



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Ddisgrifiad or Swydd

MANYLION SWYDD

Teitl Swydd:	GWYDDONYDD BIOFEDDYGOL
Graddfa:	Band 5
Graddfa Gyflog:	
Oriau Gwaith:	37.5 Awr yr Wythnos
Adran / Ward:	Patholeg
Lleoliad:	Ysbyty Glan Clwyd

Trefniadau Sefydliadol

- ATEBOL I:**
- (Yn rheolaethol) Rheolwr Gwasanaeth
 - (Adrodd) Arweinydd Adran
 - (Yn Broffesiynol) Rheolwr Gwasanaeth

YN GYFRIFOL AM: Goruchwyllo

- Gwyddonwyr Biofeddygol a Gwyddonydd Gofal Iechyd dan hyfforddiant Gweithwyr cefnogi mewn maes penodol o waith.

PWRPAS Y SWYDD

Fel Gwyddonydd Biofeddygol bydd disgwyl i ddeilydd y swydd weithio o fewn y safonau proffesiynol disgwyliedig gan un wedi cofrestru gyda'r Cyngor Proffesiynau Iechyd (HPC) a chynnal portffolio o dystiolaeth sy'n cefnogi Datblygiad Proffesiynol Parhaol (CPD).

Bydd dyletswyddau Gwyddonydd Biofeddygol yn cynnwys gwneud ystod o weithdrefnau gwyddonol sy'n golygu prosesu samplau biofeddygol i gyfrannu at wneud diagnosis o glefydau, eu trin a'u monitro ac ymchwilio i brosesau patholegol.

Bydd gofyn i ddeilydd y swydd gydymffurfio â gweithdrefnau gweithredol safonol a gytunwyd, polisïau ac arfer da labordy a hefyd i weithio o fewn dyletswyddau eu gwaith, cydymffurfio â safonau angenrheidiol Achrediad Patholeg Glinigol (UKAS.) a chyrrff proffesiynol a deddfwriaethol perthnasol eraill (e.e. H.T.A., B.S.Q.R.)

Bydd gofyn i ddeilydd y swydd weithio ar sail cylchdro trwy wahanol rannau'r adran, ac efallai bydd gofyn iddo/iddi weithio ar unrhyw safle yn ardal Bwrdd Iechyd Lleol Prifysgol Betsi Cadwaladr (BIPBC) er mwyn sicrhau gwasanaeth cyson.

Yn amodol ar ateb y gofynion angenrheidiol o ran gallu, bydd disgwyl i ddeilydd y swydd weithio ar sail cylchdro er mwyn sicrhau y darperir gwasanaethau labordy rhwng 7:00 bore - 7:00 nos Dydd Llun tan dydd Gwener a sail cylchdro ar penwythnos, fel sy'n addas i ofynion defnyddwyr y gwasanaethau clinigol.

Bydd gofyn i chi allu blaenoriaethu ymchwiliadau yn unol ag angen clinigol, gan sicrhau'r troi gorau posibl ar gyfer ceisiadau brys.

Dyletswyddau A Chyfrifoldebau

CYFATHREBU

- Cyfathrebu'n effeithiol yn fewnol yn yr adran yn ogystal â gydag adrannau eraill ac asiantaethau allanol, gan ledaenu cyngor a gwybodaeth yn effeithlon. Delio'n gwrtais â'r holl ddefnyddwyr gwasanaeth, gan ddangos sensitifrwydd fel sy'n briodol.
- Yn defnyddio cyfathrebu effeithiol mewn sefyllfaoedd brys i asesu brys, blaenoriaethu gwaith a sicrhau canlyniadau cyflym mewn ymateb i'r gofynion clinigol.
- Yn mynychu ac yn cymryd rhan mewn cyfarfodydd adrannol a thiworialau fel sy'n ofynnol gan reolwr y Gwasanaeth.
- Yn cynnal cysylltiadau da â phob aelod o staff ac yn hyrwyddo gwaith tîm effeithiol
- Delio ag ymholiadau ffôn gan gynnwys darparu canlyniadau i wardiau, clinigau a meddygfeydd yn unol â Gweithdrefn Weithredu Safonol y labordy.

Dadansoddol, Gwyddonol a Thechnegol

- Yn ôl Gweithdrefnau Gweithredu Safonol adrannol (SOPs) ac o fewn terfynau cymhwysedd unigolion, mae'n paratoi, yn cynnal ac yn graddnodi amrywiaeth o offer a dadansoddwyr gwyddonol. Yn perfformio gwiriadau stocrestr ymweithredydd a defnyddiadwy, ailgyflenwi, perfformio gwiriadau system, gweithredu ar ganlyniadau'r gwiriadau hyn, prosesu samplau rheoli ansawdd i sefydlu perfformiad system dderbyniol a chymryd unrhyw gamau unioni.
- Ymateb yn briodol i fethiannau offer, methiannau QC neu golli gwasanaeth, rheoli effaith y broblem a gwneud penderfyniadau cyflym ac effeithiol i sicrhau parhad gwasanaeth. Datrys problemau, ac os yn bosibl, atgyweirio a chynnal a chadw offerynnau i'w gweithredu'n gywir, gan gadw offer yn y cyflwr gorau posibl i'w ddefnyddio. Riportiwch unrhyw broblemau i uwch staff.
- Yn perfformio ymchwiliadau labordy â llaw, lled-awtomataidd ac cwbl awtomataidd, gan gadw at SOPs yr adran ac yn destun asesiad cymhwysedd. Yn

ymgymryd â chynhyrchu canlyniadau profion i gynhyrchu adroddiadau sy'n gywir, yn amserol ac yn berthnasol i staff clinigol. Yn gweithredu prosesau cyn arholiad priodol i sicrhau ansawdd samplau.

- Yn unol â phrotocolau adrannol, a lle bo angen, canllawiau cenedlaethol, yn cynnal profion labordy â llaw gan gynnwys trosglwyddo sbesimenau, paratoi ymweithredydd a rhag-driniaeth sampl. Gwirio ac asesu ansawdd sleidiau a staeniau yn ogystal â pherfformio profion cadarnhau pan fo angen.
- Yn darparu canlyniadau perthnasol, cywir a chynghor ymchwilio pellach, gan gyfeirio at uwch gydweithwyr neu ymgynghorwyr pan fo hynny'n berthnasol.
- Yn mesur ac yn monitro ansawdd ymchwiliadau labordy gan ddefnyddio gweithdrefnau ansawdd mewnol ac allanol priodol. Yn cymryd camau unioni pan fydd gweithdrefnau rheoli ansawdd neu sicrhau ansawdd yn dangos colli perfformiad yn unol â phrotocolau labordy.
- Yn defnyddio dyfarniadau gwyddonol yn seiliedig ar geisiadau labordy (yn unol â phrotocolau adrannol) i benderfynu sut y dylid rhannu a phrosesu meinwe.
- Ymateb i geisiadau brys am waith gan ddefnyddwyr gwasanaeth cydnabyddedig ..
- Yn ôl gofynion yr adran, mae'n paratoi paratoadau sampl cyn dadansoddol: - derbyn, gwirio a phrosesu sampl. Bydd hyn yn cynnwys gwirio'r holl fanylion ar ffurflenni cais a sbesimenau yn llym ac yn ofalus; hysbysu staff ward, clinig neu feddygfa am unrhyw wallau a cheisio datrysiaid
- Yn cyfeirio samplau at labordai eraill i'w hymchwilio yn unol â phrotocolau labordy.
- Prosesu a chael gwared ar samplau heintus yn ddiogel gan gynnwys rhai gan gleifion risg uchel hysbys, gan gadw at reolau a rheoliadau iechyd a Diogelwch cyfredol bob amser.
- Monitro a datrys problemau system rheoli tymheredd y labordy

Cynllunio a threfnu

- Bydd deiliad y swydd yn ymwybodol o bolisiau BIL ac adrannol ar iechyd a diogelwch, cyfrinachedd, rheoli ansawdd a diogelu data.
- Bydd deiliad y swydd yn cynnal addasrwydd i ymarfer, gan gydymffurfio â chod ymddygiad y Cyngor Proffesiynau Iechyd (HPC) ac yn sicrhau bod cofrestrriad yn cael ei gynnal
- Gweithio ar sail cylchdro trwy wahanol adrannau'r adran, i alluogi parhad gwasanaeth ym mhob maes ac i ddatblygu sylfaen wybodaeth eang o Patholeg Cellog.

- Yn dilyn polisiâu a gweithdrefnau diogelwch yr LHB a'r adran. Yn deall y ddyletswydd gofal statudol ar gyfer diogelwch personol a dyletswydd eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu hepgoriadau.
- Adrodd am unrhyw ddigwyddiadau niweidiol neu anffodus a allai gyfaddawdu ar les staff, ymwelwyr cleifion neu gleientiaid y Sefydliad. Yn sicrhau bod y digwyddiadau hyn yn cael eu cofnodi trwy'r mecanwaith adrodd swyddogol.
- Yn cymryd rhan mewn cynhyrchu asesiadau risg o ddulliau, offer, dulliau gweithio newydd neu newidiadau a nodwyd o archwiliadau iechyd a diogelwch.
- Oherwydd y ffordd anrhagweladwy y cyflwynir gwaith i'r labordai, bydd yn ofynnol i ddeiliad y swydd ddefnyddio barn broffesiynol i flaenoriaethu tasgau.
- Yn darparu wrth gefn y tu allan i oriau ar gyfer chwalu proseswyr meinwe neu sbesimenau wedi'u rhewi ar frys.

DATBLYGU POLISI A GWASANAETH

- Cyfrannu at adolygiadau o arfer labordy a chynnig newidiadau i'r Gweithdrefnau Gweithredu Safonol.
- Cymryd rhan mewn cyflwyno offer a methodolegau newydd i'r adran fel sy'n briodol.
- Yn cael y wybodaeth ddiweddaraf am ddatblygiadau gwyddonol a thechnegol cyfredol fel sy'n ofynnol gan yr adran.
- Yn ymgymryd â hyfforddiant y gellir ei ystyried yn briodol ar gyfer datblygiad personol, proffesiynol a gwasanaeth.

Adnoddau Ariannol a Ffisegol

Cymryd cyfrifoldeb am fonitro defnydd bob dydd o'r holl lefelau stoc. Yn dibynnu ar ofynion yr adrannau, byddai hyn yn cynnwys; adweithyddion, eitemau traul, Cyfeirio at uwch aelod o staff unrhyw brinder, materion storio neu bryderon fel sy'n briodol.

- Yn derbyn, logio, gwirio, storio a diweddarau cofnodion stociau yn unol â SOPs adrannol
- Derbyn, derbynebau a rheoli stoc
- Yn defnyddio'r holl offer ac yn ddefnyddiadwy mewn modd cyfrifol a chost-effeithiol. Cymryd camau neu adroddiadau priodol i uwch aelod o staff am unrhyw ddiffygion neu wallau a nodwyd gydag unrhyw system neu offer a allai beryglu diogelwch staff neu ddilysrwydd canlyniadau.

Adnoddau dynol

- Cymryd rhan mewn sefydlu a hyfforddi staff newydd yn unol â chyfarwyddyd uwch staff gwyddonol yr adran.
- Yn cymryd rhan yn hyfforddiant ac ymsefydlu Gwyddonwyr Biofeddygol dan hyfforddiant a Chynorthwyrwyr Labordy Meddygol.
- Yn cymryd rhan yn ôl y cyfarwyddyd wrth hyfforddi a goruchwyllo myfyrwyr lleoliad gwaith / profiad gwaith ac ymwelwyr eraill â'r adran.
- Yn cofnodi'r holl hyfforddiant a wneir yn unol â phrotocolau adrannol.

Adnoddau Gwybodaeth

- Yn defnyddio system rheoli gwybodaeth labordy yn unol â phrotocolau cytunedig sy'n cynnwys; mewnbwn data a chofnodi canlyniadau. Gwaredu sbesimenau a gwiriadau i sicrhau bod adroddiadau'n cael eu troi'n amserol.
- Yn cynnal cywirdeb a chywirdeb cronfeydd data labordy
- Cydymffurfio â deddfwriaeth diogelu data
- Cydymffurfio â pholisïau lleol a chenedlaethol ar gyfer prosesu a storio gwybodaeth cleifion a labordy eraill yn ddiogel ac yn gyfrinachol.
- Yn unol â chyfarwyddyd staff uwch yr adran i gymryd rhan mewn casglu neu adfer data sy'n ofynnol at ddibenion ymchwil, datblygu neu archwilio.

Ansawdd ac Archwiliad

Rheoli digwyddiadau, gwallau neu ymatebion niweidiol yn brydlon ac yn effeithiol

- Dilyn system rheoli ansawdd wedi'i dogfennu
- Dilyn protocolau ar gyfer trin, storio, symud ac olrhain stoc ac adweithyddion.
- Mewnbynau i gasglu a dadansoddi data i gefnogi archwilio, datblygu gwasanaethau ac ymchwil

GOFYNION CYFFREDINOL

Gallu

Rydych yn gyfrifol am gyfyngu eich gweithredoedd i'r hyn y teimlwch y gallwch eu gwneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich gwaith dylech gael gair â'ch rheolwr llinell/goruchwyliwr ar unwaith.

Gweithiwr Iechyd Proffesiynol Cofrestredig

Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth

Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaid â hyn. Os bydd gennych unrhyw amheuaeth ynghylch gofyniad fel hyn, siaradwch gyda'ch Rheolwr.

RHEOLI RISG

Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd Lleol yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, methiant agos a pherygl.

Rheoli Cofnodion

Mae gweithwyr Bwrdd Iechyd Lleol Betsi Cadwaladr yn gyfreithiol gyfrifol am yr holl gofnodion y maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylech ymgynghori â'r rheolwr os bydd gennych unrhyw amheuan am reoli'r cofnodion rydych yn gweithio gyda nhw'n gywir.

GOFYNION IECHYD A DIOGELWCH.

Mae gan holl weithwyr y Bwrdd Iechyd Lleol ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae gofyn i weithwyr gydweithredu gyda rheolwyr i alluogi'r Sefydliad i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i hysbysu unrhyw sefyllfaoedd peryglus neu offer diffygiol.

Datganiad Hyblygrwydd

Amlinelliad o'r swydd yn unig ydy'r Disgrifiad Swydd hwn ac felly nid yw'n gatalog manwl gywir o ddyletswyddau a chyfrifoldebau'r swydd. Felly, bwriedir i'r Swydd Ddisgrifiad fod yn hyblyg ac mae'n amodol ar adolygiad a newidiadau yng ngoleuni'r amgylchiadau newidiol yn dilyn ymgynghoriad gyda deilydd y swydd.

Cyfrinachedd

Mae gofyn i holl weithwyr y Bwrdd Iechyd Lleol gadw cyfrinachedd y cyhoedd (cleifion, merched iach a defnyddwyr gwasanaeth ayyb.) ac aelodau staff yn unol â pholisïau'r Sefydliad.

Dyddiad y paratowyd:

Paratowyd gan:

Dyddiad Adolygu:

Adolygwyd gan:

Cytunwyd gan:

Enw a Llofnod y Gweithiwr:

Dyddiad:

Cytunwyd gan:

Enw a Llofnod y Rheolwyr

Dyddiad:

JOB DESCRIPTION

JOB DETAILS

Job Title: Generic Biomedical Scientist

Grade: B5

Salary Scale:

Hours of Work: 37.5 hours per week

Department / Ward: Pathology

Base: Glan Clwyd Hospital

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. (Managerially) Service Manager
2. (Reporting) Section Leader
3. (Professionally) Service Manager

Responsible for: Supervising

1. Trainee Biomedical Scientists and Healthcare Scientist
Support workers within allocated area of work.

JOB PURPOSE

As a Biomedical Scientist the post holder will be expected to work within the professional standards expected as a registrant of the Health Professions Council (HPC) and maintain a portfolio of evidence supporting Continuing Professional development (CPD).

Duties as a Biomedical Scientist will include performing a range of scientific procedures involving the processing of biomedical specimens to contribute to the diagnosis, treatment and monitoring of diseases and investigation of pathological processes.

The post holder will be required to conform to agreed standard operational procedures, policies and good laboratory practice and also within their work duties, comply with the standards as required of Clinical Pathology Accreditation (UK) and other relevant professional and Legislative Bodies (e.g. H.T.A., B.S.Q.R.)

The post holder will be required to work on a rotational basis through the different sections of the department, and may be required to work on any site within the Betsi Cadwaladr University Local Health Board (BCULHB) area to enable continuity of service.

Subject to meeting the necessary competence requirements, the post holder will be expected to work on a rotational basis as part of a small team to ensure the provision of appropriate laboratory services, as appropriate to the requirements of the clinical services users.

In order to deliver a modern, safe and effective emergency and core testing service, the post holder will be required to support a seven day a week service operating between 7.00 am and 7.00 pm Monday to Friday. With some weekend hours as required to meet service needs.

You will be required to be able to prioritise investigations in accordance to clinical need, ensuring optimum turnaround for urgent requests

DUTIES AND RESPONSIBILITIES

Communication

- Effectively communicates internally within the department as well as with other departments and outside agencies, disseminating advice and information efficiently. Deals politely with all service users, showing sensitivity as appropriate.
- Uses effective communication in emergency situations to assess urgency, prioritise work and deliver rapid results in response to the clinical requirements.
- Attends and participates in departmental meetings and tutorials as required by the Service manager.
- Maintains good relations with all members of staff and promotes effective teamwork
- Deals with telephone enquiries including provision of results to wards, clinics and GP surgeries as per the laboratory Standard Operating Procedure.

Analytic, Scientific and Technical

- According to departmental Standard Operating Procedures (SOPs) and within the individuals competence limits, prepares, maintains and calibrates a variety of scientific equipment and analysers. Performs reagent and consumable inventory checks, replenishment, performing system checks, acting on the results of these checks, processing quality control samples to establish acceptable system performance and taking any corrective action.

- Responds appropriately to equipment failures, QC failures or loss of service, manages the impact of the problem and makes rapid, effective decisions to ensure service continuity. Troubleshoot, and if possible, repair and maintain instruments for correct operation, keeping equipment in optimal condition for use. Report any problems to senior staff.
- Performs manual, semi-automated and fully automated laboratory investigations, adhering to the departmental SOPs and subject to competency assessment. Undertakes the generation of test results to produce reports that are accurate, timely and relevant to clinical staff. Implements appropriate pre examination processes to ensure the quality of samples.
- As per departmental protocols, and where required, national guidelines, performs manual laboratory tests including specimen transfer, reagent preparation and sample pre-treatment. Check and assess quality of slides and stains as well as perform confirmatory testing when required.
- Provides relevant, accurate results and further investigation advice, referring to senior colleagues or consultants when applicable.
- Measures and monitors the quality of laboratory investigations using appropriate internal and external quality procedures. Takes corrective action when quality control or assurance procedures show loss of performance according to laboratory protocols.
- Uses scientific judgements based upon laboratory requests (as per departmental protocols) to determine how tissue should be sectioned and processed.
- Responds to urgent requests for work from recognised service users.
- According to departmental requirements performs pre analytical sample preparation: - sample reception, checking and processing. This will involve stringent and careful checking of all details on request forms and specimens; informing ward, clinic or surgery staff of any errors and seeking a resolution
- Refers samples to other laboratories for investigation as per laboratory protocols.
- Process and safely dispose of infectious samples including those from known high risk patients, abiding by current Health and Safety rules and regulations at all times.
- Monitor and troubleshoot the laboratory temperature control system

Planning and Organisational

- The post holder will be aware of LHB and departmental policies on health and safety, confidentiality, quality management, and data protection.
- The post holder will maintain fitness to practice, conforming to the code of conduct of the Health Professions Council (HPC) and ensure that registration is maintained
- Work on a rotational basis through the different sections of the department, to enable continuity of service in all areas and to develop a wide knowledge base of Cellular Pathology .
- Follows LHB and departmental safety policies and procedures. Understands the statutory duty of care for personal safety and that of others who may be affected by their acts or omissions.
- Reports any adverse or untoward occurrences that may compromise the wellbeing of staff, patient's visitors or clients of the Organisation. Ensures that these events are recorded via the official reporting mechanism.
- Participates in producing risk assessments of new methods, equipment, new methods of working or changes identified from health and safety audits.
- Because of the unpredictable way work is presented to the laboratories, the post holder will be required to use professional judgment to prioritise tasks.
- Provides out of hours back up for breakdown of tissue processors or urgent frozen specimens.

Policy and Service Development

- Contributes to reviews of laboratory practice and propose changes to Standard Operating Procedures.
- Participates in the introduction of new equipment and methodologies to the department as appropriate.
- Keeps up to date with current scientific and technical developments as required by the department.
- Undertakes training which may be deemed appropriate for personal, professional and service development.

Financial and Physical Resources

- Takes responsibility for monitoring use on a daily basis of all stock levels. Depending upon the requirements of the departments this would include; reagents, consumable items, To escalate to a senior member of staff any shortages, storage issues or concerns as appropriate.

- Receives, logs, checks, stores and updates records of stocks in line with departmental SOPs
- Receives, receipts and manage stock
- Uses all equipment and consumable in a responsible and cost effective manner. Takes appropriate action or reports to a senior member of staff any faults or errors identified with any system or equipment that may compromise staff or patient safety or validity of results.

Human Resources

- Participates in the induction and training of new staff as directed by senior scientific staff in the department.
- Participates in the training and induction of trainee Biomedical Scientists and Medical Laboratory Assistants.
- Participates as directed in the training and supervision of work placement/work experience students and other visitors to the department.
- Records all training undertaken according to departmental protocols.

Information Resources

- Uses Laboratory Information management system according to agreed protocols which includes; data input and result entry. Specimen disposal and checks to ensure timely turnaround of reports.
- Maintains the integrity and accuracy of laboratory databases
- Comply with data protection legislation
- Comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.
- As directed by senior departmental staff to participate in the collection or retrieval of data required for research, development or audit purposes.

Quality and Audit

- Prompt and effective management of incidents, errors or adverse reactions
- Following documented quality management system
- Following protocols for the handling, storage, movement and traceability of stock and reagents.

- Inputs to data collection and analysis to support audit, service development and research

GENERAL REQUIREMENTS

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Local Health Board 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.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Local Health Board 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.

RECORDS MANAGEMENT

As an employee of the Betsi Cadwaladr Local Health Board, you are legally responsible for all records that you gather, create or use as part of your work (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the organisation). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Local Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are 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.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY

All employees of the Local Health Board are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Organisations policies.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed By:

Employee's Name and Signature:

Date:

Agreed By

Manager's Name and Signature:

Date:



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