

ADRAN IECHYD MEDDWL, ANABLEDDAU DYSGU

MANYLION SWYDD:

Teitl Swydd:	Ymarferydd tîm iechyd meddwl Cymunedol
Band Cyflog	6
Oriau Gwaith a Natur y Cytundeb:	
Uwch Adran/Cyfarwyddiaeth:	Iechyd Meddwl Anabledd Dysgu
Merched	Tîmau Iechyd Meddwl Cymuned yr Ardal Dwyrain
Lleoliad:	Ardal Ddwyreiniol

TREFNIADAU SEFYDLIADOL:

Yn Atebol yn Rheolaethol i:	Rheolwr CMHT
Yn adrodd i:	Rheolwr CMHT
Yn Gyfrifol yn Broffesiynol i:	NMC neu gorff proffesiynol arall

Crynodeb/pwrpas y swydd:

Bydd gofyn i ddeilydd y swydd weithio mewn Tîm Amlddisgyblaethol integredig gan ganolbwyntio ar oedolion sy'n dioddef o ystod eang o broblemau iechyd meddwl. Bydd deilydd y swydd yn dal llwyth gwaith ac yn gyfrifol am asesu anghenion cleifion, cynllunio a gweithredu'r cynllun gofal.

Bydd deilydd y swydd yn darparu goruchwyliaeth, arweiniad a chefnogaeth i aelodau staff iau.

DYLETSWYDDAU/CYFRIFOLDEBAU:

1. Darparu gwasanaethau ymyrraeth seiciatrig ymyrrae drwy fod yn rhan o'r drafodaeth a dyrannu cyfeiriadau at y Tîm Iechyd Meddwl Cymuned.
2. Yn gyfrifol am gydlyn gofal neu reoli achos baich achos dynodedig o gleifion sydd un ai â phroblemau iechyd meddwl ysgafn i ganolig neu ddifrifol a pharhaus.
3. Sicrhau y cedwir at Gynlluniau Gofal a Thriniaeth a phrotocolau rheoli gofal a bod safonau yn cael eu cwrdd yn unol â Rhan 1,2 neu 3 y Mesur Iechyd Meddwl (Cymru) 2010
4. Fel cydlynnydd gofal, byddwch chi'n gyfrifol am asesiadau'n seiliedig ar dystiolaeth o anghenion corfforol, seicolegol, ysbrydol a chymdeithasol cleientiaid, gan ystyried a pharchu ethnigrwydd, ar gyfer llwyth gwaith diffiniedig.
5. Sicrhau bod asesiad risg cynhwysfawr yn cael ei gwblhau a'i gofnodi ar gyfer bob maes risg gwirioneddol a phosibl h.y. hunan niweidio ac eraill, esgeulustod a bregusrwydd. Rhoi gwybod a chydweithio â gweithwyr proffesiynol eraill (os yn briodol) er mwyn rheoli risg yn gadarnhaol a chynnal annibyniaeth gorau posibl y cleient.
6. Gweithredu fel pwynt cyswllt ar gyfer Meddygon Teulu a gwasanaethau rhyngwyneb eraill i gynnig cyngor, cefnogaeth a chyfeirio at asiantaethau priodol.
7. Fel cydlynnydd gofal, byddwch yn gyfrifol am ffurfio a datblygu safonau a chynlluniau gofal cymhleth yn canolbwyntio ar ganlyniadau, ar y cyd â chleientiaid ac yn unol â Mesur Iechyd Meddwl (Cymru) 2010.
8. Darparu gofal a thriniaeth unigol, effeithiol sy'n seiliedig ar dystiolaeth i fodloni anghenion y cleifion sydd wedi'i asesu a hybu adferiad. Gellir cynnig hyn ar ffurf grŵp neu 1:1 a gellir ei ddarparu gan ddarparwyr statudol neu ddarparwyr y trydydd sector.

9. Rheoli eich gofal therapiwtig/ymyriadau eich hunan o fewn yr amgylchedd clinigol a bod yn atebol am ansawdd y gofal maen nhw'n eu darparu o fewn y maes clinigol byddwch chi'n gyfrifol amdano.
10. Cydlynu a hwyluso ar y cyd â'r cynllun gofal, adnoddau priodol (e.e hawliau lles, asiantaethau tai, asiantaethau gwirfoddol, gwasanaethau dydd ayb) i weithredu pecynnau gofal effeithiol yn effeithlon, cofnodi ac adrodd am unrhyw anghenion na gyflawnwyd.
11. Sicrhau cyfathrebu effeithiol gyda chyfleusterau cleifion mewnol i hybu arferion gwaith da a sicrhau bod gwybodaeth am y cleient yn cael ei rannu'n briodol rhwng y gymuned a'r uned cleifion mewnol.
12. Bod yn gyfrifol am adolygiadau cydlynu gofal, yn unol â Mesur Iechyd Meddwl (Cymru) 2010, gan gynnwys gofynion statudol dan y Ddeddf Iechyd Meddwl 1983, a sicrhau bod dogfennau'n cael eu rhannu'n briodol.
13. Wrth weithredu swyddogaeth cydlynedd gofal, darparu adroddiadau ysgrifenedig ac ar lafar a mynychu Apeliadau/Tribiwnlysoedd Iechyd Meddwl yn unol â deddfwriaeth y Ddeddf Iechyd Meddwl 1983.
14. Cadw dogfennau a chofnodion clinigol yn gywir yn unol â pholisïau'r Bwrdd Iechyd Lleol.
15. Cydlynu, trefnu a mynychu cynadleddau achos yn y gymuned.
16. Gweithio'n annibynnol yn y gymuned o ddydd i ddydd gan ymateb i angen a risg sy'n newid o fewn ffiniau arferion gweithio diogel.
17. Cynnig cyngor, arweiniad a chefnogaeth fel bo angen i ysbytai cymuned yn ein hardal a Meddygfeydd.
18. Sicrhau bod cyfathrebu effeithiol yn cael ei sefydlu a'i gynnal â chleientiaid a (phan fo'n briodol) gofawyr/perthnasau gan gynnig cefnogaeth ac arweiniad i ofalwyr.

19. Cynnal a mabwysiadu dulliau cyfathrebu gyda thimau iechyd meddwl gofal cychwynnol a gofal eilaidd , gwasanaethau cymdeithasol a phob gwasanaeth cymuned arall. Sefydlu a chynnal cysylltiadau gyda'r asiantaethau gwirfoddol perthnasol.
20. 21.20. Efallai y bydd yn ofynnol gweithio rhwng gofal sylfaenol ac eilaidd ac ar draws timau eraill yn y Dwyrain er mwyn sicrhau darpariaeth ddigonol a ddyrennir i ddiwallu anghenion cleifion.
21. Bod yn hyddysg o ran materion llywodraethu clinigol a'r angen i fod yn gweithredu'r rhain i arferion a bod yn gyfarwydd a chadw at bolisiau Uwch Adrannol a'r Bwrdd Iechyd.
22. Drwy foderneiddiad a chadw at ganllawiau NICE bydd y CMHT yng Ardal Dwyrain yn sicrhau bod gwasanaethau'n cael eu darparu yn unol ag arweiniad Llywodraeth Cymru ac o gwmpas fframwaith craidd safonau ansawdd.

CYFRIFOLDEBAU RHEOLI

1. Cynnig cefnogaeth broffesiynol a chlinigol a goruchwyliaeth i staff iau a myfyrwyr.
2. Rheolwr achosion cyfrifol i gleientiaid ar faich achosion y nyrs Band 5.
3. Cymryd lle'r arweinydd tîm yn ei absenoldeb.
4. Cymryd rhan mewn hyrwyddo a datbygu gwasanaethau cymuned i oedolion hŷn.

GALLU

Rydych chi'n gyfrifol am gyfyngu eich gweithredoedd i'r rhai rydych yn teimlo'n alluog i'w gwneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich dyletswyddau dylech gael gair â'ch rheolwr llinell/goruchwyliwr ar unwaith.

GWEITHWYR PROFFESIYNOL IECHYD COFRESTRDIG

Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd sydd angen cofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

GORUCHWYLIAETH

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd ydyw sicrhau cydymffurfio â hyn. Os bydd gennych unrhyw amheuaeth ynglŷn â gofyniad o'r fath, siaradwch â'ch Rheolwr.

RHEOLI RISG

Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

RHEOLI COFNODION

Mae gweithwyr Bwrdd Iechyd Prifysgol Betsi Cadwaladr yn gyfreithiol gyfrifol am yr holl gofnodion maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod fel hyn fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y Bwrdd Iechyd). Dylech ymgynghori gyda'ch rheolwyr os oes gennych unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion rydych yn gweithio gyda nhw.

IECHYD A DIOGELWCH

Mae'n ddyletswydd ar holl staff y Bwrdd Iechyd i ofalu am eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu camau neu esgeulustra. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILL i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol.

CYFRINACHEDD

Mae gofyn i holl weithwyr y Bwrdd Iechyd gadw cyfrinachedd y cyhoedd (cleifion, merched iach a defnyddwyr gwasanaeth ayyb) ac aelodau staff yn unol â pholisïau'r Bwrdd Iechyd.

DIVISION OF MENTAL HEALTH, LEARNING DISABILITY

JOB DETAILS:

Job Title	Community Mental Health Team Practitioner
Pay Band	6
Hours of Work and Nature of Contract	
Division/Directorate	Mental Health, Learning Disability
Department	East Community Mental Health Team
Base	East Area

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	CMHT Manager
Reports to:	CMHT Manager,
Professionally Responsible to:	NMC or other professional body

Job Summary/Job Purpose:

The post holder is required to work within an integrated MDT focusing on adults suffering with a wide range of mental health problems. The post holder will hold a caseload, being responsible for assessing patients' needs, planning and implementing the plan of care.

The post holder will provide supervision, guidance and support to junior members of staff.

DUTIES/RESPONSIBILITIES:

23. To provide comprehensive psychiatric intervention by being involved in the discussion and

allocation of referrals to the Community Mental Health Team.

24. To be responsible for the care coordination or case management of a designated caseload of clients with either mild to moderate or severe and enduring mental health problems.
25. To ensure that Care and Treatment Plans and Care Management Protocols are adhered to and that standards are met in line with the Mental Health (Wales) Measure 2010 Parts 1, 2 or 3.
26. As Care Coordinator, responsibility for making evidence based assessment of client's physical, psychological, spiritual and social needs, taking into account and respecting ethnicity, for a defined caseload.
27. To ensure that a comprehensive risk assessment is completed and documented for all actual or potential areas of risk, i.e. harm to self or others, neglect, exploitation and vulnerability. Inform and liaise with other professionals (where appropriate) in order to positive risk manage and maintain the client's maximum independence.
28. To act as point of contact for GP's and other interface services, to offer advice, support and signposting onto appropriate agencies.
29. As care coordinator, responsibility for formulating and developing standard and complex, outcome focused Care plans in collaboration with clients and in accordance with the Mental Health (Wales) Measure 2010
30. To provide individualised, effective, evidence based care and treatments to meet the assessed needs of patients and promote recovery. This can be offered in a group format or 1:1 and delivered by statutory or third sector providers.
31. Manage own therapeutic care/interventions within the clinical environment and be accountable for the quality of care they delivered within the clinical area of responsibility.

32. To coordinate and facilitate, in conjunction with the care plan, appropriate resources (e.g. Welfare Rights, Housing Agencies, Voluntary Agencies, Day Services etc) to effectively implement effective packages of care, recoding and reporting any unmet needs.
33. To ensure effective lines of communication are maintained with in-patient facility to promote good working practices and ensure that client information is passed on appropriately between Community and In-patient Unit and GP.s
34. To be responsible for the care coordination of reviews in accordance with Mental Health (Wales) Measure 2010, incorporating statutory requirements under the Mental Health Act 1983, and ensuring dissemination of documentation as appropriate.
35. In the role of care coordinator, provide written and verbal reports and attend Mental Health Review Tribunals/Appeals as legislated under the Mental Health Act 1983.
36. To maintain accurate clinical documentation in line with Health Board policies.
37. To coordinate, arrange and attend case conferences within the community.
38. To work in an autonomous capacity within the community on a daily basis responding to changing need and risk within the boundaries of safe working practice.
39. To offer advice guidance and support as necessary to community hospitals in our area and local GP practices.
40. Ensure that effective communication is established and maintained with clients and (when appropriate) carers/relatives, offering support and guidance to carers.
41. Maintain and foster communications between primary care and secondary care mental health teams , social services and all other community services. Establish and maintain links with the

relevant voluntary agencies.

42. There may be a requirement to work between primary and secondary care and across other teams in the East in order to ensure adequate provision allocated to meet the needs of patients.
43. To be conversant with clinical governance issues and of the need to be applying these to practice and to be conversant with and adhere to Divisional and Health Board policies.
44. Through modernization and adhering to NICE guidelines the CMHT in the East Area will ensure services will be provided in line with Welsh Government guidance and around the core framework of quality standards

MANAGERIAL RESPONSIBILITIES

5. To offer professional and clinical support and supervision to junior staff and students.
6. To be the responsible case manager to clients on Band 5's caseload.
7. To act up in team leader's absence.
8. To participate in promoting and developing the community services for adults.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Trust 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.

SUPERVISION

Where the appropriate professional organization details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with the requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfill 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.

RECORDS MANAGEMENT

As an employee of the Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your Manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their actions or omissions. Employees are required to cooperate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc) and members of staff in accordance with Trust policies.