



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2016/0212

SWYDD DDISGRIFIAD

MANYLION Y SWYDD:

Teitl y Swydd	Therapydd Galwedigaethol
Band Cyflog	Band 5
Oriau Gwaith a Natur y Contract	I'w gwblhau adeg recriwtio
Is-ranbarth/Cyfarwyddiaeth	Therapiau
Adran	Therapi Galwedigaethol
Lleoliad gwaith	I'w gwblhau adeg recriwtio

TREFNIADAU SEFYDLIADOL:

Rheolaethol Atebol i:	Therapydd Galwedigaethol Arweiniol
Adrodd i: Enw'r Rheolwr Llinell	Goruchwyliwr Dynodedig
Proffesiynol Gyfrifol i:	Pennaeth Gwasanaethau Therapi Galwedigaethol

Crynodeb o'r Swydd /Pwrpas y Swydd

Bydd daliwr y swydd yn gweithio fel ymarferwr annibynnol practitioner **insert rotational or clinical speciality** gan ddilyn codau ymddygiad a moeseg proffesiynol gyda llwyth gwaith amrywiol a all gynnwys cleifion gydag anghenion cymhleth dan oruchwyliaeth ychwanegol

Gall gweithgareddau clinigol ddigwydd mewn amrywiaeth eang o leoliadau gan gynnwys ysbytai, clinigau a'r gymuned a chartrefi'r cleifion eu hunain.

Bydd daliwr y swydd yn darparu goruchwyliaeth i weithwyr cefnogi a gall roi cyfarwyddyd a chefnogaeth i weithwyr cefnogi o ddisgyblaeth arall. Hefyd, bydd daliwr y swydd yn cefnogi dysgu a datblygiad eraill gan gynnwys staff newydd a myfyrwyr.

Bydd daliwr y swydd yn cyfrannu at ddatblygiadau gwasanaeth yn ei adran, a all gynnwys mynychu cyfarfodydd a chymryd rhan mewn archwilio, gwerthuso'r gwasanaeth ac ymchwilio ymarfer yn seiliedig ar dystiolaeth.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Clinigol

- Dal llwyth gwaith yn ôl cyfarwyddyd ymarferwr annibynnol, gyda chyfrifoldeb am weithredu'r broses Therapi Galwedigaethol mewn dull effeithiol ac effeithlon.
- Rheoli eich llwyth gwaith eich hun trwy gynllunio, blaenoriaethu a gwneud gweithgareddau clinigol o fewn terfynau amser effeithiol, bod yn hyblyg wrth i amgylchiadau cleifion a chyflwyniad clinigol newid; dangos sgiliau i reoli llwyth gwaith ac amser yn effeithiol.
- Dethol, gweithredu a dadansoddi asesiadau ac ymyriadau i wella perfformiad galwedigaethol mewn meysydd hunan-ofal, cynhyrchedd (gwaith a thasgau domestig) a hamdden. Defnyddio eich barn eich hun a dadansoddi gwybodaeth asesu o amrywiaeth o ffynonellau a sefyllfaoedd er mwyn datblygu rhaglenni i gwrdd ag anghenion clientiaid unigol.
- Dethol, gweithredu a dadansoddi asesiadau safonedig ac ansafonol yn ôl gofynion clinigol sydd yn cefnogi adnabod anghenion y cleient.
- Cefnogi cleientiaid gyda'u teuluoedd/gofalwyr i adnabod eu hamcanion ymyriad galwedigaethol trwy asesu a dadansoddi ffactorau corfforol, seicolegol, gwybyddol, emosiynol, amgylcheddol a chymdeithasol yn eu cyflwyniad clinigol; dyfeisio, ysgrifennu a gwerthuso cynlluniau Therapi Galwedigaethol y cleient.
- Mynd ati i gynnal cyfraniad cleientiaid a'u gofalwyr/teuluoedd i mewn i'r broses therapiwtig, gan ddefnyddio amrywiaeth o ddulliau ac agweddau cyfathrebu sy'n eu cynnal i gymryd cyfrifoldeb dros wneud penderfyniadau a gosod nod.
- Yn annibynnol, cynllunio, trefnu, arwain a gwerthuso sesiynau triniaeth unigol a grŵp gyda chenfogaeth gan oruchwyliwr neu uwch Therapyddion Galwedigaethol.
- Cymryd rhan mewn gwaith asesu amlddisgyblaethol ar y cyd; gweithio ar y cyd gydag aelodau staff Therapi Galwedigaethol eraill, a staff o ddisgyblaethau eraill.
- Cynnal asesiad a thriniaeth yn yr amgylchedd fwyaf priodol, gan ymateb i anghenion yr unigolyn y cyd-destun hwnnw. Bydd hyn yn cynnwys gweithio yn

annibynnol mewn ysbyty, yng nghartrefi cleientiaid, ac yn y gymuned.

- Datblygu a defnyddio amrywiaeth o ymyriadau er mwyn hwyluso lefel orau'r cleient o weithredu ac annibyniaeth.
- Adnabod risgiau clinigol sy'n ymwneud â galwedigaethau'r cleientiaid yng nghyd-destun eu cyflwr a'u hamgylchedd; adnabod rheoli risg a strategaethau cadarnhaol i gymryd risg fel rhan o'r tîm amlddisgyblaethol
- Cymhwyso egwyddorion ystyriaethau deddfwriaethol sy'n berthnasol i arbenigedd clinigol yn eich ymarfer eich hun trwy oruchwylio clinigol, er enghraifft Amddiffyn Plant ac Amddiffyn Oedolion Bregus, Safonau Amddifadu o Ryddid a Deddf Iechyd Meddwl.
- Gweithio yn annibynnol neu ochr yn ochr â Therapyddion Galwedigaethol a staff disgyblaethau eraill yn yr ysbyty, y cartref neu'r gymuned; ystyried a threfnu pryd y bydd angen gweithio ar y cyd neu arbenigedd mwy manwl i gefnogi gofal y cleientiaid.
- Cymhwyso'r dystiolaeth sylfaenol sydd ar gael i ymarfer glinigol, monitro deilliannau, gwerthuso ac addasu ymyriadau yn unol â hynny.
- Llunio ac ysgrifennu cofnodion clinigol ac adroddiadau ar gyfer timau amlddisgyblaethol, cyfrannu at gynllunio gofal amlddisgyblaethol, a chymryd rhan mewn cyfarfodydd adolygu/cynadleddau achos a rhoi cyngor proffesiynol.
- Gweithio gyda chydweithwyr o awdurdodau lleol ac eraill i adnabod ac argymhell cyfarpar arbenigol priodol yn y cartref.
- Dangos i deuluoedd a gofalwyr eraill sut i ddefnyddio cyfarpar Therapi Galwedigaethol yn ddiogel ac effeithiol fel sy'n briodol o fewn eich medrau eich hun.
- Llunio cysylltiadau proffesiynol gyda chleientiaid, sydd yn aml yn arddangos ymddygiad heriol a newid annisgwyl mewn amgylchiadau. Cyfathrebu â hwy mewn modd sydd yn parchu eu barn, eu hannibyniaeth a'u diwylliant. Bod yn hyblyg ac ymaddasu i gynlluniau.

Cyfathrebu

- Cyfleu gwybodaeth gymhleth ac anodd am driniaeth yn sensitif i gleientiaid, teuluoedd a gweithwyr proffesiynol eraill, er mwyn cael cydweithrediad, weithiau mewn sefyllfaoedd lle gall gwahaniaeth barn godi neu lle mae rhwystrau i ddealltwriaeth.

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- Gallu cymhwyso technegau tawelu llafar a dieiriau lle bo hynny'n briodol pan fo meysydd anghydfod a phosibilrwydd ymosodedd.
 - Defnyddio sgiliau symbylu, empathi a thawelu meddwl effeithiol fel sy'n briodol i

gefnogi cleientiaid a'u teuluoedd a gofalwyr yn eu gofal.

- Gwrando yn effeithiol a chyfleu i gleientiaid a'u teuluoedd/gofalwyr ar ffurf sy'n ddealladwy; cynllunio a dylunio strategaethau cyfathrebu sy'n ystyried dulliau llafar, dieiriau a gweledol.
- Mynd ati i ddatblygu a chadw perthynas waith agos gyda chydweithwyr ar draws disgyblaethau ac asiantaethau, gwirfoddol, statudol a phreifat sydd yn hwyluso darparu gwasanaethau yn gydlynus i gwrdd orau ag anghenion cleientiaid a'u teuluoedd.

Dogfennu a Gweinyddiaeth

- Sicrhau fod pob cofnod ysgrifenedig ac electronig a data gweithgaredd yn gyfoes ac yn cael eu cadw yn unol â safonau lleol a rhai'r Bwrdd Iechyd.
- Defnyddio unrhyw systemau TG a data ysgrifenedig a nodwyd mewn dull amserol a chyson gan ddilyn polisïau'r bwrdd iechyd a rhai adrannol.
- Cymryd rhan yn natblygiad systemau gweinyddu lleol.
- Ysgwyddo rhan o ddyletswyddau gweinyddol i alluogi'r adran Therapi Galwedigaethol i weithio'n effeithiol.
- Trin ymholiadau cyffredinol ddaw i'r adran Therapi Galwedigaetho yn briodol a phroffesiynol, yn unol â gweithdrefnau adrannol.
- Cadw cofnodion ac adroddiadau clinigol am gleientiaid yn unol â chanllawiau adrannol a safonau'r Coleg Therapi Galwedigaethol (COT).

Moeseg Broffesiynol

- Cadw at Gôd Moeseg ac Ymddygiad Proffesiynol Cyngor y Proffesiynau Iechyd a'r Coleg Therapi Galwedigaethol, Côd Ymddygiad y Bwrdd Iechyd, a pholisïau a gweithdrefnau lleol.
- Cynnal eich cofrestriad proffesiynol eich hun trwy ei adnewyddu a chymryd cyfrifoldeb am Ddatblygu Proffesiynol Parhaus (DPP), gan gynnal portffolio proffesiynol yn ôl y gofynion am gofrestru proffesiynol.

Datblygu Proffesiynol

- Datblygu gwybodaeth, sgiliau ac arbenigedd mewn maes clinigol.
- Datblygu gwybodaeth gyfoes o gyfarpar/asesiadau/triniaeth Therapi

Galwedigaethol, gan weithredu egwyddorion ymarfer seiliedig ar dystiolaeth a sicrhau medr ac ymarfer diogel.

- Ymgymryd ag ymarfer adfyfyriol a chyfrannu at ddadl broffesiynol ar amrywiaeth o faterion clinigol sy'n ymwneud â chyflwyno gwasanaethau Therapi Galwedigaethol.
- Ymwneud ar y cyd mewn goruchwyllo rheolaidd gyda goruchwyliwr a nodwyd i gefnogi cynllunio gwasanaeth, atebolrwydd personol a datblygu proffesiynol.
- Ymwneud ar y cyd yn eich mantoli eich hun trwy ddarparu tystiolaeth a chyfrannu at osod amcanion.
- Adnabod anghenion hyfforddi mewn prosesau goruchwyllo a mantoli, a threfnu a mynychu hyfforddiant mewnol ac allanol arbenigol, seminarau, darlithoedd a chysiau.
- Cydnabod cyfyngiadau yn eich ymarfer eich hun a cheisio help gan gydweithwyr/goruchwyliwr profiadol i ddatblygu medrau/ymarfer proffesiynol.
- Cyfrannu at gyflwynio a datblygu gofal clinigol o fewn y cylchdroadau, trwy rannu diddordebau/profiad personol ac arwain/peilotio datblygiadau dan oruchwyliaeth.

Rheoli

- Bod yn ymwybodol o effaith polisiau a phrotocolau lleol sy'n cael effaith ar gyflwyno'r gwasanaeth.
- Bod yn ymwybodol o ganllawiau clinigol lleol a chenedlaethol sy'n berthnasol i'r maes clinigol.
- Meddu ar ddealltwriaeth o egwyddorion Llywodraethiant Clinigol a'u cymhwyso.
- Blaenoriaethu eich gwaith eich hun o fewn yr adnoddau sydd ar gael i'r gwasanaeth a chrybwyll diffygion wrth y rheolwr llinell uniongyrchol, lle maent yn cael effaith naill ai ar ansawdd neu safon cyflwyno'r gwasanaeth.
- Bod yn weithredol mewn rhwydweithiau gwasanaeth lleol a chlinigol, mynychu cyfarfodydd a chyfrannu atynt.
- Cymhwyso polisiau a gweithdrefnau'r Bwrdd Iechyd ac adrodd wrth y Prif/Uwch Therapydd Galwedigaethol lle mae materion yn codi ynghylch y rhain.

- Cyfrannu at gyflwyno staff newydd.
- Cyfranu at oruchwyllo myfyrwyr Therapi Galwedigaethol a dysgu myfyrwyr o ddisgyblaethau eraill am rôl Therapi Galwedigaethol.
- Cymryd rhan mewn goruchwyllo gweithwyr cefnogi Therapi Galwedigaethol yn ôl cyfarwyddyd y goruchwyliwr.

- Darparu addysg a dirprwyo i weithwyr cefnogi o ddisgyblaethau eraill dan gyfarwyddyd goruchwyliwr dynodedig.

Ymchwil a Datblygu

- Bod yn ymwybodol o ddatblygiadau proffesiynol mewn asesu ac ymyriad a chyfrannu at ddatblygu ymarfer Therapi Galwedigaethol mewn maes clinigol.
- Cynnal sgiliau archwilio ac ymchwil sylfaenol i gyfrannu at werthuso cyflwyno'r gwasanaeth trwy gymryd rhan mewn gweithgaredd archwilio yn y gwasanaeth Therapi Galwedigaethol.
- Cyfrannu at dasgau datblygu gwasanaeth cytunedig, gweithredu datblygiadau newydd yn y gwasanaeth a chymryd rhan mewn gwerthusiadau ac adolygiadau gwasanaeth, prosiectau archwilio ac ymchwil.



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JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Occupational Therapist
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Therapies
Department	Occupational Therapy
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Lead Occupational Therapist
Reports to: Name Line Manager	Designated Supervisor
Professionally Responsible to:	Head Of Occupational Therapy Services

Job Summary/Job Purpose:

The post holder will work as an autonomous practitioner **insert rotational or clinical speciality** following professional codes of conduct and ethics carrying a varied caseload which can include patients with complex needs with additional supervision.

Clinical activities can take place in a wide range of settings including hospital, clinic and community settings, and patients own homes.

The post holder will provide supervision to Occupational Therapy support workers and may provide guidance and support to support workers from another discipline. In addition, the post holder will support the learning and development of others including new staff and students.

The post holder will contribute to service developments within their department which can include attending meetings and participation in audit, service evaluation and researching evidence based practice.

DUTIES/RESPONSIBILITIES:

Clinical

- To carry a caseload as directed as an autonomous practitioner, with responsibility for implementing the occupational therapy process in an effective and efficient manner.
- To manage own case load through planning, prioritising and carrying out clinical activities within effective timescales, being adaptable as patients circumstances and clinical presentation change; demonstrating effective caseload and time management skills.
- To select, carryout and analyse assessments and interventions to enhance client's occupational performance in areas of self care, productivity (work and domestic tasks) and leisure. To use own judgement and analyse assessment information from a range of sources and situations in order to develop programmes to meet individual client's needs.
- To select, carry out and analyse standardised and non-standardised assessments as clinically indicated which support identifying the client's needs.
- Support clients with their families/carers to identify their occupational intervention goals through assessment and analysis of physical, psychological, cognitive, emotional, environmental and social factors within their clinical presentation; devising, writing and evaluating client's occupational therapy plans.
- To actively engage clients and their carers/families in the therapeutic process,

using a range of communication styles and approaches which support them to take responsibility for decision making and goal setting.

- To independently plan, organise, lead and evaluate individual and group treatment sessions with support from supervisor or senior Occupational Therapists.

- To participate in joint assessment and multidisciplinary work; joint working with other Occupational Therapy staff, and staff from other disciplines.
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- To carry out assessment and treatment in the most appropriate environment, responding to the individual's needs within that context. This will include working independently in hospital, client's homes, and community settings.
- To utilise and develop a range of interventions in order to facilitate the client's optimum level of function and independence.
- To identify clinical risks related to the clients occupations in the context of their condition and environment; identifying risk management and positive risk taking strategies as part of the multi-disciplinary team.
- To apply the principles of legislative considerations relevant to clinical speciality into own practice through clinical supervision for example Child Protection and Protection of Vulnerable Adults, Deprivation of Liberty Standards and Mental Health Act.
- To work independently or alongside Occupational Therapists and staff of other disciplines in hospital, home or the community, considering and arranging when joint working or more specialist expertise is required to support the clients care.
- To apply the available evidence base to clinical practice, to monitor outcomes, evaluate and adapt interventions accordingly.
- To formulate and write clinical records and reports for multidisciplinary teams, for contribution to multi-disciplinary care planning, and to participate in and give professional advice to review meetings/case conferences.
- To work with Local Authority colleagues and others in identifying and recommending appropriate specialist equipment at home.
- To demonstrate the safe and effective use of Occupational Therapy equipment to families and other carers as appropriate within own competencies.
- To form professional relationships with clients, who often exhibit challenging behaviour and unpredictable changes in circumstances. Communicate with

them in a way that respects their views, autonomy and culture. Be flexible and adaptable with plans.

Communication

- To communicate complex difficulties and treatment related information sensitively to clients, families and other professionals, in order to elicit cooperation, sometimes in situations where there may be differences of opinion or where there are barriers to understanding.
- To be able to apply verbal and non-verbal de-escalation techniques when appropriate where there are areas of conflict and the potential for aggression.

- To use effective motivational, empathetic and re-assurance skills as appropriate to support clients and their families and carers in their care.
- To effectively listen and communicate to clients and their families/carers in a format which is understandable, planning and designing communication strategies which consider verbal, non-verbal and visual methods.
- To actively develop and maintain close working relationships with colleagues across disciplines and agencies, voluntary, statutory and private which facilitates the co-ordinated provision of service to best meet the needs of clients and their families.

Documentation and Administration

- To ensure all written and electronic records and activity data are recorded up to date and maintained in accordance with Health board and local standards.
- To use any identified IT and written data systems in a timely and consistent way following health board and departmental policies.
- To participate in the development of local administration systems.
- To take a share of administrative duties to enable the Occupational Therapy department to function effectively.
- To deal appropriately and professionally with general enquiries coming into the Occupational Therapy department in accordance with departmental procedures.
- To maintain clinical records and reports of clients in accordance with departmental guidelines and College of Occupational Therapy (COT) standards.

Professional Ethics

- To adhere to Health Professions Council and College of Occupational Therapy Code of Ethics and Professional Conduct, the Health Boards Code of Conduct, and local policies and procedures.
- To maintain own professional registration through renewal and taking responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio as required for professional registration.

Professional Development

- To develop knowledge, skills and expertise within clinical area.
- To develop an up to date knowledge of Occupational Therapy equipment/ assessments/treatment, implementing the principles of evidence based practice and ensuring competency and safe practice.
- To undertake reflective practice and to contribute to a professional debate on a range of clinical issues relating to the delivery of Occupational Therapy services.
- To collaboratively engage in regular supervision with an identified supervisor to support service planning, personal accountability and professional development.
- To collaboratively engage in own appraisal through providing evidence and contributing to the setting of objectives.
- To identify training needs within supervision and appraisal processes, and arranging and attending mandatory and specialist in-service and external training, seminars, lectures and courses.
- To acknowledge limitations in own practice and seek help from experienced colleagues/supervisor to develop professional competencies/practice.
- To contribute to the delivery and development of clinical care within the rotations, through sharing personal interests/experience and leading/piloting developments under supervision.

Management

- To have an awareness of the impact of local policies and protocols which impact on service delivery.
- To have an awareness of local and national clinical guidelines pertinent to the clinical area.
- To have an understanding of, and to apply the principles of Clinical Governance.
- To prioritise own work within the resources available to the service and to highlight deficiencies to the immediate line manager, where they impact on either the quality or standards of service delivery.

- To take an active role within local service and clinical networks, attending and contributing to meetings.
- To apply departmental and Health Board policies and procedures and reporting to the Head/Senior Occupational Therapist when there are issues of these being met.

- To contribute to the induction of new staff.
- To be involved in supervising Occupational Therapy students and to educate students from other disciplines in the role of Occupational Therapy.
- To participate in Occupational Therapy support worker supervision as directed by supervisor.
- To provide education and delegation to support workers from other disciplines under the guidance of designated supervisor.

Research and Development

- To be aware of professional developments in assessment and intervention and contribute to the development of Occupational Therapy practice within clinical area.
- To maintain basic audit and research skills contributing to the evaluation of service delivery by participating in audit activity within the Occupational Therapy service.
- To contribute to agreed service development tasks, implementing new service developments and participating in service evaluations and reviews, audit and research projects.