

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Dietitian
Pay Band:	5
Department:	Nutrition and Dietetics
Directorate:	Therapies
Clinical Board:	Clinical Diagnostics and Therapies
Base:	University Hospital of Wales

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	UHB Head of Nutrition & Dietetic Services
Reports to:	Dietetic Site Manager, UHW
Professionally Responsible to:	UHB Head of Nutrition & Dietetic Services

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 behaviours are:

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

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

The post holder is responsible for:-

- Managing a clinical caseload of patients using evidence based patient centred principles to assess, plan, implement and evaluate dietetic interventions for hospital inpatients and outpatients and maintain associated records.
 - Liaising with the Facilities team on a day to day basis to ensure the provision of safe nutritious food / meals to meet nutritional and therapeutic requirements to work within a framework of food safety and food hygiene practices.
 - Supervision and training of dietetic assistants and student dietitians on National pre-registration training programmes.
 - Teaching general nutrition to healthcare professionals and patients.
 - Working as a member of the Nutrition and Dietetic team to deliver a comprehensive service to patients with diverse healthcare needs to your designated area, working within the British Dietetic Association (BDA) Professional Code of Conduct and Professional Standards of Practice.
 - Plans, prioritises and takes responsibility for own patient workload and departmental tasks in accordance within the BDA Safe Caseload Management framework and departmental priorities.
 - Is responsible for the provision and continuing development of an evidence based dietetic service to your specialist under the direction of the Operational lead and senior departmental colleagues.
 - Communicates with patients/ carers to gain consent to treatment and to inform and agree expected treatment outcomes.
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DUTIES AND RESPONSIBILITIES

1. Clinical Duties

- a) To work autonomously to provide specialist evidence based nutrition advice and therapeutic support to patients, carers and other healthcare professionals in your speciality. This will involve:-
 - Nutritional assessment, diagnosis and interpretation of biochemistry, anthropometric data, clinical condition and diet history.
 - Development of treatment plans which include calculation of nutritional requirements, patient centred goals and treatment outcomes.

- Prescription of dietary treatment using ACBS products for conditions adhering to professional/ clinical guidelines.
- b) To work with patients and carers from diverse cultural and ethnic groups, and
 - Respect personal beliefs and identity of individuals
 - Promote individual rights and choice
 - Promote anti-discriminatory practice.
- c) To use effective communication skills to enable patients/carers to overcome barriers to change and facilitate behaviour change.
- d) To work as part of the multi-disciplinary team participating in ward rounds, multi-disciplinary team meetings, case conferences, case audits and clinical governance meetings.
- e) To undertake training to trainer level in the safe use of enteral feeding equipment and appropriate use of anthropometric equipment: weighing scales; height measures; skinfold callipers and bio-impedance monitors to interpret results of dietetic assessment and treatment.
- f) To monitor usage of stock and maintain adequate stock levels of nutritional feeds supplements and dietary resources within your designated clinical areas of responsibility.
- g) To liaise and work in partnership with the Facilities team on a day to day basis to ensure the provision of meals to
 - Meet all therapeutic requirements for each specific patient group
 - Meet Nationally agreed nutritional standards for hospital catering
 - Provide maximum nutritional benefits to all patients and staff, and contribute to and comply with all UHB / Dietetic Nutrition policies.
- h) To be responsible for the dietetic discharge planning of patients and to communicate and liaise with the multi-disciplinary team regarding the provision of nutrition related prescriptions and therapeutic advice.
- i) To keep and maintain accurate, timely, comprehensive and legibly written patient records concerning the condition and care of the patient in accordance with Health Professions Council (HPC) Standards of Conduct, Performance and Ethics, the BDA Standards of Record Keeping and departmental standards, policies and procedures, in compliance with the Data Protection Act.
- j) To maintain strict confidentiality of patient information in accordance with the Clinical Governance Framework.

2. Education and Training

- a) To regularly supervise and train students and dietetic assistants on a day to day basis as directed by the Operational Lead / Dietetic Services Manager.
- b) To plan, prepare and deliver nutrition education training sessions for the multi disciplinary team of qualified and support staff.

- c) To participate in the development of nutrition and dietetic resources and teaching materials to educate the patient groups, carers and staff involved in delivering the care within your designated clinical areas of responsibility.

3. General

- a) To contribute to departmental projects / activities and service development and service initiatives as a member of the dietetic team taking on relevant tasks under the guidance of senior colleagues.
 - b) To participate in the UHB's Nutrition and Dietetic programme of Clinical Supervision and Clinical Governance.
 - c) To undertake clinical audit and research using research methodologies under guidance of the Dietetic Services Manager, which will enhance dietetic care/practice for the patient. This may be internal within the department on a uni-professional basis or external on a multi-disciplinary basis and in assigned areas of clinical responsibility.
 - d) To participate in the UHB's annual programme of individual performance review as a reflective practitioner, identify training needs and Continual Professional Development requirements to meet HPC/ BDA professional standards of performance.
 - e) To be professionally and legally accountable for all aspects of your professional and clinical work.
 - f) To comply with National, UHB and departmental standards, policies and procedures and implement changes to work practices/ procedures for your area of responsibility under the direction of the Operational lead / Dietetic Services Manager.
 - g) To provide cover for clinical colleagues in accordance with UHB Cover Policy, the BDA Safe Caseload Management framework and the BDA Workload Management Toolkit during periods of leave under the direction of Operational lead/Dietetic Services Manager.
 - h) To undertake administrative duties, including performance management and data collection, in accordance with relevant UHB departmental policies and procedures.
 - i) To be competent in the use of Information Technology relating to relevant nutritional analysis programmes, the clinical patient database system and results reporting programmes as appropriate.
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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, behaviour 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 :

Postholder Name:_____

Postholder signature:_____

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Dietitian	Department:	Nutrition & Dietetics
Band:	5	Clinical Board:	CD&T
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Evidence of current HPC registration. Degree, or equivalent, or post graduate qualification in dietetics Member of the British Dietetic Association or covered by professional indemnity insurance	Evidence of ongoing CPD	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	Compliance with statutory police checking procedure Evidence of experience of working with a range of patients during clinical training	Post registration dietetic experience Experience of presenting to groups	Application Form Interview References
SKILLS	Good written and verbal communication skills Well organised methods of working Ability to work effectively within a team Analytical skills Good time management skills Good record keeping skills Accurate keyboard/nutritional analysis skills Presentation skills Ability to prioritise patient workload and meet daily requirements Accurate anthropometric measurement skills	Motivation and persuasive skills	Application Form Interview References
SPECIAL KNOWLEDGE	Awareness of Health & Safety risk and clinical governance Awareness of a large scale catering environment Awareness of the BDA	Experience of working in a large scale catering environment and / or as a dietetic assistant / support worker	Application Form Interview References

CAJE Reference:
UHWBG1

	Professional standards of practice Awareness of multi-cultural population / dietary practices	Experience of working in a health care environment Awareness of Health and safety risk Welsh Speaker or prepared to learn to speak Welsh	
PERSONAL QUALITIES <i>(Demonstrable)</i>	Self-motivated Enthusiastic Professional caring manner Professional appearance Ability to use initiative Flexible worker Ability to deal with distressed patients / carers		Application Form Interview References
OTHER <i>(Please Specify)</i>		Ability to travel flexibly to meet the requirements of the job	Interview Document Check*

Date Prepared:	July 2004	Prepared By:	Judyth Jenkins
Date Reviewed:	September 2020	Reviewed By:	Judyth Jenkins

CAJE Reference:
UHWBG1

DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Dietegydd
Band Cyflog:	5
Adran:	Maeth a Deieteg
Cyfarwyddiaeth:	Therapiau
Bwrdd Clinigol:	Diagnosteg Glinigol a Therapiau
Prif Leoliad Gwaith:	Ysbyty Athrofaol Cymru

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Pennaeth Gwasanaethau Maeth a Deieteg y BIP
Adrodd i:	Rheolwr Safle Deieteg, Ysbyty Athrofaol Cymru
Atebol yn Broffesiynol i:	Pennaeth Gwasanaethau Maeth a Deieteg y BIP

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 esiampyl ydy:

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

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

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

- Y deiliad i swydd mae'n gyfrifol am:-
 - Rheoli llwyth achosion clinigol cleifion y mae angen cymorth maethol a deietig cymhleth arnynt gan ddefnyddio tystiolaeth sy'n seiliedig ar egwyddorion sy'n canolbwyntio ar y claf i asesu, cynllunio, gweithredu a gwerthuso ymyriadau deietig mewn lleoliad ar gyfer cleifion mewnol i'r ysbty a chleifion allanol a chadw cofnodion cysylltiedig.
 - Cydgysylltu â'r tîm Cyfleusterau bob dydd i sicrhau bod bwyd / prydau bwyd maethlon a diogel yn cael eu cynnig er mwyn bodloni gofynion maethol / therapiwtig. Gweithio o fewn fframwaith o arferion diogelwch bwyd a hylendid bwyd.
 - Goruchwyllo chynorthwyrwyr dieteg a dietegwyr myfyrwyr cyn cofrestru Cenedlaethol.
 - Addysgu maeth cyffredinol i weithwyr gofal iechyd proffesiynol a chleifion.
 - Gweithio'n aelod o'r tîm Maeth a Dieteteg i ddarparu i'ch maes cyfrifoldeb dynodedig, a gweithio o fewn Cod Ymddygiad Proffesiynol a Safonau Ymarfer Proffesiynol Cymdeithas Dieteteg Prydain (BDA).
 - Cynllunio, blaenoriaethau a bod yn gyfrifol am eich cleifion a thasgau adrannol eich hun yn unol â blaenoriaethau adrannol a fframwaith Rheoli Llwyth Gwaith a Llwyth Achos yn Ddiogel y BDA.
 - Darparu a pharhau i ddatblygu gwasanaeth dieteg sy'n seiliedig ar dystiolaeth i'ch maes cyfrifoldeb dynodedig o dan gyfarwyddyd y swyddog gweithredol arweiniol ac uwch gydwythwyr adrannol.
 - Cyfathrebu â chleifion/gofalwyr i gael cydsyniad ar gyfer triniaeth a rhoi gwybod am ganlyniadau'r driniaeth a ddisgwylir a chytuno arnynt.

DYLETSWYDDAU A CHYFRIFOLDEBAU

1. Dyletswyddau Clinigol

- a) Rhoi cyngor arbenigol ar faeth a chymorth therapiwtig i gleifion, gofalwyr a gweithwyr proffesiynol eraill yn y maes arbenigol. Er mwyn gwneud hyn, bydd angen casglu gwybodaeth gymhleth iawn gan gynnwys:-
 - Asesu, diagnosio a dehongli'n faethol ddata anthropometrig, hematoleg, biocemeg, cyflwr clinigol a hanes deiet.
 - Datblygu cynlluniau triniaeth sy'n cynnwys cyfrifiad o ofynion maethol, nodau sy'n canolbwyntio ar y claf a chanlyniadau triniaeth.
 - Rhoi presgripsiynau ar gyfer triniaeth deietegol trwy ddefnyddio cynhyrchion ACBS ar gyfer cyflyrau gan gadw at ganllawiau clinigol/proffesiynol.

- b) Gweithio gyda chleifion/gofalwyr a chydweithwyr o grwpiau ethnig a diwylliannol amrywiol a
 - Pharchu credau personol a hunaniaeth unigolion
 - Hyrwyddo hawliau a dewis unigol
 - Hyrwyddo arfer gwrthwahaniaethol.
- c) Defnyddio sgiliau cyfathrebu effeithiol i alluogi cleifion/gofalwyr c yfleu ddealladwy i staff a chleifion/gofalwyr er mwyn goresgyn rhwystrau i newid a hwyluso newid ymddygiad.
- d) I weithio fel rhan o'r tîm amlddisgyblaethol sy'n cymryd rhan i ymweliadau ward, cyfarfodydd tîm amlddisgyblaethol, cynadleddau achos, archwiliadau achos a chyfarfodydd llywodraethu clinigol.
- e) Ymgymryd â hyfforddiant at lefel hyfforddwr mewn defnyddio cyfarpar ac offer bwydo enteraidd yn ddiogel a defnyddio offer anthropometrig; cloriannau; mesur uchder; caliperau plygiadau croen a monitorau bio-rwystro i ddehongli canlyniadau asesiadau a thriniaethau dietegol.
- f) Monitro'r defnydd o stoc a chynnal lefelau stoc digonol o ychwanegion maeth ac adnoddau dietegol yn eich meysydd o gyfrifoldeb clinigol dynodedig.
- g) Cysylltu a gweithio mewn partneriaeth â'r tîm Cyfleusterau o ddydd i ddydd er mwyn sicrhau bod pryddau bwyd yn cael eu darparu
 - Bodloni'r holl ofynion therapiwtig ar gyfer pob grŵp cleifion penodol
 - Bodloni safonau maethol y cytunwyd arnynt yn Genedlaethol ar gyfer arlwygo mewn ysbytai
 - Cynnig y manteision maethol gorau i bob claf ac aelod o staff a chyfrannu at bolisiau maeth a bwyd Dieteg / y BIP a chydymffurfio â nhw.
- h) Bod yn gyfrifol am ryddhau cleifion dieteteg i'r gymuned a chyfathrebu a chysylltu â'r tîm amlddisgyblaethol ynghylch darparu presgripsiynau sy'n gysylltiedig â maeth a chynghor therapiwtig.
- i) Cadw a chynnal cofnodion cywir, amserol, chynhwysfawr a hawdd eu darllen sy'n ymwneud â chyflwr a gofal cleifion yn unol â Safonau Ymddygiad, Perfformiad a Moeseg y Cyngor Proffesiynau Iechyd (HPC), Safonau Cadw Cofnodion y BDA, safonau, polisiau a gweithdrefnau adrannol yn unol â'r Ddeddf Diogelu Data.
- j) Cadw gwybodaeth cleifion yn gwbl gyfrinachol yn unol â chanllawiau Llywodraethu Clinigol.

2. Addysg a Hyfforddiant

- a) Addysg a Hyfforddiant Goruchwylio a hyfforddi myfyrwyr a chynorthwywyr dietegol yn rheolaidd o ddydd i ddydd yn unol â chyfarwyddyd y Rheolwr Gwasanaethau Arweiniol / Dietetig Gweithredol.
- b) I gynllunio paratoi a chyflwyno sesiynau addysg maeth yn yr ysbyty i'r tîm amlddisgyblaethol o staff cymwysedig a staff cymorth..
- c) Cymryd rhan yn natblygiad adnoddau maeth a dietegol a deunyddiau addysgu i addysgu'r grwpiau cleifion, y gofalwyr a'r staff sy'n ymwneud â darparu gofal.

3. Cyffredinol

- a) Cyfrannu at brosiectau/gweithgareddau adrannol a datblygiadau gwasanaeth a mentrau gwasanaeth, fel aelod o'r tîm deietegol sy'n ymgymryd â thasgau perthnasol o dan arweiniad uwch gydweithwyr.
- b) Cymryd rhan yn rhaglen Goruchwyllo Clinigol a Llywodraethu Clinigol Maeth a Deieteg y BIP.
- c) Cynnal archwiliadau ac ymchwil clinigol gan ddefnyddio methodolegau ymchwil yn ôl cyfarwyddyd Rheolwr y Gwasanaethau Dietegol, a fydd yn gwella gofal/ymarfer dietegol i'r claf. Gall hyn fod yn fewnol o fewn yr adran fesul proffesiwn neu'n allanol ar sail amlddisgyblaethol ac mewn meysydd penodedig o gyfrifoldeb clinigol.
- d) Cymryd rhan yn rhaglen flynyddol y Bwrdd Iechyd o adolygu perfformiad unigol fel ymarferydd afdyfyriol, nodi anghenion hyfforddi a gofynion Datblygiad Proffesiynol Parhaus i fodloni safonau perfformiad proffesiynol HPC/BDA.
- e) Bod yn broffesiynol ac yn gyfreithiol atebol am bob agwedd ar eich gwaith clinigol a phroffesiynol.
- f) Cydymffurfio â safonau, polisïau a gweithdrefnau adrannol, cenedlaethol a'r BIP a gweithredu newidiadau i arferion/gweithdrefnau gwaith ar gyfer y maes rydych yn gyfrifol amdano dan gyfeiriad Rheolwr y Gwasanaethau Deieteg.
- g) Cyflenwi ar ran cydweithwyr clinigol yn unol â Pholisi Cyflenwi'r Bwrdd Iechyd, fframwaith Rheoli Llwyth Achosion Diogel BDA a Phecyn Cymorth Rheoli Llwyth Gwaith BDA yn ystod cyfnodau o wyliau
- h) Cyflawni dyletswyddau gweinyddol, gan gynnwys rheoli perfformiad a chasglu data, yn unol â pholisïau a gweithdrefnau adrannol perthnasol.
- i) Bod yn hyderus wrth ddefnyddio Technoleg Gwybodaeth o ran rhaglenni dadansoddi maethol perthnasol, y gronfa ddata ar gyfer cleifion clinigol, y System Rheoli Cleifion a rhaglenni adrodd ar ganlyniadau fel sy'n briodol.

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 goruchwyllo 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 personol 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 gredo, 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.

MANYLEB PERSON

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Deietegydd	Adran:	Therapiau
Band:	5	Bwrdd Clinigol:	Diagnosteg Glinigol a Therapiau
Prif Leoliad	Ysbyty Athrofaol Cymru		
Gwaith:			

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	Tystiolaeth o gofrestrriad cyfredol â'r HPC. Gradd, neu gymhwyster cyfatebol, neu gymhwyster ôl-raddedig mewn dieteteg Aelod o Gymdeithas Ddeieteg Prydain neu ag yswiriant indemniad proffesiynol	Tystiolaeth o DPP	Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD	Cydymffurfio â gweithdrefn wirio statudol yr heddlu Tystiolaeth o brofiad o weithio gydag amrywiaeth o gleifion yn ystod hyfforddiant clinigol	Profiad deietegol ar ôl cofrestru. Profiad o gyflwyno i grwpiau.	Ffurflen Gais Cyfweliad Geirdaon
SGILIAU	Sgiliau cyfathrebu llafar ac ysgrifenedig da Dulliau gweithio wedi'u trefnu'n dda. Y gallu i weithio'n effeithiol mewn tîm Sgiliau dadansoddi Sgiliau rheoli amser da Cadw cofnodion yn dda Sgiliau bysellfwrdd/dadansoddi maethol cywir Sgiliau cyflwyno Y gallu i flaenoriaethu llwyth gwaith sy'n ymwneud â chleifion a bodloni terfynau amser dyddiol Sgiliau mesur anthropometrig cywir	Cymhelliant a sgiliau darbwyllo	Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG	Ymwybyddiaeth o weithrediadau arlwygo ar raddfa fawr Ymwybyddiaeth o Safonau Ymarfer Proffesiynol BDA Ymwybyddiaeth o'r boblogaeth amlddiwylliannol / arferion dietegol Dealltwriaeth o foeseg	Profiad o weithio mewn amgylchedd arlwygo ar raddfa fawr /neu fel cynorthwyydd/gweithiwr cymorth deietegol. Profiad o weithio mewn amgylchedd gofal iechyd	Ffurflen Gais Cyfweliad Geirdaon

	broffesiynol a'u rhoi ar waith yn ymarferol. Gwybodaeth am boblogaeth amlddiwylliannol Gwybodaeth am arferion hylendid bwyd	Ymwybyddiaeth o Iechyd & Risg diogelwch Yn siarad Cymraeg neu'n fodlon dysgu Cymraeg	
RHINWEDDAU PERSONOL <i>(y gellir eu dangos)</i>	Hunan-gymhelliant Brwdfrydig Dull gofalu proffesiynol Ymddangosiad proffesiynol Y gallu i ddangos blaengaredd Gweithiwr hyblyg Y gallu i ddelio â cleifion a gofalwyr trallodus		Ffurflen Gais Cyfweliad Geirdaon
ARALL <i>(Nodwch os gwelwch yn dda)</i>		Gallu teithio'n hyblyg i fodloni gofynion y swydd	Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:	Iau 2004	Paratowyd gan:	Judyth Jenkins
Dyddiad Adolygu:	Medi 2020	Adolygwyd gan:	Judyth Jenkins