

MANYLEB BERSONOL

Y wybodaeth i'w mesur ar gyfer y lleiafswm sydd ei angen i gynnal dyletswyddau llawn y swydd i'r safonau gofynnol. Dylid defnyddio cymwysterau i roi dangosydd o lefel y wybodaeth angenrheidiol. Mae hyfforddiant a phrofiad hefyd yn ffordd o gael y wybodaeth angenrheidiol ar gyfer swydd, megis hyfforddiant mewn swydd, cyrsiau byr a phrofiad hyd at lefel cyfatebol o wybodaeth y dylid ei nodi.

SYLWER: Peidiwch â defnyddio hyn a hyn o flynyddoedd o brofiad gan fod hyn yn gallu bod yn wahaniaethu a bydd y rhain yn cael eu dychwelyd. Mae'n hanfodol bod rheolwyr yn canolbwyntio ar y mathau o sgiliau a rhinweddau sydd eu hangen i wneud dyletswyddau'r swydd.

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	BSc mewn Awdioleg gyda chymhwyster clinigol Awdiolegol israddedig sy'n cael ei gydnabod gan Academi Brydeinig Awdioleg NEU Cywerth		Ffurflen gais a gwiriadau cyn cyflogi
COFRESTRU	Awdiolegydd Cofrestredig gyda'r RCCP (Cyngor Cofrestredig ar gyfer Ffisiolegwyr Clinigol) NEU Wedi cofrestru gyda'r AHCS (Academi ar gyfer Gwyddor Gofal Iechyd) NEU Gwyddonydd Clinigol sy'n Gofrestredig â'r HCPC (Cyngor Proffesiynau Gofal Iechyd) neu'n gweithio tuag at gofrestriad		Tystysgrif, rhif cofrestru
Profiad	Profiad diweddar o asesu anghenion cyfathrebu yn cynnwys statws clyw	Profiad o gynnal asesiadau awdioleg paediatrig gyda phlant oed ysgol	Ffurflen gais a chyfweliad

	Profiad diweddar o osod cymhorthion clyw i oedolion a'u gwirio	Profiad o gynorthwyo mewn gweithdrefnau profi clywgynteddol Profiad o gymryd rhan mewn archwilio clinigol a datblygu'r gwasanaeth.	
Cymhwyster a Galluoedd	Sgiliau cyfathrebu ardderchog Sgiliau cyfrifiadur sylfaenol Sgiliau gwaith tîm	Yn siarad Cymraeg Rhywfaint o brofiad o gronfeydd data Sgiliau IT uwch	Cyfweliad
Gwerthoedd	Brwdfrydedd Sgiliau cyfathrebu ardderchog Yn gallu dangos empathi tuag at gleifion Dibynadwy Ymwybyddiaeth gritigol Aelod brwd o dîm		Ffurflen Gais Cyfweliad Geirdaon
Arall	Hyblygrwydd o ran lleoliad/ patrwm gwaith e.e. yn barod i deithio i glinigau ymylol		Ffurflen gais a chyfweliad

GOFYNION CYFFREDINOL

- **Gwerthoedd:** Rhaid i holl weithwyr y Bwrdd Iechyd ddangos a chynnwys y datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn dod yn rhan annatod o fywyd gwaith deilydd y swydd, a chynnwys egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Gofynnir i holl weithwyr y Bwrdd Iechyd y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod â'i Reolwr/ Goruchwyliwr yn syth. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Reolwr/Goruchwyliwr os oes ganddynt amheuaeth ynglŷn â'u gallu

i ymgymryd â dyletswydd.

- **Dysgu a Datblygiad:** Mae'n rhaid i staff ymgymryd â rhaglenni ymsefydlu/cynefino ar lefel Gorfforaethol ac Adrannol ac mae'n rhaid iddynt sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol ac yn ddiweddar. Pan fo'n briodol, mae gofyn i staff ddangos tysiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan yn yr Adolygiad Datblygu Perfformiad Blyneddol ar gyfer y swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu gweithredoedd neu esgeulustod. Rhaid i deilydd y swydd gydweithredu â rheolwyr fel bod y sefydliad yn gallu bodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i'r deilydd swydd gadw at bolisiau Rheoli Risg, Iechyd a Diogelwch a pholisiau cysylltiol y sefydliad.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad 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.
- **Y Gymraeg:** Rhaid i bob gweithiwr wneud ei ddyletswyddau er mwyn cydymffurfio'n gaeth â gofynion Cynllun Iaith Gymraeg ei sefydliad a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymwneud â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae'n rhaid i ddeilydd y swydd bob amser fod yn ymwybodol o bwysigrwydd cynnal cyfrinachedd a diogeled gwybodaeth a geir wrth gyflawni ei ddyletswyddau. Mewn llawer o achosion, bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr y gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Gwarchod Data 1998 a Pholisi'r Sefydliad. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol sy'n agored i ddisgyblu a/neu erlyniad dan y ddeddfwriaeth statudol bresennol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr yn y sefydliad hwn, mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion bydd yn ei gasglu, creu neu ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd staff neu anafiadau, ariannol, personol a gweinyddol), boed ar bapur neu'n gyfrifiadurol. Ystyrir pob cofnod fel hyn yn gofnod cyhoeddus, ac mae gan y deilydd swydd ddyletswydd gyfreithiol o gyfrinachedd i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILI). Dylai deilydd y swydd ymgynghori â'r r(h)eolwr os oes ganddo/ganddi unrhyw amheuaeth o ran rheolaeth gywir cofnodion mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y BI i hybu cydraddoldeb i bobl â nodweddion a warchodir, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw nodwedd gwarchodedig: oed, anabledd, ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth, hil, crefydd neu gred, rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd wedi ymrwymo i sicrhau na fydd unrhyw ymgeisydd am swydd neu weithiwr yn cael ei drin yn llai ffafriol o ran yr uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae angen i bob gweithiwr gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r Bwrdd Iechyd yn gwrthwynebu i bob math o aflonyddu a bwlio ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i'r holl staff adrodd ar unrhyw ffurf o aflonyddu a bwlio i'w Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni fydd ymddygiad amhriodol yn y gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Yn y swydd hon, bydd gennych gyswllt uniongyrchol â defnyddwyr y gwasanaeth yn cynnwys oedolion bregus wrth wneud eich dyletswyddau arferol. Felly, bydd rhaid i chi wneud cais

am Wiriad CRB Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd.

- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad yn ymroddedig i ddiogelu plant ac oedolion bregus. Felly mae'n rhaid i'r holl staff fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb dan y Polisi Amddiffyn Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad yn ymroddedig i gwrdd â'i oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am warchod a diogelu cleifion, defnyddwyr gwsanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r risg yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a chadw atynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.

Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb personol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

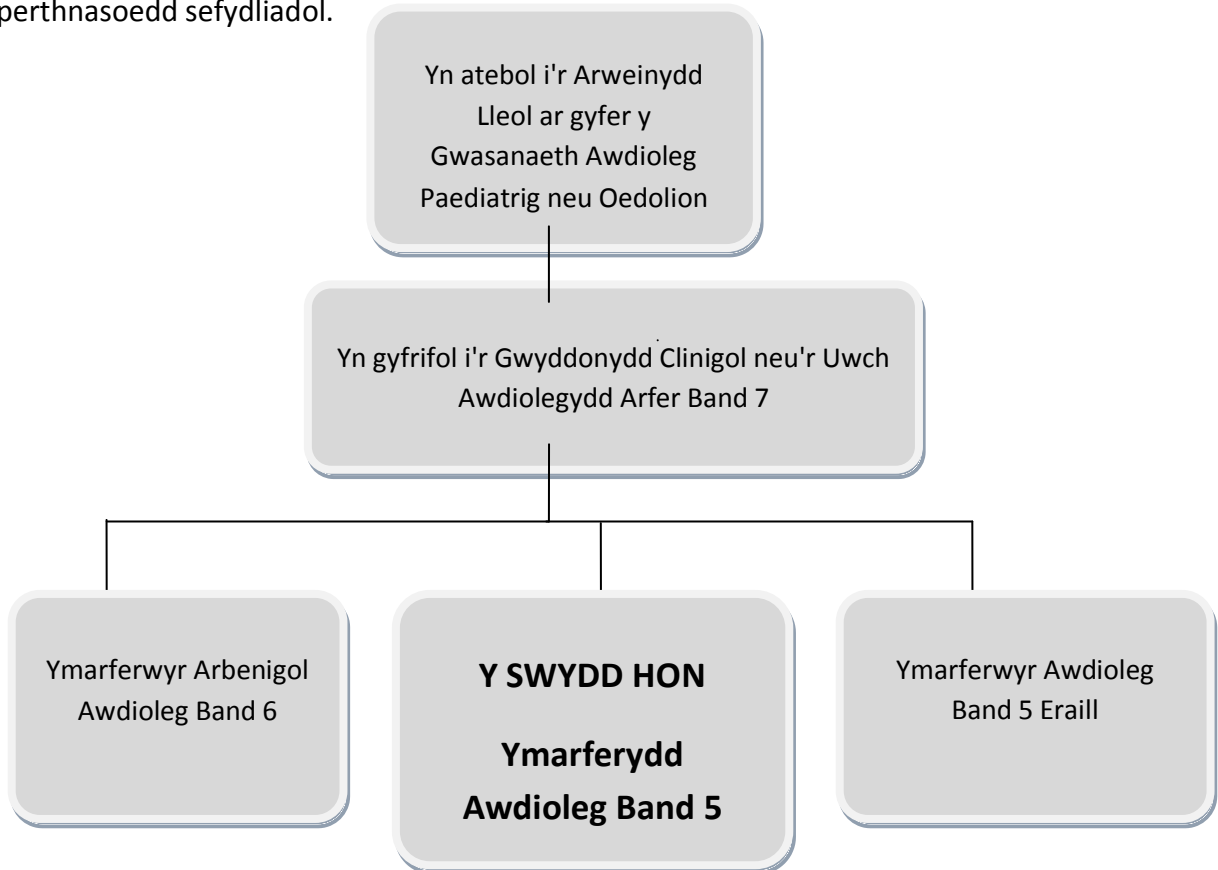
ATODIAD 1

Teitl y Swydd: Ymarferydd Awdioleg (Gwyddonydd Clinigol neu Awdiolegydd)

Siart Sefydliadol

Rhaid i'r Siart Sefydliadol dynnu sylw at y swydd y mae'r disgrifiad swydd hwn yn cyfeirio ati gan ddangos y berthynas â swyddi ar yr un lefel ac os yw'n briodol, ddau lefel uwch ben ac o dan.

Cwblhewch fel bo'n briodol y bocsys isod, eu dileu neu ychwanegu atynt yn dangos y perthnasoedd sefydliadol.



PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	BSc Audiology with undergraduate Audiological clinical qualification recognised by the British Academy of Audiology OR Equivalent		Application form and pre employment checks
REGISTRATION	Registered with RCCP (Registration Council for Clinical Physiologists) as an Audiologist OR Registered with AHCS (Academy for Healthcare Science) OR Registered/Working towards registration with HCPC (Health Care Professions Council) as Clinical Scientist		Certificate, registration number
Experience	Recent experience of assessment of communication needs including hearing status Recent experience in adult hearing aid fitting and	Experience of performing paediatric audiology assessments with school age children Experience of	Application form and interview

	verification	assisting in audiovestibular test procedures. Experience of participation in clinical audit and service development	
Aptitude and Abilities	Excellent communication skills. Basic computer skills. Teamwork skills.	Welsh speaker. Some data base experience. More advanced IT skills	Interview
Values	Enthusiasm Excellent communicator Able to demonstrate empathy with patients. Reliable Critical awareness Team player.		Application Form Interview References
Other	Flexibility over location/pattern of work. E.g willing to travel to peripheral clinics		Application form and interview

GENERAL 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.
- **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 organisation'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 Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) and the HB 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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment of 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 and 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 service users including children and vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children

and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.

- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

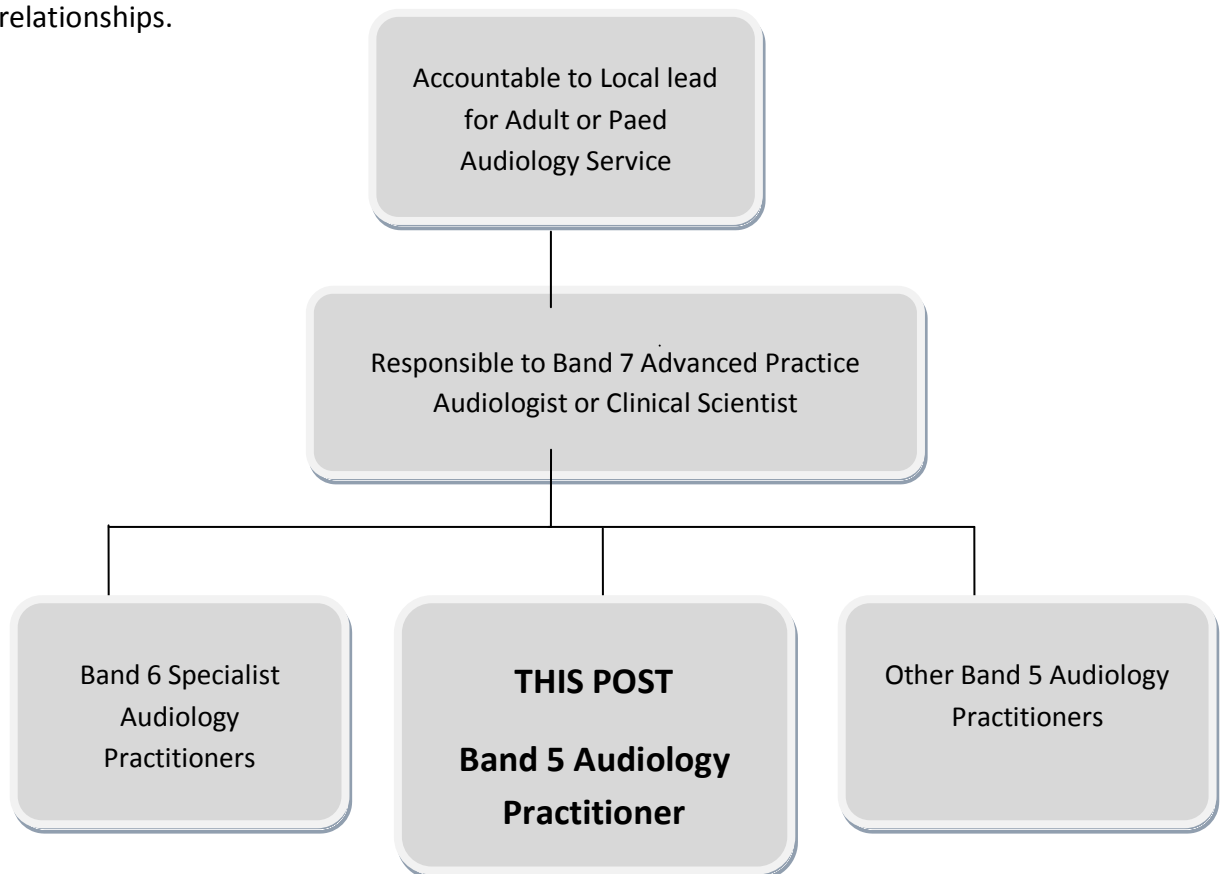
APPENDIX 1

Job Title: Audiology Practitioner (Clinical Scientist or Audiologist)

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: Audiology Practitioner (Clinical Scientist or Audiologist)

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Sitting/standing in a restricted position	16/day	5mins	
Persistent kneeling or bending while testing children or examining patients or fitting hearing aid.	32/day	5mins	
Working at child's height level	12/week	45mins	
Hand eye coordination for precise manipulation of measurement tools in patients ear canals	32/day	5mins	
Speaking to hearing impaired patients	8/day	1 hr	
Correct assistance of elderly infirm patients onto or off chairs. D	16/week	5mins	
Manoeuvring patient in wheelchair across raised threshold of test room W	12/week	5mins	

Carrying equipment to/from outside clinics W	6/week	20mins	
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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Completing hearing/communication assessments and developing individual management plans	12/week	45 mins	
Fitting hearing aids using complex software/technologies and decision making whilst interacting with patient to exacting time constraints and recording details in APMS	12/week	45 mins	
Concentration to task in performing tests on young children.	4/week	30mins	
Comprehend telephone conversation/questions from hearing impaired, elderly, sometimes distressed patients –	4/week	30mins	

Driving to outside clinics –	4/week	15mins	
Performing diagnostic tests(analysing results, modifying test strategies/techniques and briefing patients, all to exacting time pressures e.g. on busy out patients clinics	12/week	30mins	
Effort required keep up to date with technological advances / changes to policies and procedures.	1/month	3hours	
Report writing – clinic record keeping	24/week	15mins	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Effective communication with predominantly elderly and hearing impaired patients or with anxious parents	16/day	15 mins	
Passing difficult news (e.g. relating to progression of hearing loss and need for hearing aids)	12/week	15 mins	
Patients with limited comprehension if given instructions/or dexterity problems or distressed patients	12/week	15 mins	
Working with people at end of life	1/month	1 hour	
Communicating with emotionally distressed patients and significant others due to exploration of communication challenges and impact on QoL	3/day	45mins	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -
***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Exposure to bodily fluids (earwax and discharge from ear infections,, when handling ear moulds and examining ears etc)	16/day	5 mins	
Visiting people's homes or treating patients with poor hygiene	4/month	1 hour	
Prolonged VDU use through very frequent use of integrated information system (used for performing tests, measurements, patient administration and hearing aid stock control) in a near paperless environment.)	16/day	15 mins	
Lone working	2/week	3 hours	If attending outside clinics or home visits
Dealing with angry/aggressive patients and or relatives	2/month	30 mins	
Working in confined test rooms behind two closed doors with patients who are unknown	4/day	1 hour	
Working in confined test rooms behind two closed doors without day light or any windows in abnormal sound environment	4/day	1 hour	

Use of hazardous decontamination procedures, and use of hazardous cleaning materials to sterilise equipment.	1/week	30 mins	
Altering ear moulds using machinery and creating a dusty working environment.	4/day	15 mins	

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to BCU.JobEvaluation@wales.nhs.uk