

## MANYLEB Y PERSON

Y wybodaeth a fesurir yw'r isafswm sydd ei angen i gyflawni dyletswyddau llawn y swydd i'r safonau angenrheidiol. Dylid defnyddio cymwysterau fel dangosydd o lefel y wybodaeth sydd ei angen. Mae hyfforddiant a phrofiad hefyd yn ddull o ennill y wybodaeth sydd ei angen ar gyfer swydd megis hyfforddiant yn y gwaith, cyrsiau byrion a phrofiad i lefel gyfatebol o wybodaeth y dylid rhoi manylion amdanynt.

NODER: Peidiwch â defnyddio nifer y blynyddoedd o brofiad gan y gall hyn fod yn wahaniaethol a chaiff y rhain eu dychwelyd. Mae'n hanfodol i reolwyr ganolbwyntio ar y math o sgiliau a phriodweddau sydd eu hangen i gyflawni dyletswyddau'r swydd.

<b>NODWEDDION</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Cymwysterau a/neu Wybodaeth</b>	Gradd neu'r hyn sy'n cyfateb mewn Therapi Galwedigaethol neu i fod yn y drydedd flwyddyn o hyfforddiant a bydd yn cael eu penodi ar gymhwyster llwyddiannus.  Cofrestriad HCPC		Ffurflen gais ac archwiliadau cyn-gyflogi
<b>Profiad</b>	Tystiolaeth o leoliadau ymarfer amrywiol. Tystiolaeth o leoliadau ymarfer mewn lleoliad GIG.		Ffurflen gais a chyfweliad
<b>Tueddfryd a Galluoedd</b>	Gallu i gyfleu rôl Therapi Galwedigaethol i eraill gan gynnwys staff o wahanol ddisgyblaethau a chleifion a'u gofalwyr. Gallu i weithredu'r broses Therapi Galwedigaethol gyda chleientiaid. Gallu i gyfathrebu'n effeithiol a sensitif gydag eraill. Gallu i reoli eich amser a'ch llwyth gwaith eich hun. Gallu i weithio'n effeithiol ar eich pen eich hun ac mewn tîm. Gallu i gyfrannu at strategaethau rheoli risg a'u dilyn Sgiliau llafar a dieiriau i gefnogi cyfathrebu gydag eraill.	Y gallu i siarad Cymraeg	Cyfweliad

<b>Gwerthoedd</b>	<p>Gallu i ymwneud â chleientiaid a'u perthnasau wrth nodi a chytuno ar amcanion triniaeth.</p> <p>Ymrwymiad i ddysgu gydol oes i ddatblygu eich sgiliau proffesiynol eich hun.</p> <p>Ymrwymiad i gyfrannu at dasg datblygu'r gwasanaeth, e.e., archwilio ac ymarfer seiliedig ar dystiolaeth a gwerthuso gwasanaeth er mwyn gwella'r gofal i gleifion.</p> <p>Gallu i gyfleu'r rôl o fewn agwedd systemau cyfan.</p>		<p>Ffurflen gais Cyfweliad Geirdaon</p>
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	<p>Dangos cywirdeb. Dangos gofal trugarog.</p>		
<b>Unrhyw beth arall</b>	<p>Gallu cwrdd â gofynion teithio'r swydd.</p> <p>Gallu gweithio oriau hyblyg.</p>		<p>Ffurflen gais a chyfweliad</p>

## **GOFYNION CYFFREDINOL**

Cynhwyswch y rhai sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn rhan annatod o fywyd gwaith daliwr y swydd a bod yr egwyddorion wedi eu gwreiddio yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Mae'n ofynnol i'r holl staff sydd angen iddynt gofrestru â chorff proffesiynol, fel y medrant ymarfer yn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarparu gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad a'r agweddau y mae'n rhaid i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru lynu wrthynt. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol, ac mae ganddynt ddyletswydd gofal, i sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau yn y Cod ac na fydd dim gweithredu neu ddiffyg gweithredu ar eu rhan yn andwyol i ddiogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra byddant yn eu gofal.
- **Cymhwysedd:** Ni ddylai daliwr y swydd weithio y tu allan i'w cymhwysedd diffiniedig ar unrhyw adeg. Os oes pryderon ynghylch hyn, dylai daliwr y swydd eu trafod yn syth â'u Rheolwr / Goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Rheolwr / Goruchwyliwr os oes ganddynt amheuan am eu cymhwysedd i gyflawni dyletswydd.
- **Dysgu a Datblygu:** Rhaid i bob aelod o staff gwblhau rhaglenni cynefino / ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol a sicrhau bod unrhyw ofynion hyfforddiant statudol / gorfodol yn gyfredol a diweddar. Lle ystyrir bod hynny'n briodol, rhaid i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Arfarnu Perfformiad:** Rydym yn ymrwymedig i ddatblygu ein staff ac rydych yn gyfrifol am gyfrannu at Adolygiad Datblygu Perfformiad Blynyddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl staff y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain a diogelwch personol pobl eraill y gallai eu gweithredu neu ddiffyg gweithredu effeithio arnynt. Mae'n ofynnol i ddaliwr y swydd gydweithredu â'r tîm rheoli fel bod y sefydliad yn gallu cwrdd â'i ddyletswyddau cyfreithiol ei hun ac adrodd unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i ddaliwr y swydd lynu wrth bolisiau Rheoli Risg, Iechyd a Diogelwch a pholisiau cysylltiedig y sefydliad.
- **Rheoli Risg:** Un o elfennau safonol y rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol wrth reoli risg ym mhob dim a wneir ganddynt. Mae hyn yn golygu asesu'r risg ym mhob sefyllfa, cymryd camau priodol ac adrodd pob digwyddiad, pethau a fu bron a digwydd, a pheryglon.
- **Yr Iaith Gymraeg:** Rhaid i bob aelod o staff gyflawni eu dyletswyddau drwy gydymffurfio'n gaeth â gofynion Cynllun Iaith Gymraeg eu sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddaliwr y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw cyfrinachedd a diogelwch y wybodaeth a enillir ganddynt wrth gyflawni eu dyletswyddau. Mewn llawer iawn o achosion bydd hyn yn cynnwys gweld gwybodaeth bersonol am ddefnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddaliwr y swydd drin yr holl wybodaeth, p'un ai'n gorfforaethol, am staff neu am gleifion, mewn ffordd bwylllog a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a pholisiau'r sefydliad. Ystyrir bod torri'r cyfrinachedd hwn yn drosedd disgyblu difrifol lle gellid diswyddo a / neu erlyn o dan y ddeddfwriaeth statudol bresennol (Deddf Diogelu Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel un o weithwyr y sefydliad hwn, mae daliwr y swydd yn gyfreithiol gyfrifol am yr holl gofnodion a gesglir, a grëir neu a ddefnyddir ganddynt fel rhan o'u gwaith yn y sefydliad (gan gynnwys

iechyd cleifion, ariannol, personol a gweinyddol), p'un ai'n gofnodion papur neu gyfrifiadurol. Ystyrir pob cofnod o'r fath i fod yn gofnod cyhoeddus ac mae gan ddaliwr y swydd ddyletswydd gyfrinachedd gyfreithiol tuag at ddefnyddwyr gwasanaeth (hyd yn oed ar ôl gadael cyflogaeth y sefydliad). Dylai daliwr y swydd siarad â'u rheolwr os oes ganddynt unrhyw amheuaeth ynghylch sut y dylid rheoli'r cofnodion hyn yn gywir.

- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru'n rhoi dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl gyda nodweddion a warchodir, fel cyflogwr ac fel darparwr gwasanaethau cyhoeddus. Mae naw o nodweddion a warchodir: oed, anabledd, ail-bennu rhywedd, beichiogrwydd a mamolaeth, hil, crefydd neu gred, priodas a phartneriaeth sifil, rhyw a thueddiad rhywiol. Mae'r Bwrdd Iechyd yn ymrwymedig i sicrhau na fydd unrhyw ymgeisydd am swydd na gweithiwr yn cael ei drin yn ddim llai ffafriol ar sail unrhyw un o'r seiliau uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb a mater i bob gweithiwr yw cyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio a harasio ac yn gweithio'n galed i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg gydag urddas a pharch. Gofynnir i bob aelod o staff adrodd unrhyw fath o fwlio a harasio i'w Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni fydd ymddygiad amhriodol yn y gweithle'n cael ei oddef o gwbl a bydd yn cael ei drin fel mater difrifol o dan Bolisi Disgyblu'r Bwrdd Iechyd / Ymddiriedolaeth.
- **Archwiliad Datgeliad DBS:** Yn y rôl hon bydd gennych gyswllt uniongyrchol â chleifion / defnyddwyr gwasanaeth / oedolion bregus fel rhan o'ch dyletswyddau arferol. Bydd felly angen i chi wneud cais am Archwiliad Datgeliad Manwl gan y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn archwilio cyngyflogi'r Bwrdd Iechyd.
- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad yn ymrwymedig i ddiogelu plant ac oedolion bregus. Rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldeb o dan y Polisi Amddiffyn Oedolion.
- **Rheoli Haint:** Mae'r sefydliad yn ymrwymedig i gwrdd â'i ymrwymadau i leihau haint. Mae'r staff i gyd yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a staff rhag y risg o gael haint cysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau'r Bwrdd Iechyd ar Atal a Rheoli Haint, a glynu wrthynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r siawns orau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd, adeiladau a thiroedd y Bwrdd Iechyd yn ddi-fwg.

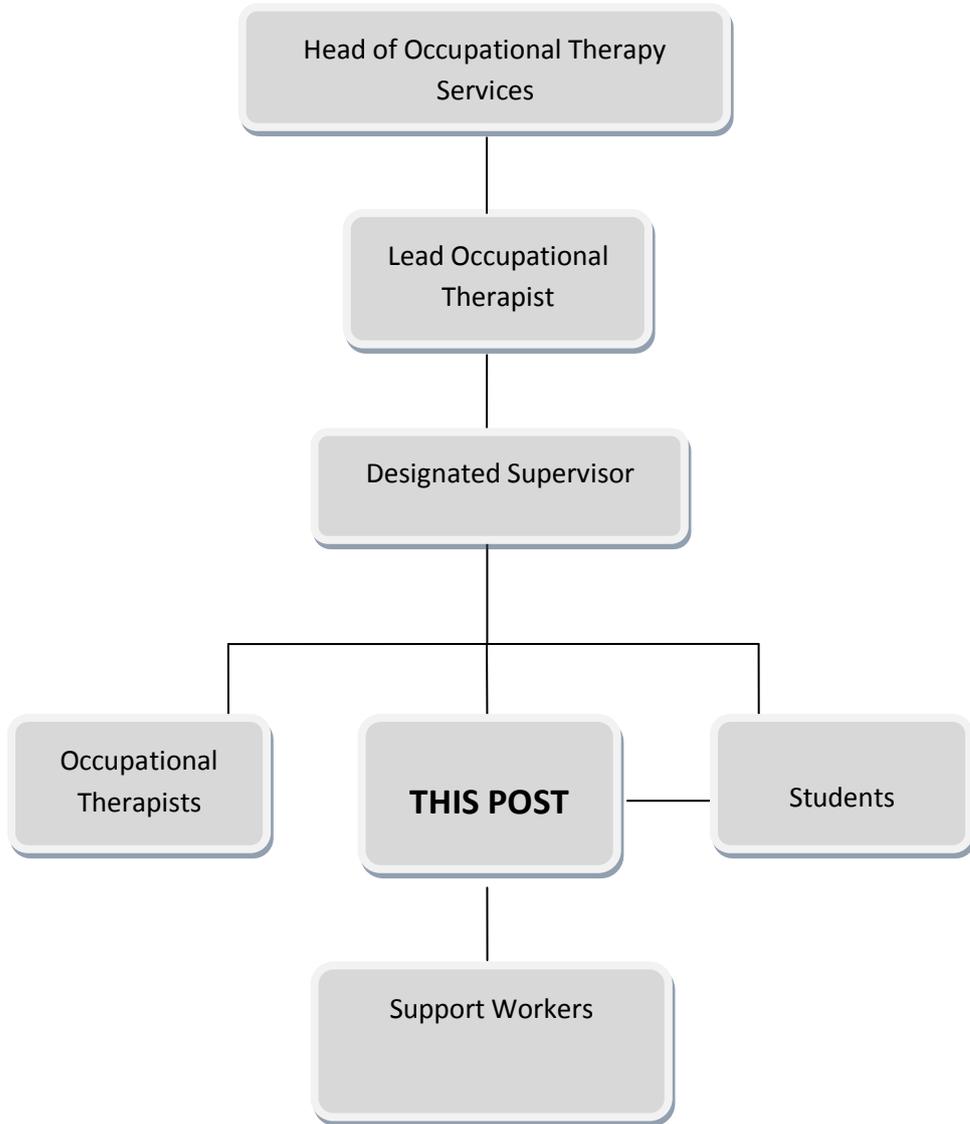
**Datganiad Hyblygrwydd:** Mae dyletswyddau'r swydd wedi eu hamlinellu yn y Swydd Ddisgrifiad a Manyleb y Person a gellir eu newid o bryd i'w gilydd os bydd y ddwy ochr yn cytuno.

Job Title: \_\_\_\_\_

### 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 the text boxes below showing the organisational relationships.



**Job Title:** \_\_\_\_\_

**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;

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<b>Manually handle objects and equipment (including hoists and wheelchairs) to transport them within the department and clinic site</b>	<b>Daily</b>	<b>mins</b>	<b>Can vary within the rotations</b>
<b>Manually handle equipment during assessment and treatment which supports activities of daily living and engagement in other occupations which can include demonstrating and fitting daily living equipment in patients homes, this can include demonstrating and fitting equipment in restrictive positions, can include kneeling, crouching, twisting and lifting.</b>	<b>Daily</b>	<b>mins</b>	<b>Can vary within the rotations</b>
<b>Use manual handling and therapeutic handling interventions with patients which can include manoeuvring a patient and equipment in restrictive positions which can include bending, twisting and lifting.</b>			

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'**

Dexterity to use equipment for clinigol use and keyboard/writing skills for patient clinigol records	Daily	1 hour	Therapy manager is used in certain areas – an electronic form of documentation. Some clinigol documents on word and excel.
Requirement to walk distances between wards and hospital departments and escort service users walking to community resources from the base or their home.	Daily	Vary	
Able to respond to incidents of violence using breakaway techniques requiring balance and co-ordination	Rare	Vary	
Using own car or pool car to take patients on home assessment visits, community visits or to attend meetings at other venues.	Vary	Vary	
Working between different locations/bases/community settings to meet the needs of the patients and services, requiring organisation and planning to meet the travel requirements of the post.	Daily	Full-shift	

## 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 clinigol/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-clinigol fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/cleientiaid.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	
Responding to unforeseen issues telephone calls/face to face contacts, which require an immediate response. This may require managing and negotiating conflict and emotive issues.	Daily	30 mins	
Work can be difficult to complete without distraction/interruption and issues may arise which take precedence. There is a need to be able to be flexible with planned activities with the ability to manage own time and achieve set deadlines.	Daily	Intermittent during shift	
Carrying out clinigol sessions which require the analysis of several factors simultaneously. Listening and observation of service users and family and listening and communication with other health and care staff who may also be present	Daily	1 hour	
Assessing and treating service users with acute or chronic health needs, often multiple diagnosis and a complex combination of physical, mental health, social and environmental factors within their assessment, treatment interventions. Requiring a flexible and adaptable approach.	Daily	1-2 hours	
Concentration during clinigol patient sessions, attending to many factors which can include providing advice and support to other staff, agencies and relatives. Concentration to complete clinigol reports	Daily	1 hour	

Being flexible and adaptable, responding to changing Ilwyth gwaith priorities, changing clinigol presentation of the patient and interruptions during work tasks.	Daily	Intermittent	Intermittent
Posts may be rotational requiring resilience in adapting to new clinical areas at regular intervals.	6-8 monthly		Inductive clinical
<b>Examples of Typical effort(s)</b>	<b>How often per week / month?</b>	<b>For how long?</b>	<b>Emotional Effort</b>
			This factor measures the nature, frequency and duration demands of

the emotional effort required to undertake clinigol or non clinigol 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/cleientiaid/gofalwyr/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**

Negotiating clinigol priorities within a multidisciplinary team which may require the management of conflict and emotive issues.	Daily	Up to an hour	<b>Working Conditions</b>
Supporting service users and their gofalwyr in emotive situations. This can include supporting a service user/carer with a new diagnosis, recent bereavement, and breakdown of family relationships. The disclosure of abuse, attempted suicide, self harm, and social phobias, and alcohol/substance misuse.	Daily	Up to an hour	<b>Situational demands</b>
Emotional effort often required to build a therapeutic relationship with service users who are experiencing acute illness with a lack of motivation/interest in therapy to enable them to engage in assessment and treatment.			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, relatives, gofalwyr.
Working with service users who may have challenging or aggressive behaviour.			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?	
Working in community environments where there may be unpleasant working environments due to neglect of the home, neglect of self and poor health of the patients which can result in dust, dirt, smells, body fluids e.g. urine. They may come into contact with body fluids, faeces, vomit.	Rare	Vary	Varies
Working with patients who have injuries/wounds either accidental or due to self harm, following infection control and clinical guidelines consistently and sensitively.	Rare	2 hours	Comm limited
All areas of clinigol work consist of the potential for experiencing aggressive behaviour and managing conflict.	Rare	30 mins	
Advising others on clinical risk from own caseload and how to apply risk management protocols within the clinical area.	Daily	Full shift	

Community visits where there is limited support.	Weekly	2 – 3 hours	<b><u>Submission of documents for job evaluation</u></b>
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Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [Jenny.Jones9@wales.nhs.uk](mailto:Jenny.Jones9@wales.nhs.uk) or [Sherryl.Todd@wales.nhs.uk](mailto:Sherryl.Todd@wales.nhs.uk) Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road  
Llanfairfechan  
Conwy  
LL33 0HH**

## **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.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Degree or equivalent in Occupational Therapy, or to be in third year of training and will be appointed upon successful qualification  HCPC Registration		Application form and pre employment checks
<b>Experience</b>	Evidence of varied practice placements. Evidence of practice placements in an NHS setting.		Application form and interview

<p><b>Aptitude and Abilities</b></p>	<p>Ability to articulate the role of Occupational Therapy to others including staff of different disciplines and patients and their carers.</p> <p>Ability to implement the Occupational Therapy process with clients.</p> <p>Ability to communicate effectively and sensitively with others.</p> <p>Ability to manage own time and caseload.</p> <p>Ability to work effectively when both lone working and in a team setting.</p> <p>Ability to both inform and follow risk management strategies.</p> <p>Verbal and non-verbal skills support communication with others.</p>	<p>Ability to speak Welsh</p>	<p>Interview</p>
<p><b>Values</b></p>	<p>Ability to engage clients and their relatives and carers in identifying and agreeing treatment goals.</p> <p>Commitment to lifelong learning to develop own professional skills.</p> <p>Commitment to contribute to service development task e.g. audit and evidence based practice and service evaluation to improve patient care.</p>		<p>Application Form Interview References</p>

	<p>Ability to articulate role within a whole systems approach.</p> <p>Demonstrates integrity.</p> <p>Demonstrates compassionate care.</p>		
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<b>Other</b>	Able to meet the travel requirements of the post.  Able to work hours flexibly.		Application form and interview
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## GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **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 patients/service users/ children/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 Health Boards 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.

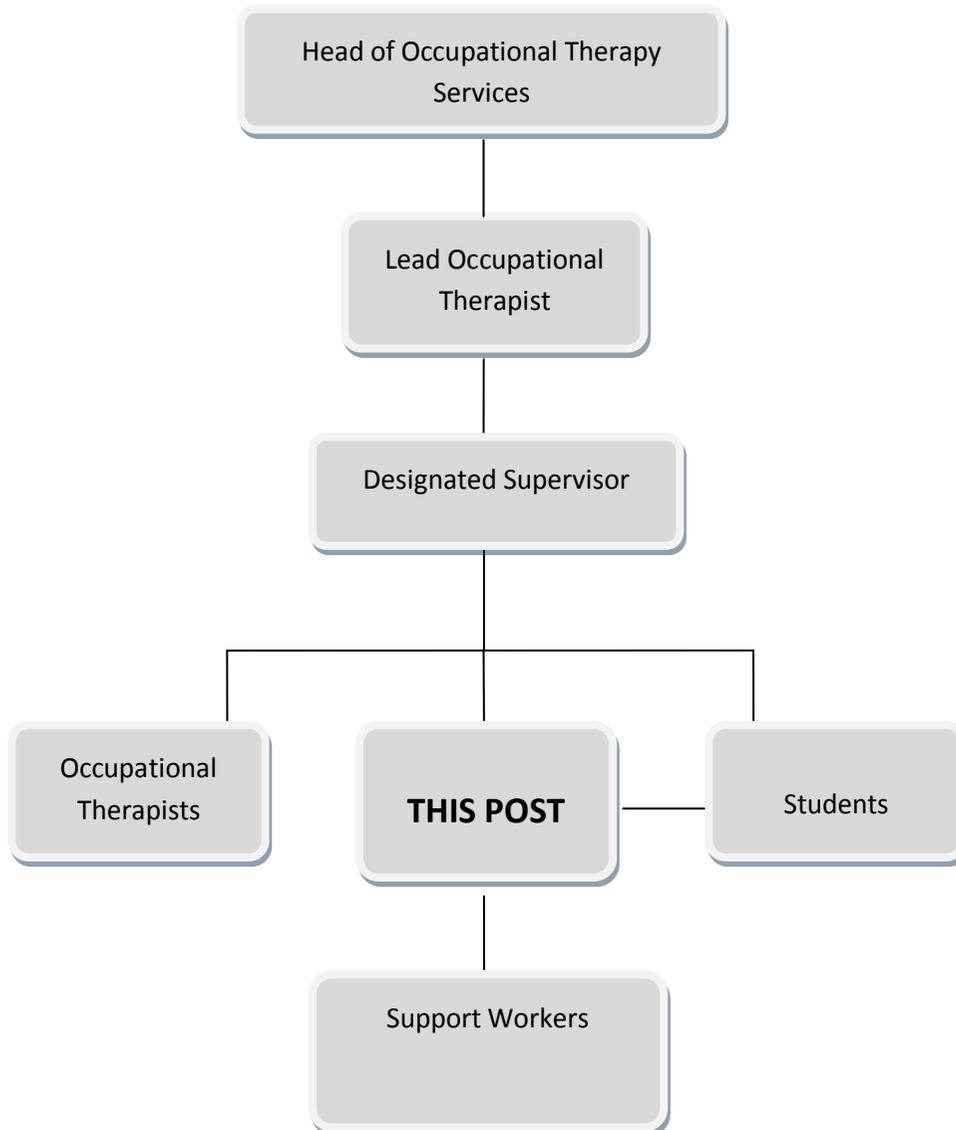
## APPENDIX 1

**Job Title:** \_\_\_\_\_

## 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:** \_\_\_\_\_

**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
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**which supports activities of daily living and engagement in other occupations which can include demonstrating and fitting daily living equipment in patients homes, this can include demonstrating and fitting equipment in restrictive positions, can include kneeling, crouching, twisting and lifting.**

**Daily**

**20 mins**

<b>Use manual handling and therapeutic handling interventions with patients which can include manoeuvring a patient and equipment in restrictive positions which can include bending, twisting and lifting.</b>			
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Manually handle objects and equipment (including hoists and wheelchairs) to transport them within the department and clinical site	Daily	20 mins	Can vary within the rotations
Manually handle equipment during assessment and treatment			Can vary within the rotations
Dexterity to use equipment for clinical use and keyboard/writing skills for patient clinical records	Daily	1 hour	Therapy manager is used in certain areas – an electronic form of documentation. Some clinical documents on word and excel.
Requirement to walk distances between wards and hospital departments and escort service users walking to community resources from the base or their home.	Daily	Vary	
Able to respond to incidents of violence using breakaway techniques requiring balance and co-ordination.	Rare	Vary	

Working between different locations/bases/community settings to meet the needs of the patients and services, requiring organisation and planning to meet the travel requirements of the post.

Daily

Full-shift

## 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.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	
<b>Responding to unforeseen issues telephone calls/face to face contacts, which require an immediate response. This may require managing and negotiating conflict and emotive issues.</b>	<b>Daily</b>	<b>30 mins</b>	
<b>Work can be difficult to complete without distraction/interruption and issues may arise which take precedence. There is a need to be able to be flexible with planned activities with the ability to manage own time and achieve set deadlines.</b>	<b>Daily</b>	<b>Intermittent during shift</b>	
<b>Carrying out clinical sessions which require the analysis of several factors simultaneously. Listening and observation of service users and family and listening and communication with other health and care staff who may also be present</b>	<b>Daily</b>	<b>1 hour</b>	
<b>Assessing and treating service users with acute or chronic health needs, often multiple diagnosis and a complex combination of physical, mental health, social and environmental factors within their assessment, treatment interventions. Requiring a flexible and adaptable approach.</b>	<b>Daily</b>	<b>1-2 hours</b>	

<p><b>Concentration during clinical patient sessions, attending to many factors which can include providing advice and support to other staff, agencies and relatives. Concentration to complete clinical reports</b></p>	<p><b>Daily</b></p>	<p><b>1 hour</b></p>	
<p><b>Being flexible and adaptable, responding to changing caseload priorities, changing clinical presentation of the patient and interruptions during work tasks.</b></p>	<p><b>Daily</b></p>	<p><b>Intermittent</b></p>	
<p><b>Posts may be rotational requiring resilience in adapting to new clinical areas at regular intervals.</b></p>	<p><b>6-8 monthly</b></p>		<p><b>Ind</b></p>

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## 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?	
Negotiating clinical priorities within a multidisciplinary team which may require the management of conflict and emotive issues.	Daily	Up to an hour	
Supporting service users and their carers in emotive situations. This can include supporting a service user/carer with a new diagnosis, recent bereavement, and breakdown of family relationships. The disclosure of abuse, attempted suicide, self harm, and social phobias, and alcohol/substance misuse.	Daily	Up to an hour	Situ clin

dem

Emotional effort often required to build a therapeutic relationship with service users who are experiencing acute illness with a lack of motivation/interest in therapy to enable them to engage in assessment and treatment.	Daily	Full shift	
Working with service users who may have challenging or aggressive behaviour.	Daily	Full shift	

### 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**

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**Working in community environments where there may be Weekly or Daily Up to 2 hours unpleasant working environments due to neglect of the home, neglect of self and poor health of the patients which can result in dust, dirt, smells, body fluids e.g. urine.**

**Working with patients who have injuries/wounds either Weekly or Daily 2 hours Var accidental or due to self harm, following infection control and clinical guidelines consistently and sensitively.**

Examples of Typical Conditions	How often per week / month?	For how long?	
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**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 [Jenny.Jones9@wales.nhs.uk](mailto:Jenny.Jones9@wales.nhs.uk) or [Sherryl.Todd@wales.nhs.uk](mailto:Sherryl.Todd@wales.nhs.uk) Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road**

All areas of clinical work consist of the potential for experiencing aggressive behaviour and managing conflict.	Rare	30 mins	
Advising others on clinical risk from own caseload and how to apply risk management protocols within the clinical area.	Daily	Full shift	
Community visits where there is limited support.	Weekly	2 – 3 hours	

**Llanfairfechan  
Conwy  
LL33 0HH**