



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                       |                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b><u>JOB DETAILS</u></b>                                                                                                                                                                                                                                                                                                                                                                                             |                                              |
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                     | Radiographer                                 |
| <b>Pay Band:</b>                                                                                                                                                                                                                                                                                                                                                                                                      | 5                                            |
| <b>Hours of Work and Nature of Contract:</b>                                                                                                                                                                                                                                                                                                                                                                          | To be completed on recruitment               |
| <b>Service Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                 | Therapies and Health Sciences                |
| <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Radiography                                  |
| <b>Base:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | To be completed on recruitment               |
| <b><u>ORGANISATIONAL ARRANGEMENTS</u></b>                                                                                                                                                                                                                                                                                                                                                                             |                                              |
| <b>Managerially Accountable to:</b>                                                                                                                                                                                                                                                                                                                                                                                   | Team Lead Radiographer / Senior Radiographer |
| <b>Professionally Accountable to:</b>                                                                                                                                                                                                                                                                                                                                                                                 | Professional Head of Radiography             |
| <b><u>VALUES &amp; BEHAVIOUR</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                                              |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div> |                                              |

**JOB SUMMARY / PURPOSE:**

To be a member of the team of Radiographers delivering effective diagnostic Radiography services.

To be the independent Practitioner and Operator within the department where the:-

- **Practitioner** is the Registered health care professional that will take responsibility for an individual exposure. The primary function of the Practitioner is to undertake the justification of medical exposures.
- **Operator** will carry out practical aspects of the procedure of the medical exposure. There may be several Operators involved in a single exposure.

To support, direct and supervise the Radiography Helpers within the department.

**DUTIES & RESPONSIBILITIES**

To report accidents / untoward incidents / hazards to the Senior Radiographer as soon as possible, ensuring completion of the Incident Report through DATIX and in incidents involving ionising radiation that the appropriate standard operating procedures are followed.

To wear the uniform provided and to promote the Radiology Directorate in a positive manner at all times.

Reassure patients about having a radiological investigation and explain the process in receiving results.

To communicate effectively with patients taking-into-account their clinical condition and differing levels of abilities to understand and to communicate the outcome of a radiological image to the referrer where the image suggests an untoward or unexpected diagnosis.

To ensure a co-ordinated approach between wards, departments and other members of the Multi-Disciplinary Team.

To be familiar with the principles of clinical governance and to strive to maintain and improve the quality of patient care, showing courtesy and consideration at all times.

To assist in the collection of information required for audits and collate in a meaningful manner when requested by the Professional Head.

Accurately records and updates patient's information.

To work without direct supervision, to be accountable professionally and legally for own actions and to observe all aspects of Code of Conduct and IR(ME)R. Reassure patients about having a radiological investigation and explain the process in receiving results.

To be able to concentrate in situations which involve frequent interruptions of unpredictable origin especially when working single handed.

To have appropriate working knowledge and be able to organise emergency maintenance of all PACS and CRIS equipment in absence of Radiography Team Leader to ensure minimum disruption to service.

Assess the patient's condition and image parameters to produce a diagnostically acceptable image while minimising the magnitude of the dose required – ALARP concept.

To participate in Red Dot / Radiographer comment (in line with future development) scheme and provide advice to Clinicians on film pattern appreciation.

To participate in Quality Assurance programmes and audit when required and to correlate results in a format required by Professional Head/DGH.

Responsible for planning and prioritising own patient workload.

Undertake initial assessment of patients including those with complex conditions in order to determine appropriate radiological treatment.

To undertake radiographic duties, maintaining the highest possible standards and ensuring that a patient focused service is provided.

To work in strict adherence to all Departmental Protocols, Procedures and Guidelines.

To be familiar with and comply with all Health Board Policies, Procedures and Practices and to ensure adherence by all staff working within the area. Particularly Risk management, Health and Safety at Work, IR(ME)R 2017, Local Rules and the Major Incident Action Plan.

To be familiar with Health and Safety policies and to ensure a clean, tidy and safe working environment and to be responsible for the safe use of Radiographic equipment.

To use resources economically and to monitor levels of consumables in department and have working knowledge of ordering system in absence of Radiography Team Leader.

To participate in the training of students and Radiographer helpers.

To attend such courses / lectures / in service training as are required by the needs of the service and to demonstrate Continuous Professional Development. Ensure an awareness of current developments within the field of Radiography and incorporate them into own working practices.

To work a flexible day length and a working week covering sites, which may include Saturday or Sunday as required.

To supervise the work and standards of Radiographer Helpers.

The post-holder will be subject to annual appraisal by a Senior Radiographer or Radiography Team Leader.

To participate in Health & Safety risk assessments following appropriate training.

To undertake any reasonable duty that may arise which will assist the smooth running of the Radiology Service.

To be able to travel as required attending meetings and conferences.

To maximise the use of telecommunication systems e.g. audio / videoconferencing.

To be able to position patients and set up imaging equipment to take a diagnostically acceptable image.

Sitting in a restricted position whilst undertaking assessments, computer activities or driving.

Undertake manual handling tasks and ensure adherence to policy and procedure within the Department.

Exposure within a clinical environment and working with VDU equipment.

| <b><u>PERSON SPECIFICATION</u></b>     |                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                                      |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------|
| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>DESIRABLE</b>              | <b>METHOD OF ASSESSMENT</b>                          |
| <b>Qualifications and/or Knowledge</b> | <p>D.C.R.(R) or BSc in Diagnostic Radiography</p> <p>State Registered Radiographer</p> <p>Current HPC Registration</p> <p>Professional knowledge acquired through degree</p>                                                                                                                                                                                                                         |                               | <p>Application Form</p> <p>Pre-employment checks</p> |
| <b>Experience</b>                      | <p>To be skilled in plain x-ray techniques and the use of CR, CRIS and PAC's systems</p> <p>To be able to use computer packages and the RIS system</p> <p>To demonstrate a full understanding and principles of the Ionising Radiation (Medical Exposure) Regulations IR(ME)R 2017 and amended regulations 2010 and the Ionising Radiations Regulations (IRR) 2017</p>                               |                               | <p>Interview /</p> <p>Application Form</p>           |
| <b>Aptitude &amp; Abilities</b>        | <p>To demonstrate good verbal communication skills with different patient groups</p> <p>Able to undertake a wide range of general diagnostic X-ray examinations and associated administration duties</p> <p>Able to undertake moving and handling of patients and equipment within the service area</p> <p>Have a full understanding of infection prevention and control within the service area</p> | <p>Ability to speak Welsh</p> | <p>Interview</p>                                     |
| <b>Values</b>                          | <p>Demonstrate PTHB Values</p>                                                                                                                                                                                                                                                                                                                                                                       |                               | <p>Interview</p>                                     |
| <b>Other</b>                           | <p>Ability to travel between sites in a timely manner</p>                                                                                                                                                                                                                                                                                                                                            |                               | <p>Application Form and Interview</p>                |

## **GENERAL REQUIREMENTS**

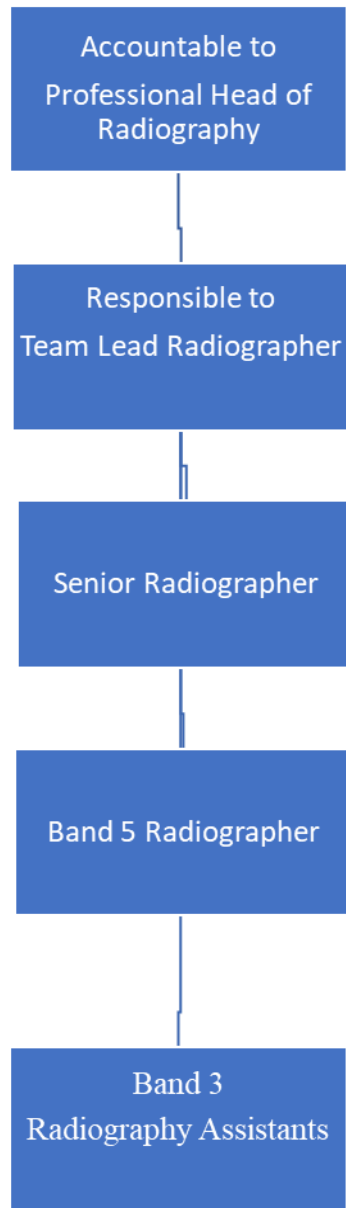
Include those relevant to the post requirements

- **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.
- **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 organization'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:** 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 General Data Protection Legislation 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 and the HB or Trust 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/Trust 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/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on 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 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 Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.

- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **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/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust 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.

## Organisational Chart



## BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

|                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b><u>MANYLION Y SWYDD:</u></b>                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |
| <b>Teitl Swydd:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Radiograffydd                                      |
| <b>Band cyflog:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | 5                                                  |
| <b>Oriau Gwaith a Natur y Contract:</b>                                                                                                                                                                                                                                                                                                                                                                                | I'w gwblhau ar ôl recriwtio                        |
| <b>Is-adran/Cyfarwyddiaeth:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Therapiau a Gwyddorau Iechyd                       |
| <b>Adran:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | Radiograffeg                                       |
| <b>Safle:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | I'w gwblhau ar ôl recriwtio                        |
| <b><u>TREFNIADAU SEFYDLIADOL:</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |
| <b>Yn Rheolaethol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Radiograffydd Arweiniol y Tîm / Uwch Radiograffydd |
| <b>Yn Broffesiynol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                       | Pennaeth Radiograffeg Proffesiynol                 |
| <b><u>GWERTHOEDD AC YMDDYGIAD</u></b>                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p> </div> </div> |                                                    |

**CRYNODEB O'R SWYDD / EI NOD :**

Bod yn aelod o'r tîm Radiograffwyr, yn darparu gwasanaethau Radiograffeg diagnostig effeithiol.

Bod yn Ymarferydd a Gweithredwr annibynnol yn yr adran, lle bo'r:-

- **Ymarferydd** yn weithiwr gofal iechyd proffesiynol cofrestredig a fydd yn cymryd cyfrifoldeb am gysylltiad unigol ag ymbelydredd. Prif swyddogaeth yr Ymarferydd yw cyfiawnhau cysylltiadau meddygol ag ymbelydredd.
- **Gweithredwr** yn cwblhau agweddau ymarferol ar weithdrefn cysylltiad meddygol ag ymbelydredd. Mae'n bosibl y bydd nifer o Weithredwyr yn ymwneud ag un sesiwn cysylltiad ag ymbelydredd.

Cefnogi, cyfarwyddo a goruchwylio'r Cynorthwywyr Radiograffeg yn yr adran.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Rhoi gwybod am ddamweiniau/ digwyddiadau anffodus/ peryglon i'r Uwch Radiograffydd cyn gynted â phosibl, gan sicrhau bod Adroddiad Digwyddiad yn cael ei gwblhau trwy DATIX ac, yn achos digwyddiadau sy'n ymwneud ag ymbelydredd ïoneiddio, sicrhau y dilynir y gweithdrefnau gweithredu safonol priodol.

Gwisgo iwniform a ddarperir a hybu'r Gyfarwyddiaeth Radioleg mewn modd positif bob amser.

Rhoi tawelwch meddwl i gleifion ynglŷn â chael archwiliad radiolegol ac esbonio'r broses ar gyfer derbyn canlyniadau.

Cyfathrebu'n effeithiol â chleifion, gan gymryd i ystyriaeth eu cyflwr clinigol a gwahanol lefelau eu galluedd i ddeall a chyfathrebu deiliant delwedd radiolegol i'r atgyfeiriwr lle bo'r ddelwedd yn awgrymu diagnosis anffodus neu annisgwyl.

Sicrhau dull o weithredu cydlynol rhwng wardiau, adrannau ac aelodau eraill y Tîm Amlddisgyblaeth.

Bod yn gyfarwydd ag egwyddorion llywodraethu clinigol ac ymdrechu i gynnal a gwella ansawdd gofal cleifion, gan fod yn gwrtais ac yn ystyriol bob amser.

Cynorthwyo â chasglu gwybodaeth sy'n ofynnol ar gyfer archwiliadau a'u dwyn ynghyd mewn modd ystyrlon pan fydd y Pennaeth Proffesiynol yn gofyn am hynny.

Cofnodi a diweddarau gwybodaeth cleifion yn fanwl gywir.

Gweithio heb oruchwyliaeth uniongyrchol, bod yn broffesiynol a chyfreithiol atebol am y pethau rydych chi'n eu gwneud eich hun a chydymffurfio â phob agwedd ar y Cod Ymddygiad a'r Rheoliadau Ymbelydredd Ïoneiddio (Cysylltiad Meddygol). Rhoi tawelwch meddwl i gleifion ynglŷn â chael archwiliad radiolegol ac esbonio'r broses ar gyfer derbyn canlyniadau.

Gallu canolbwyntio mewn sefyllfaoedd lle gellid cael pobl yn torri ar draws yn aml o gyfeiriadau anrhagweladwy, yn enwedig pan fyddwch chi'n gweithio ar eich pen eich hun.

Bod â gwybodaeth ymarferol briodol a gallu trefnu gwaith brys cynnal a chadw'r holl offer PACS a CRIS pan fydd Arweinydd y Tîm Radioleg yn absennol, er mwyn sicrhau bod cyn lleied â phosibl o amharu ar y gwasanaeth.

Asesu cyflwr y claf a pharmedrau'r ddelwedd i gynhyrchu delwedd sy'n ddiagnostig dderbyniol tra'ch bod yn sicrhau bod swm y dos sy'n ofynnol mor fach â phosibl - cysyniad ALARP.

Cymryd rhan mewn cynllun sylwadau Dotiau Coch/ Radiograffydd (yn unol â datblygiadau yn y dyfodol) a rhoi cyngor i Glinigwyr ar werthfawrogi patrymau ffilm.

Cymryd rhan mewn archwiliadau a rhaglenni Sicrhau Ansawdd pan fo angen a chyfateb canlyniadau mewn fformat y mae'r Pennaeth Proffesiynol/ Ysbyty Cyffredinol Dosbarth yn gofyn amdano.

Bod yn gyfrifol am gynllunio a blaenoriaethu'ch llwyth gwaith cleifion eich hun.

Ymgymryd ag asesiad cychwynnol cleifion, gan gynnwys y rheini â chyflyrau cymhleth, er mwyn penderfynu ar y driniaeth radiolegol briodol.

Ymgymryd â dyletswyddau radiograffig, gan gynnal y safonau uchaf posibl a sicrhau bod gwasanaeth sy'n canolbwyntio ar y claf yn cael ei ddarparu.

Gweithio gan gydymffurfio'n llwyr â holl brotocolau, gweithdrefnau a chanllawiau'r Adran.

Bod yn gyfarwydd â holl bolisiâu, gweithdrefnau ac arferion y Bwrdd Iechyd a chydymffurfio â nhw, gan sicrhau bod yr holl staff sy'n gweithio yn y maes yn glynu atyn nhw hefyd. Mae hyn yn cynnwys, yn benodol, Rheoli Risg, Iechyd a Diogelwch yn y Gwaith, Rheoliadau Ymbelydredd Ïoneiddio (Cysylltiad Meddygol) 2017, Rheolau Lleol a'r Cynllun Gweithredu Ymateb i Ddigwyddiadau Mawr.

Bod yn gyfarwydd â pholisïau Iechyd a Diogelwch a sicrhau amgylchedd gweithio glân, taclus a diogel a bod yn gyfrifol am sicrhau bod offer Radiograffig yn cael eu defnyddio'n ddiogel.

Defnyddio adnoddau'n ddarbodus a monitro lefelau deunyddiau traul yn yr adran a bod yn ymarferol gyfarwydd â'r system archebu fel eich bod yn gallu archebu pan fo Arweinydd y Tîm Radiograffeg yn absennol.

Cymryd rhan mewn hyfforddi myfyrwyr a Chynorthwywyr Radiograffeg.

Mynychu'r holl hyfforddiant mewn swydd/ cyrsiau/ darlithoedd sy'n ofynnol i ddiwallu anghenion y gwasanaeth a dangos Datblygiad Proffesiynol Parhaus. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol ym maes Radiograffeg a'u hymgorffori yn eich arferion gweithio eich hun.

Gweithio diwrnod hyblyg ei hyd ac wythnos weithio ar safleoedd amrywiol, a allai gynnwys dydd Sadwrn a dydd Sul yn ôl y galw.

Goruchwyllo gwaith a safonau Cynorthwywyr Radiograffeg.

Bydd Uwch Radiograffydd neu Arweinydd y Tîm Radiograffeg yn arfarnu deiliad y swydd yn flynyddol.

Cymryd rhan mewn asesiadau risg Iechyd a Diogelwch ar ôl cael hyfforddiant priodol.

Ymgymryd ag unrhyw ddyletswydd resymol a allai godi a fydd yn cynorthwyo â rhedeg y Gwasanaeth Radioleg yn llyfn.

Gallu teithio yn ôl y galw i fynychu cyfarfodydd a chynadleddau.

Defnyddio systemau telathrebu i'r eithaf e.e. cynadledda sain/ fideo.

Gallu gosod cleifion mewn osgo a sefydlu offer delweddu i gymryd delwedd sy'n ddiagnostig dderbyniol.

Eistedd mewn osgo cyfyngedig wrth wneud asesiadau, gweithgareddau cyfrifiadurol neu yrru.

Gwneud tasgau codi a chario a sicrhau y glynir at bolisi a gweithdrefnau o fewn yr Adran.

Bydd galw gweithio mewn amgylchedd clinigol a gweithio ag offer VDU.

| <b>MANYLEB Y PERSON</b>              |                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                                   |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------|
| <b>RHINWEDDAU</b>                    | <b>HANFODOL</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>DYMUNOL</b>              | <b>DULL ASESU</b>                                 |
| <b>Cymwysterau a / neu Wybodaeth</b> | <p>D.C.R.(R) neu BSc mewn Radiograffeg Diagnostig</p> <p>Radiograffydd Cofrestredig</p> <p>Cofrestriad cyfredol â HPC</p> <p>Gwybodaeth broffesiynol wedi'i hennill trwy radd</p>                                                                                                                                                                                                     |                             | <p>Gwiriadau cyn cyflogi</p> <p>Ffurflen Gais</p> |
| <b>Profiad</b>                       | <p>Medrus mewn technegau pelydr-X plaen ac mewn defnyddio systemau CR, CRIS a PACS</p> <p>Gallu defnyddio pecynnau cyfrifiadurol a'r system RIS</p> <p>Dangos egwyddorion a dealltwriaeth lawn o Reoliadau Ymbelydredd Ïoneiddio (Cysylltiad Meddygol) (IR(ME)R) 2017 a rheoliadau diwygiedig 2010 a Rheoliadau Ymbelydredd Ïoneiddio (IRR) 2017</p>                                  |                             | <p>Ffurflen Gais Cyfweliad</p>                    |
| <b>Doniau a Galluoedd</b>            | <p>Dangos sgiliau cyfathrebu llafar da â grwpiau cleifion gwahanol</p> <p>Gallu ymgymryd ag amrywiaeth eang o archwiliadau pelydr-X diagnostig cyffredinol a'r dyletswyddau gweinyddol cysylltiedig</p> <p>Gallu deall sut i symud a chodi a chario cleifion ac offer o fewn yr ardal wasanaethu</p> <p>Bod â dealltwriaeth lawn o atal a rheoli haint o fewn yr ardal wasanaethu</p> | <p>Gallu siarad Cymraeg</p> | <p>Cyfweliad</p>                                  |
| <b>Gwerthoedd</b>                    | Dangos Gwerthoedd BIAP                                                                                                                                                                                                                                                                                                                                                                |                             | Cyfweliad                                         |
| <b>Arall</b>                         | Gallu teithio rhwng safleoedd mewn modd amserol                                                                                                                                                                                                                                                                                                                                       |                             | Ffurflen gais a Chyfweliad                        |

**GOFYNION CYFFREDINOL**

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn 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'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Aadrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisïau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynau at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

**Siart Sefydliadol:**

