyd Ganolradd Tystysgrif Hylendid Bwyd Sylfaen Sgiliau bysellfwrdd safonol	Tystysgrif Hylendid Bwyd Uwch Tystysgrif Rheoli Goruchwyliol (h.y. NEBSM)	Ffurflen Gais Cyfweliad Gwiriadau cyn cyflogi
Profiad	Profiad o weithio mewn amgylchedd Arlwyio, Domestig neu Borthora Profiad o arwain/ goruchwylio tîm Profiad o gynnal archwiliadau/ gwiriadau Profiad o ddefnyddio systemau cofnodi electronig	Profiad o systemau electronig y GIG e.e. Cofnod Staff Electronig/ E-Gylchrestru	Ffurflen Gais Cyfweliad
Doniau a Galluoedd	Gallu cyfathrebu'n effeithiol Gallu rheoli galwadau a phwysau sy'n cystadlu i flaenoriaethu tasgau fel eu bod yn cael eu cwblhau o fewn terfynau amser	Gallu siarad Cymraeg	Ffurflen Gais Cyfweliad
Gwerthoedd	Gallu dangos gwerthoedd BIAP		Ffurflen Gais Cyfweliad
Arall	Gallu gweithio sifftiau, gan gynnwys penwythnosau		Ffurflen Gais Cyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Arall	Gallu teithio i safleoedd ysbyty eraill yn ôl y galw		

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 eu 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 cyflogaion 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** â chleifion / defnyddwyr gwasanaeth / oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **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 chymwyseddu 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 hollgleifion, 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:

