

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl y Swydd: Therapydd Iaith a Lleferydd

Band Cyflog: 5

Oriau Gwaith/Natur y Cytundeb I'w cwblhau wrth recriwtio

Uwch Adran / Cyfarwyddiaeth I'w gytuno arno

Adran Adran Therapi Iaith a Lleferydd

Lleoliad: i'w gytuno

TREFNIADAU'R SEFYDLIAD

Yn atebol i:

Yn rheolaethol: Pennaeth Therapi Iaith a Lleferydd.
Dirprwy Pennaeth Gwasanaethau Therapi Iaith a Lleferydd
Arweinydd Tîm Clinigol Therapydd Iaith a Lleferydd

Yn adrodd i: Arweinydd Tîm Clinigol Therapydd Iaith a Lleferydd

Yn gyfrifol yn broffesiynol i: Pennaeth Therapi Iaith a Lleferydd.

DIBEN Y SWYDD/CRYNODEB O'R SWYDD

Bydd deilydd y swydd yn cyfrannu at ddarpariaeth iechyd a gofal cymdeithasol i'r bobl a wasanaethir o fewn BIPBC gan gymryd rhan yng nghyflawniad cenhadaeth ac amcanion ansawdd y Bwrdd Iechyd drwy ddarparu gwasanaethau therapi iaith a lleferydd effeithiol ac effeithlon o fewn yr adnoddau sydd ar gael ac yn unol â chofrestrriad a Chôd Ymarfer RCSLT a'r HCPC.

DYLETSWYDDAU/CYFRIFOLDEBAU

Cytunir ar Gynllun Swydd gyda deilydd y swydd, a chaiff ei adolygu'n rheolaidd gyda'r Rheolwr Llinell ddirprwyedig, er mwyn sicrhau bod blaenoriaethau'r gwasanaeth yn cael eu deall yn glir a bod modd cytuno ar amserlenni yn y gweithle.

Bydd deilydd y swydd yn:

- Dal llwyth gwaith a darparu gwasanaeth therapi iaith a lleferydd i blant a/neu oedolion gydag ystod o anawsterau cyfathrebu a/neu fwydo a llyncu. Bydd hyn yn cynnwys asesu, diagnosis, triniaeth, rheoli a rhyddhau defnyddwyr gwasanaeth o'r llwyth gwaith.
- Byddwch yn gweithio fel aelod o'r tîm Therapi Iaith a Lleferydd a thimau amlddisgyblaethol sy'n cydweithio ac yn cynghori asiantaethau eraill o ran anghenion penodol y cleient a darparu gwasanaeth.

Bydd deilydd y swydd yn dal portffolio sy'n cynnwys y meysydd canlynol o gyfrifoldeb i sicrhau bod arferion clinigol a llywodraethu yn hollol integrol i ddarpariaeth gwasanaeth ar draws yr ardal leol:

- Cyfrifoldebau clinigol - o fewn un neu fwy o ardaloedd clinigol neu ddaearyddol, gweithio o fewn maes clinigol penodol i ddatblygu sgiliau arbenigol.
- Cymryd rhan mewn grwpiau gorchwyl a gorffen, mewn cytundeb â uwch gydweithwyr. Gall hyn fod o fewn grŵp clinigol arbenigol neu ar draws rhwydwaith amlddisgyblaethol e.e. safonau clinigol, hyfforddiant a datblygiad, archwilio; ymgysylltiad â'r defnyddiwr gwasanaeth; gwerthuso gwasanaeth a chynlluniau gwella.
- Gweithio fel rhan o dimau amlddisgyblaethol.

Bydd deilydd y swydd yn aelod o grwpiau arbenigeddau clinigol priodol/rhwydweithiau amlddisgyblaethol, gan weithio gyda chefnogaeth gan uwch staff clinigol ac uwch ymarferwyr Thil i

- Ymgymryd â chyfrifoldebau llywodraethu clinigol o ran y maes gwasanaeth o fewn y grwpiau arbenigol clinigol a'r rhwydweithiau clinigol amlddisgyblaethol.
- Cefnogi datblygiad, gweithrediad a gwerthusiad Dangoswyr Ansawdd Allweddol (KQI).
- Moderneiddio gwasanaethau Therapi Iaith a Lleferydd, gan sicrhau cynladwyedd a chyflawni gofal iechyd doeth.

CYFRIFOLDEBAU CLINIGOL

Wrth weithio â chleifion/cleientiaid, bydd deilydd y swydd yn:

- Defnyddio sgiliau a gwybodaeth therapi iaith a lleferydd, a danategir gan arferion cyfredol sy'n seiliedig ar dystiolaeth i helpu rheoli'r llwyth gwaith, mewn partneriaeth ag aelodau'r timau Gwasanaeth Therapi Iaith a Lleferydd ac amlddisgyblaethol fel sy'n briodol.
- Darparu asesiadau, diagnosis, rheolaeth, triniaeth a rhyddhau unigolion a gyfeiriwyd gydag anhwylderau lleferydd, iaith, rhuglder, cyfathrebu a bwyta/yfed o fewn llwyth gwaith yn glinigol effeithiol (dwyieithog), sy'n ceisio cyngor/ cyfeirio/trosglwyddo at weithwyr proffesiynol, asiantaethau a gwasanaethau eraill fel sy'n briodol.
- Sicrhau bod defnyddwyr gwasanaeth/gofalwyr yn gysylltiedig yn natblygiad a gwerthusiad pecynnau gofal/amcanion gofal, gan ddefnyddio targedau SMART sy'n seiliedig ar dystiolaeth, mesurau canlyniad clinigol a rhyddhau pan yn briodol, gan ystyried gwahaniaethau diwylliannol ac ieithyddol, gofynion dwyieithog a gofynion Deddf y Gymraeg.
- Sicrhau bod defnyddwyr gwasanaeth yn cael y cyfle, fel partneriaid cyfartal a rymuswyd drwy gydsyniad gwybodol, ymrwymiad i fynediad, darpariaeth gwybodaeth a chyfranogiad a gefnogir ar bob cam y llwybr therapiwtig.
- Sicrhau dirprwyo diogel drwy gydweithio a hyfforddi cleifion/gofalwyr a staff proffesiynol eraill, gan ddarparu gwybodaeth ysgrifenedig hygyrch ac adroddiadau sy'n amlinellu rheolaeth a gofal defnyddwyr gwasanaeth, fel bod pawb sy'n gysylltiedig yn gwybod sut i helpu'r cleient orau i gyflawni amcanion therapi a gwneud y mwyaf o botensial cyfathrebu mewn amrywiol amgylcheddau a sefyllfaoedd cymdeithasol eraill.
- Darparu ymyriadau a strategaethau unigol, grŵp neu gyffredinol.
- Ysgrifennu rhaglenni therapi ar gyfer Cynorthwywyr Iechyd/Gofal Cymdeithasol/Addysg ac eraill i'w gweithredu.
- Sicrhau bod pecynnau gofal yn cael eu gwerthuso ar ddiwedd cyfnod o ofal, gan ddefnyddio mesurau canlyniad clinigol a rhyddhau pan yn briodol.
- Sicrhau cyfrinachedd cleifion gwasanaeth bob amser.

CYFATHREBU

Bydd deilydd y swydd yn:

- Gweithio gydag aelodau eraill timau perthnasol i sicrhau bod pawb yn derbyn gwybodaeth briodol am yr unigolyn ac yn cael dealltwriaeth lawn o gyflwr yr unigolyn; darparu cynllun gofal a gydlynwyd yn dda, lle bydd pawb yn dod i gytundeb am benderfyniadau sy'n berthnasol i reolaeth cleient.
- Gweithio'n agos â defnyddwyr gwasanaeth, gofalwyr a theuluoedd; dangos empathi gyda defnyddwyr gwasanaeth, gofalwyr, teuluoedd a chydweithwyr i sicrhau bod cyfathrebu effeithiol yn cael ei gyflawni, yn enwedig pan fo rhwystrau i ddealltwriaeth yn bodoli.
- Ysgogi'r unigolyn/gofalwyr i ymgysylltu yn y broses therapiwtig, gan drafod a darbwyllo teuluoedd/gofalwyr/eraill i gefnogi pan yn briodol.
- Mynychu cynadleddau achos pan yn briodol.
- Cydweithio gyda'r gweinyddydd/cynorthwyr arbenigol i wneud apwyntiadau prydlon ar gyfer asesiadau/sesiynau therapi; anfon gwybodaeth ysgrifenedig a pharatoi deunyddiau therapi ysgrifenedig priodol.
- Ffurio perthnasau cynhyrchiol a symbylu defnyddwyr gwasanaeth a/neu ofalwyr i ymgysylltu yn y broses therapiwtig.
- Defnyddio sgiliau trafod i reoli gwrthdrawiadau ar draws ystod o sefyllfaoedd ac ymdrin â chwynion anffurfiol yn sensitif, gan osgoi uwch gyfeirio os yn bosibl.
- Cydweithio gyda chydweithwyr Therapi Iaith a Lleferydd mewn ardaloedd gerllaw, i sicrhau trosglwyddiad gofal esmwyth i ddefnyddwyr gwasanaeth o fewn a thu allan i'r ardal a wasanaethir gan BIPBC.

DATBLYGIAD PROFFESIYNOL A PHERSONOL

Bydd deilydd y swydd yn:

- Cymryd rhan yn system werthuso staff yr adran (Adolygiad Personol a Datblygiad - PADR), a chytuno ar gynllun o amcanion ar gyfer datblygiad personol a phroffesiynol gyda'r Therapydd Arweiniol. Bydd yr amcanion a osodir yn adlewyrchu cynlluniau'r Gwasanaeth a BIPBC, gan gynnwys amcanion penodol sy'n ymwneud â meysydd gwaith.
- Cymryd rhan mewn grwpiau cefnogi cyfoedion; gan ystyried arferion gyda chydweithwyr a mentor i nodi cryfderau personol ac anghenion datblygiad. Bydd hyn yn cynnwys rhannu a dosbarthu gwybodaeth o gyfnodolion a llenyddiaeth berthnasol ac adolygiadau cyfoedion.
- Cymryd rhan mewn goruchwyliaeth glinigol. Mynychu cyrsiau a chyfarfodydd perthnasol, grwpiau diddordeb arbennig a hyfforddiant mewnol er mwyn datblygu a chynnal sgiliau a gwybodaeth.
- Cynnal aelodaeth RCSLT lawn a chyflawni gofynion cofrestrriad HCPC i gwrdd â gofynion y swydd a sicrhau arferion gorau diogel, cyfredol ac ar sail tystiolaeth.
- Cadw cofnod cyfredol i weithgareddau CPD yn y log RCSLT CPD.
- Ymgymryd â hyfforddiant statudol a gorfodol a sicrhau gwybodaeth weithiol barhaus o bolisiau a gweithdrefnau perthnasol gan gynnwys Iechyd a Diogelwch, Deddf yr Iaith Gymraeg, Deddf Gallu Meddyliol, DoLS, POVA diogelu, Trin â llaw/gwrthrychau, COSSH, Tân, Rheoli Heintiau, CPR a fframweithiau cyfreithiol eraill. Defnyddio gwybodaeth berthnasol a dysgu ar gyfer ymarfer eich hunan a goruchwyllo eraill.
- Ymgymryd â hyfforddiant DATIX ac Asesydd Risg er mwyn gallu adrodd a rheoli sefyllfaoedd sy'n cynnwys risg personol a/neu risg i eraill.
- Gweithio gyda chlinigwyr i sicrhau bod egwyddorion Llywodraethu Clinigol yn tanategu holl arferion clinigol.
- Mynychu a chyfrannu at gyfarfodydd staff a thîm adrannol ar gais y rheolwr.

HYFFORDDI ERAILL

Bydd deilydd y swydd yn:

- Cynorthwyo i gynefino therapyddion newydd eu cyflogi a staff eraill.

- Cefnogi cydweithwyr Therapi Iaith a Lleferydd eraill i roi cyflwyniadau a defnyddio pecynnau hyfforddiant.
- Paratoi deunyddiau ar gyfer sesiynau hyfforddiant ac addysg fel bo angen - gall hyn gynnwys paratoi cyflwyniadau PowerPoint.
- Darparu a chofnodi cefnogaeth briodol i gyd-bartneriaid mewn gofal, defnyddwyr gwasanaeth a gwirfoddolwyr i sicrhau dirprwyo pecynnau gofal cyfathrebu a/neu lyncu diogel.
- Cyfrannu at gyflwyniad, hyfforddiant, datblygiad a goruchwyliaeth barhaus Cynorthwyywyr Therapi Iaith a Lleferydd, Ymarferwyr Cysylltiol a gwirfoddolwyr, hefyd cyfrannu at eu gwaith gyda defnyddwyr gwasanaeth penodol a/neu ddyletswyddau sy'n cefnogi llwybrau gofal Therapi Iaith a Lleferydd a gweithrediadau gwasanaeth.

ARWEINIAD CLINIGOL

Bydd deilydd y swydd yn:

- Bod yn adnodd clinigol gweledol a hygyrch mewn lleoliadau clinigol/rhwydweithio i reolwyr, staff a defnyddwyr gwasanaeth.
- Cefnogi uwch gydweithwyr Therapi Iaith a Lleferydd a rheolwyr gwasanaeth i sicrhau bod safonau ardderchog yn cael eu cynnal o fewn grwpiau clinigol a thimau/rhwydweithiau amlddisgyblaethol. Mae hyn yn cynnwys adolygu dogfennaeth, monitro rhyngweithiad rhwng staff a defnyddwyr gwasanaeth i sicrhau eu bod yn cael eu trin ag urddas, parch, caredigrwydd a thrugaredd bob amser; cydymffurfio â Hanfodion Gofal a thrin pryderon a chwynion anffurfiol a dderbynnir yn briodol.
- Cefnogi uwch gydweithwyr gydag amcanion neu brosiectau gwasanaeth mewn mannau clinigol a ddifiniwyd ac i ymgysylltu â gweithredu cynlluniau gwaith Arferion Clinigol a Llywodraethu
- Gweithio'n agos â therapyddion yn eu maes clinigol i sicrhau arferion gorau a monitro safonau

YMCHWIL A DATBLYGIAD

Bydd deilydd y swydd yn:

- Cymryd rhan mewn grwpiau clinigol arbenigol, grwpiau byrdymor a rhwydweithiau amlddisgyblaethol, gan gyfrannu at Arferion Clinigol a chynllun gwaith llywodraethu, cymryd rhan mewn archwilio, ymchwil a gweithgareddau PPI o fewn maes gwasanaeth eich hunan gyda chyfeiriad uwch gydweithwyr i sicrhau bod gwasanaethau'n cael eu cyflawni at safonau arferion gorau.
- Sicrhau bod gwasanaethau sy'n cael eu darparu o fewn maes cyfrifoldeb eich hunan yn derbyn gwerthusiad cywir, gan ddefnyddio mesurau canlyniad yn erbyn safonau lleol a chenedlaethol y cytunwyd arnynt.
- Casglu a darparu data ymchwil fel bo angen ar gyfer rhaglenni eich hunan ac adrannol eraill.

DATBLYGU POLISI / GWASANAETH

Bydd deilydd y swydd yn:

- Dangos gwybodaeth a chadw at a gweithredu polisiau, canllawiau a gweithdrefnau RCSLT, BIPBC ac adrannol o fewn meysydd arfer.
- Mynychu a chymryd rhan yn weithredol mewn cyfarfodydd staff, tîm a thimau ardal leol a grwpiau arbenigol clinigol/dyddiau datblygiad proffesiynol yn unol â'r rheolwr llinell.
- Cyfrannu at ddatblygu gwasanaethau yn eich maes eich hunan.
- Cyfrannu at ddatblygu gwasanaethau Cymraeg/dwyieithog.
- Cyfrannu at adeiladu tîm rhyngasiantaethol/amlasiantaethol

ADNODDAU DYNOL

Bydd deilydd y swydd yn:

- Goruchwylio gwaith clinigol ymarferwyr cysylltiol, cynorthwyyr a gwirfoddolwyr, gan sicrhau dirprwyo tasgau a dyletswyddau'n ddiogel o ran defnyddwyr gwasanaeth.
- Arddangos rhaglenni therapi i weithwyr iechyd/gofal cymdeithasol/addysgol, teuluoedd a gofalwyr.
- Cymryd rhan mewn cynefino staff.
- Cymryd rhan mewn lleoliadau clinigol ar gyfer myfyrwyr Therapi Iaith a Lleferydd a'r rhai o grwpiau proffesiynol eraill fel y trefnwyd.
- Darparu cyngor i blant ysgol, oedolion ifanc a myfyrwyr ôl-radd ac esbonio swyddogaeth y Therapydd Iaith a Lleferydd i ymwelwyr, myfyrwyr a gwirfoddolwyr.

ADNODDAU GWYBODAETH

Bydd deilydd y swydd yn:

- Cynnal cofnodion cywir a chyfoes yn unol â safonau proffesiynol RCSLT a pholisïau lleol y Bwrdd Iechyd.
- Rhannu gwybodaeth gydag eraill, gan gadw at ganllawiau gwarchod data.
- Mewnbynnu a chasglu data gweithgaredd yn gywir a rheolaidd, gan sicrhau cyflwyniad amserol a chywir o fewn canllawiau BIPBC.
- Cadw at bolisïau a chanllawiau Llywodraethu Gwybodaeth.

CYFRIFOLDEBAU ERAILL

Bydd deilydd y swydd yn:

- Monitro lefelau stoc yn eich maes gwasanaeth eich hunan a gwneud ceisiadau am gyfarpar newydd ac adnoddau fel sy'n briodol.
- Bod yn gyfrifol am olrhain diogelwch, gofal a chynnal a chadw cyfarpar, gan sicrhau y cedwir safonau rheoli haint a diogelwch - gan gynnwys cyfarpar a fenthycir i ddefnyddwyr gwasanaeth.

Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y Swydd Ddisgrifiad a'r Fanyleb Bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

Ni fwriedir i'r disgrifiad swydd hwn fod yn rhestr gyflawn o ddyletswyddau, ond yn ganllaw i amcanion a chyfrifoldebau'r swydd. Caiff ei adolygu yn unol ag unrhyw newid sefydliadol ac yn flynyddol fel rhan o'r broses werthuso.

GOFYNION CYFFREDINOL

- **Gwerthoedd:** Mae'n ofynnol bod pob 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.
- **Gweithiwr Proffesiynol Iechyd Cofrestredig:** Gofynnir i holl weithwyr BIPBC y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cefnogi Gofal Iechyd:** Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarpariaeth gofal iechyd o ansawdd uchel. Mae Côt Ymddygiad cenedlaethol GIG Cymru yn disgrifio'r safonau ymddygiad agwedd a'r ymddygiad sy'n ddisgwyliedig o holl Weithwyr Cefnogi Gofal Iechyd sy'n cael eu cyflogi yn GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau a ddisgrifir yn y Cod ac nad yw unrhyw weithred neu

esgeulustra o'u rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra eu bod yn eu gofal.

- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i'w lefel diffiniedig cymhwyster. Os oes gan ddeilydd y swydd bryderon ynghylch hyn, fe ddylai eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Reolwr/Goruchwyliwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **Dysgu a Datblygu:** Rhaid i bob aelod staff ymgymryd â rhaglenni cynefino/cyfeiriadaedd ar lefel gorfforedig ac adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yw'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 ym mhroses Adolygu Datblygiad Perfformiad Blyneddol y swydd.
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- **Rheoli Risg:** Un o elfennau safonol y rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol 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.
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- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith y sefydliad a chymryd bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
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- **Llywodraethu Gwybodaeth:** Mae gofyn i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Mewn llawer o achosion bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n gysylltiedig 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 diogelu data 1998 a pholisi'r sefydliad. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol, sy'n agored i ddiswyddo a/neu erlyniad dan ddeddfwriaeth statudol bresennol (Deddf Gwarchod Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel un o weithwyr y sefydliad hwn, mae gan ddeilydd y swydd gyfrifoldeb cyfreithiol am yr holl gofnodion y bydd yn eu casglu, eu creu neu eu defnyddio fel rhan o'i waith yn y Bwrdd Iechyd (gan gynnwys iechyd cleifion, iechyd staff neu anaf, materion ariannol, personol a gweinyddol), waeth a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnod cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo/i 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 bositif ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl a nodweddion gwarchodedig, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw rhinwedd a warchodir: oed; anabled; ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth; hil, crefydd neu gred, rhyw a thueddfryd 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 Bwrdd Iechyd Bolisi Cydraddoldeb a rhaid i bob gweithiwr gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac yn ymdrechu'n rhagweithiol i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i'r holl staff adrodd ar unrhyw fath o fwlio ac aflonyddu 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:** Yn y rôl hon bydd gennych gyswllt uniongyrchol â chleifion/defnyddwyr gwasanaeth/ plant/oedolion bregus yn ystod eich dyletswyddau arferol. Felly, bydd gofyn i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol Manylach fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd.
- **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 oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am warchod a diogelu defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb 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 ddefnyddwyr gwasanaeth, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.



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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF:
2016/0642

JOB DESCRIPTION

JOB DETAILS

Job Title:	Speech and Language Therapist
Pay Band:	5
Hours of Work/Nature of Contract	To be completed on recruitment
Division/Directorate	To be agreed
Department	Speech and Language Therapy Department
Base	To be agreed

ORGANISATIONAL ARRANGEMENTS

Accountable to:

Managerially: Head of Speech and Language Therapy
 Deputy Head of Speech and Language Therapy
 Speech and Language Therapy Clinical Team Leader

Reporting to: Speech and Language Therapy Clinical Team Leader

Professionally responsible to: Head of Speech and Language Therapy

JOB SUMMARY/JOB PURPOSE

The post holder will contribute to the provision of health and social care to the people served within BCUHB by participating in the achievement of the Health Board's mission and quality objectives by providing high quality, safe, efficient and effective speech and language therapy services within available resources and in accordance with the registration and Code of Practice of the RCSLT and the HCPC.

DUTIES/RESPONSIBILITIES

A Job Plan will be agreed with the post holder, and regularly reviewed with the designated Line Manager, to ensure service priorities are clearly understood and workplace timetables are agreed.

The post holder will:

- Hold a caseload and provide a speech and language therapy service to children and / or adults with a range of communication and / or feeding and swallowing difficulties. This involves the assessment, diagnosis, treatment, management and discharge of service users from the caseload.
- Work as a member of the Speech and Language Therapy team and multi-disciplinary teams liaising with and advising other agencies in relation to the specific client's needs and service delivery.

The post holder will hold a portfolio which will include the following areas of responsibility to ensure that clinical practice and governance are fully integral to service provision across the localities:

- Clinical responsibilities – within one or more clinical or geographical areas, working within a specific clinical area to develop specialist skills

- Participating in Task and Finish groups, in agreement with the senior colleagues. This may be within a clinical specialist group or across a multi-disciplinary network, e.g. clinical standards; training & development; audit; service user involvement; service evaluation; and improvement plans.
- Working as a member of multi-disciplinary teams.

The post holder will be a member of appropriate clinical specialist groups/multidisciplinary networks, working with support from SLT senior clinical staff and advanced practitioners to:

- Undertake clinical governance responsibilities in relation to the service area within the clinical specialist groups and multi-disciplinary clinical networks.
- Support the development, implementation and evaluation of Key Quality Indicators (KQI).
- Modernise Speech and Language Therapy Services ensuring sustainability and the delivery of prudent healthcare.

CLINICAL RESPONSIBILITIES

When working with patients/clients, the postholder will:

- Use speech and language therapy skills and knowledge, underpinned by current evidence based practice, to help manage the caseload in partnership with members of the Speech & Language Therapy Service and multidisciplinary teams as appropriate.
- Provide clinically effective (bilingual) assessment, diagnosis, management, treatment & discharge of individuals referred with disorders of speech, language, fluency, communication and eating/drinking within the caseload, seeking advice/referring/transferring to alternative professionals, agencies and services as appropriate.
- Ensure service users/carers are involved in the development and evaluation of packages of care/care aims, using SMART, evidence-based targets, clinical outcome measures, and discharging where appropriate, with due regard for cultural and linguistic differences, bilingual requirements and the Welsh Language Act.
- Ensure service users are afforded opportunities as equal, empowered partners through informed consent, commitment to access, information provision and supported participation at each stage of the therapeutic pathway.
- Ensure safe delegation through liaison and training of parents/carers and other professionals, with provision of accessible written information and reports outlining management and care of service users, so that all involved know how best to help the client to achieve therapy goals and maximise communicative potential in a variety of environments and other social settings.
- Deliver individual, group or generalising interventions and strategies.
- Write therapy programmes for Health/Social Care/Education Assistants and others to implement.
- Ensure packages of care are evaluated at the end of an episode of care using clinical outcome measures, and discharging when appropriate.
- Ensure patient confidentiality of service users at all times.

COMMUNICATION

The post holder will:

- Work with other members of relevant teams to ensure all receive appropriate information about the individual and have a full understanding of the individual's condition; providing a well co-ordinated care plan whereby all reach agreement about decisions relevant to the client's management.
- Work closely with service users, carers and families; demonstrate empathy with service users, carers, families and colleagues to ensure that effective communication is achieved, particularly where barriers to understanding exist.
- Motivate the individual / carers to engage in the therapeutic process, negotiating with and persuading families / carers / others to support where appropriate.
- Attend case conferences when appropriate.
- Liaise with the administrative / specialist assistants to make timely appointments for assessment / therapy sessions; send out written information and prepare appropriate written therapy material.

- Form productive relationships and motivate service users and / or carers to engage in the therapeutic process.
- Use negotiation skills in the management of conflict across a range of situations and deal with informal complaints sensitively, avoiding escalation where possible.
- Liaise with Speech & Language Therapy colleagues in neighbouring areas to ensure smooth transfer of care for service users in and out of the area served by BCUHB.

PERSONAL & PROFESSIONAL DEVELOPMENT

The post holder will:

- Participate in the Department's staff appraisal system (Personal and Development Review - PADR), and agree a plan of objectives for personal and professional development with the Lead Therapist. Objectives set will reflect the Service and BCUHB's plans, including specific objectives relating the areas of work.
- Participate in peer support groups; reflecting on practice with peers and mentor to identify own strengths and development needs. This will include sharing and disseminating information from relevant journals and literature, and peer review.
- Participate in Clinical Supervision. Attend relevant courses, meetings, special interest groups and in-service training in order to develop and maintain skills and knowledge.
- Maintain full RCSLT membership, and fulfil HCPC registration requirements to meet the requirements of the post and ensure safe, current and evidenced best practice.
- Keep an up to date record of CPD activity in the RCSLT CPD log.
- Undertake statutory and mandatory training and ensure an ongoing working knowledge of relevant policies and procedures including Health & Safety, Welsh Language Act, Mental Capacity Act, DoLS, Safeguarding POVA, Manual/Object Handling, COSHH, Fire, Infection Control, CPR and other legal frameworks. Apply relevant knowledge and learning to own practice and supervision of others.
- Undertake DATIX and Risk Assessor training to be able to report and manage situations involving personal risk and/or risks to others.
- Work with clinicians to ensure the principals of Clinical Governance underpin all clinical practice.
- Attend & contribute to departmental staff and team meetings at the request of the manager.

TRAINING OTHERS

The post holder will:

- Assist in the induction of newly employed therapists and other staff.
- Support other Speech and Language Therapy colleagues to deliver presentations and training packages.
- Prepare materials for training and educational sessions as required – this could involve preparing PowerPoint presentations.
- Provide and record appropriate support to co-partners in care, service users, and volunteers to assure safe delegation of communication and / or swallowing care packages.
- Contribute to the ongoing induction, training, development and supervision of Speech & Language Therapy Assistants, Associate Practitioners and volunteers, and also to contribute to their work with specific service users and / or duties which support Speech and Language Therapy care pathways and service operations.

CLINICAL LEADERSHIP

The post holder will:

- Provide a visible and accessible clinical resource in clinical settings/networks to managers, staff, service users.
- Support SLT senior colleagues and service managers to ensure that excellent standards are maintained within clinical groups and teams/multi-disciplinary networks. This includes, review of documentation, monitoring the interaction between staff and service users, to ensure they are treated with dignity,

respect, kindness and compassion at all times; comply with fundamentals of care, and to deal appropriately with informal concerns and complaints received.

- Support senior colleagues in service objectives or projects in defined clinical areas and to be engaged with the implementation of the Clinical Practice and Governance work plans.
- Work closely with therapists in own clinical areas to ensure best practice and monitoring of standards.

RESEARCH AND DEVELOPMENT

The post holder will:

- Participate in clinical specialist groups, Task and Finish groups, and multi-disciplinary networks, contributing to the Clinical Practice and Governance work plan, participating in audit, research, and PPI activities within own service area with the direction of senior colleagues to ensure services are delivered to best practice standards.
- Ensure services delivered within own areas of responsibility are properly evaluated using outcome measures against agreed local and national standards.
- Collect and provide research data as required for own and other departmental programmes.

POLICY / SERVICE DEVELOPMENT

The post holder will:

- Demonstrate knowledge of, adhere to and implement RCSLT, BCUHB and departmental policies, guidelines and procedures within areas of practice.
- Attend and actively participate in staff, team, locality team meetings and Clinical Specialist groups / professional development days in accordance with the Line Manager.
- Contribute to the development of own areas of service.
- Contribute to the development of Welsh / bilingual services.
- Contribute to interagency / multi-disciplinary team building.

HUMAN RESOURCES

The post holder will:

- Supervise the clinical work of Associate Practitioners, Assistants, and volunteers ensuring safe delegation of tasks and duties in relation to service users.
- Demonstrate therapy programmes to Health / Social Care / Education support workers, families and carers.
- Participate in staff inductions.
- Participate in clinical placements for Speech & Language Therapy students and those from other professional groups as arranged.
- Provide advice for school children, young adults, and post-graduate students and explain the role of the Speech and Language Therapist to visitors, students and volunteers.

INFORMATION RESOURCES

The post holder will:

- Maintain accurate and contemporaneous records in line with RCSLT professional standards and local HB policies.

- Share information with others, observing Data Protection guidelines.
- Input and gather activity data accurately and regularly, ensuring timely and accurate submission within BCUHB guidelines.
- Adhere to Information Governance policies and guidelines.

OTHER RESPONSIBILITIES

The post holder will:

- Monitor stock levels in own service areas and request new equipment and resources as appropriate.
- Be responsible for the tracking, security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to service users.

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.

This job description is not intended to be an exhaustive list of duties but to give a guide to the objectives and responsibilities of the post. It will be reviewed in line with any organisational change and annually as part of the appraisal process.

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.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **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 contact with service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced 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 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.

