

MANYLEB BERSONOL

Y wybodaeth i'w mesur ar gyfer y lleiafswm sydd ei hangen i gynnal dyletswyddau llawn y swydd at y safonau gofynnol. Dylid defnyddio cymwysterau i ddarparu dangosydd o lefel yr wybodaeth angenrheidiol. Mae hyfforddiant a phrofiad yn fodd o feddu ar yr wybodaeth angenrheidiol ar gyfer swydd, megis hyfforddiant yn y swydd, cyrsiau byr a phrofiad at lefel gywerth o wybodaeth a ddylid ei nodi.

SYLWER: Peidiwch â defnyddio nifer blynyddoedd o brofiad, oherwydd gall hyn fod yn wahaniaethol a bydd y rhain yn cael eu dychwelyd. Mae'n hanfodol i reolwyr ganolbwyntio ar y mathau o sgiliau a rhinweddau angenrheidiol i gyflawni dyletswyddau'r swydd.

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Cymhwyster cydnabyddedig gradd/cywerth mewn Dietegydd HCPC Cofrestredig Cofrestrwyd gyda BDA	Aelodaeth grŵp rhwydwaith clinigol priodol. Dangos dealltwriaeth a chymryd rhan mewn llywodraethu clinigol ac asesu risg. Gwybodaeth am ddeddfwriaethau/polisi iechyd. Gwybodaeth a sgiliau cyfathrebu estynedig ac amgen.	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	Ystod o brofiadau clinigol ar draws gwasanaethau oedolion yn ystod y lleoliad clinigol.	Profiad o ddirprwyo gwaith i staff heb eu cofrestru. Profiad o weithio mewn timau amlldisgyblaethol/ Timau amlbroffesiwn. Profiad o gefnogi newid mewn gwasanaeth. Profiad clinigol ychwanegol neu'n ymwneud â gofal iechyd.	Ffurflen Gais a chyfweliad
Cymhwyster a Galluoedd	Sgiliau rhyngpersonol ardderchog. Gallu datrys problemau. Sgiliau trafod. Gwybodaeth am offer asesu. Y gallu i hunanwerthuso.	Gallu siarad Cymraeg.	Cyfweliad

	Sgiliau canolbwyntio. Sgiliau blaenoriaethu. Sgiliau myfyrio a dadansoddi. Sgiliau gwahaniaethu clywedol. Sgiliau gwrando da. Gallu gweithio fel aelod o dîm. Sgiliau arsylwi da. Sgiliau cyflwyno ardderchog, llafar ac ysgrifenedig. Profiad a gwybodaeth glinigol amrywiol. Deall moeseg broffesiynol a'u deunydd mewn ymarfer. Ymwybyddiaeth o swyddogaethau staff proffesiynol eraill sy'n gysylltiedig â defnyddwyr gwasanaeth ar y llwyth gwaith a gytunwyd. Sgiliau cynllunio, rheoli amser a threfnu effeithiol Sgiliau TG. Ymwybyddiaeth o lywodraethu clinigol/archwilio.		
Gwerthoedd	Empathi Hunan-frwdfrydig a gallu ysgogi eraill. Gallu gweithio dan amodau gwaith anodd yn emosiynol. Hyblyg i fodloni anghenion y gwasanaeth. Gallu gweithio'n annibynnol. Gallu ymdopi ag amgylchedd gwaith prysur gyda chyfnodau o darfu drwy gydol y dydd. Gallu blaenoriaethu'ch baich gwaith eich hun Y gallu i fyfyrrio a gwerthuso eich		Ffurflen gais Cyfweliad Geirdaon

	perfformiad eich hun yn gritigol. Gallu dangos doethineb a diplomyddiaeth wrth weithio ag eraill.		
Arall	Gallu bodloni cliriad diogelwch gorfodol. Gofynion arbennig i wneud y swydd e.e. gallu teithio o fewn ardal ddaearyddol. Gallu gweithio oriau hyblyg. Unrhyw beth arall na gynhwysir uchod.		Cliriadau DBS a charchar Ffurflen Gais a chyfweliad

GOFYNION CYFFREDINOL

Dylech gynnwys y rhai sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n ofynnol bod bob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a Datganiadau Ymddygiad er mwyn iddynt fod yn rhan integredig o fywyd gweithio deilydd y swydd ac i gynnwys yr egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr 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 a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod â'i reolwr/goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Goruchwyliwr/Rheolwr os oes ganddynt amheuaeth ynghylch eu gallu i wneud eu dyletswyddau.
- **Dysgu a datblygiad:** Mae'n rhaid i bob aelod o staff ymgymryd â rhaglen gynefino ar lefel Gorfforaethol ac Adran a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Pan fo'n briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blynnyddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain a phobl eraill y gallai eu gweithredoedd neu esgeulustod effeithio arnynt. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILL i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i'r deilydd swydd lynu wrth 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 ragweithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau priodol ac adrodd am bob digwyddiad, achosion y bu ond dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith y sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae'n rhaid i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a diogeledd gwybodaeth a geir wrth gyflawni ei ddyletswyddau. Bydd hyn yn cynnwys mewn sawl achos, mynediad at wybodaeth bersonol yn ymwneud â defnyddwyr 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 synhwylol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a pholisi'r Sefydliad. Ystyrir unrhyw fethiannau mewn cyfrinachedd fel trosedd ddifrifol disgyblaethol, a all arwain at ddiswyddo a/neu erlyniad dan ddeddfwriaeth statudol gyfredol (Deddf Gwarchod Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr y sefydliad hwn, mae gan ddeilydd y swydd gyfrifoldeb cyfreithiol am yr holl gofnodion mae'n eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y sefydliad (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. 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 gyda'i reolwyr os oes ganddo unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y mae'n gweithio gyda 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. Ceir naw nodwedd a warchodir: oed; anabledd; ailbennu rhywedd, partneriaeth sifil neu briodas, beichiogrwydd a mamolaeth; tras, crefydd neu gredo, rhyw a thueddfryd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth lai ffafriol ar sail unrhyw un o'r 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 sefydliad yn gwrthwynebu i bob math o aflonyddu a bwllian ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a chydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf o aflonyddu a bwllian i'w rheolwr llinell neu unrhyw gyfarwyddwr y sefydliad. Ni fydd unrhyw ymddygiad amhriodol yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Bydd gennych gysylltiad * uniongyrchol/anuniongyrchol â defnyddwyr gwasanaeth/plant/oedolion yn y swydd hon fel rhan o'ch dyletswyddau arferol. Felly, bydd raid i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol *Safonol/Uwch fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd. *Dileer fel sy'n briodol
Nid oes angen gwiriad datgelu DBS ar ddeilydd y swydd hon. *Dileer fel sy'n briodol
- **Diogelu Plant ac Oedolion Bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Felly, mae'n rhaid i'r holl staff fynychu hyfforddiant diogelu plant a bod yn ymwybodol o'u cyfrifoldebau dan y Polisi Diogelu Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei rwymedigaethau er mwyn lleihau heintiau cymaint â phosibl.
Mae'r holl staff yn gyfrifol am warchod a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gaffael heintiau'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys a chadw at Bolisiâu a Gweithdrefnau Rhwystro a Rheoli Heintiau'r Bwrdd Iechyd yn barhaus.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'n holl ddefnyddwyr gwasanaeth, ymwelwyr a staff i fod yn iach, mae bob safle'r Bwrdd Iechyd, gan gynnwys 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.

PERSON SPECIFICATION

The knowledge to be measured in 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	Recognised qualification degree/equivalent in Dietetics. HCPC registered. BDA registered.	Membership of appropriate clinical network group. Demonstrate understanding & involvement of clinical governance and risk assessment. Knowledge of health legislation/policy. Alternative and augmentative communication knowledge & skills.	Application form and pre employment checks
Experience	A range of clinical experience across Adult services during clinical placement.	Experience of delegating work to non-registered staff. Experience of working in multidisciplinary/ multiprofessional teams. Experience of supporting service change. Additional clinical or health care related experience.	Application form and interview
Aptitude and Abilities	Excellent interpersonal skills. Ability to problem-solve. Negotiation skills. Knowledge of assessment tools. Ability to self-evaluate. Concentration skills.	Ability to speak Welsh	Interview

	Prioritisation skills. Reflection and analytical skills. Auditory discrimination skills. Good listening skills. Ability to work as a team member. Observation skills. Good presentation skills oral and written. Varied clinical experience and knowledge. Understanding of professional ethics and their application in practice. Awareness of roles of other professionals involved in care of service users on agreed caseload. Effective planning, time management and organisational skills. IT skills. Awareness of principles of clinical governance / audit.		
Values	Empathic. Self-motivating and ability to motivate others. Ability to work under emotionally stressful conditions. Flexible to meet the needs of the service. Able to work independently. Able to cope with a busy working environment, with periods of interruption throughout the working day. Ability to prioritise own workload. Ability to reflect and critically appraise own performance.		Application Form Interview References

	Be able to demonstrate tact and diplomacy when working with others.		
Other	Able to satisfy mandatory security clearance. Special requirements to perform in the role e.g. Ability to travel within geographical area. Able to work hours flexibly. Anything else not covered above.		DBS and prison vetting clearances. Application form and interview

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 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct service users/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 Trust's pre-employment check procedure. The post holder does not require a DBS Disclosure Check.
- **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 service users, 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 service users, 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.

