



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Podiatrist
Pay Band:	5
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Therapies
Department:	Podiatry
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Head of Podiatry & Orthotics
Professionally Accountable to:	Head of Podiatry & Orthotics
<u>VALUES & BEHAVIOUR</u>	
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.	

JOB SUMMARY / PURPOSE:

Working as part of the Podiatry team participate in the delivery of a high standard of Podiatric Service to Patients within Powys Teaching Health Board (PTHB) through;

- Delivering safe and effective Podiatry care to patients within Powys
- Participate in Patient education increasing patient engagement and ability to self help
- Proactive Team Member
- Participate in the delivery of the Nail Surgery service
- Contribute to the development of the service in line with organisational and service specific objectives to meet the needs of Powys population.

DUTIES & RESPONSIBILITIES**Clinical**

- Work as an autonomous practitioner making day-to-day decisions on a wide range of conditions with reference to the line manager or other professional colleagues as needed.
- To communicate complex condition related information from assessment to client, carers and family agreeing decision making relevant to Patient management.
- Manage a mixed caseload containing patients with a varied medical history; with co-morbidities and varied foot health status that require individualised evidence-based treatment plans. To prescribe and manufacture chair side orthoses.
- Undertake initial clinical assessment, which includes the assimilation of information from a wide range of sources. Modes of assessment include neurological, vascular, and pathological investigation sources.
- Demonstrate the application of sound clinical reasoning skills and clinical pathways to identify when patients should be referred to another podiatrist or podiatric specialty, medical practitioner or other service. Accepting responsibility for initiating and managing the referral process, communicating appropriate clinical information to allow the recipient to accept and prioritise the referral.
- To provide appropriate education for Patients in order to empower them to be in a position to accept responsibility for their own care.
- Hold a Certificate of competence to administer local anaesthetics (POMs A).

- Take responsibility for making timely, decisive judgements on patients requiring urgent referral to acute services, general practitioner or casualty, providing expert opinion where necessary. This will require a high level of decision-making skill for podiatrists frequently working in isolated clinics or domiciliary situations where peer support is not available.

Caseload Management

- Be professionally accountable for the delivery of a safe, competent Podiatry service in Hospitals, Community Health clinics, GP practices, Residential and Nursing homes and domiciliary visits as required. To work within own level of competence and seek and accept clinical support and advice from Senior Clinicians when necessary.
- To be responsible for assessing Patients in line with One Wales Taxonomy taking responsibly for considering the clinical findings and where appropriate, making the decision to discharge patients from the service and/or refer onto another discipline when necessary.
- To participate in specialised work delivered by the service. This provides opportunity to consolidate learning and develop clinical competencies to aid career progression.
- To perform and participate in the delivery of nail surgery when required.
- To deal sensitively and confidentially with personal information from Patients, carers and families.

Service Duties

- To be responsible for the maintenance and security of stock and equipment, ordering replacement stock in a timely manner to ensure planned activity continues.
- To have knowledge of and work within PTHB and departmental Policies, Standards and guidelines.
- To uphold Patients privacy and dignity.
- To work effectively as a member of the team and provide supervision to Podiatry Assistants and other HCSW operating within the service.
- To follow Health and Safety and Infection control policies and procedures.
- To attend and take an active part in clinical and service meetings, to exchange clinical experiences and ideas, to discuss problems and contribute to service development and improvement.

Professional Standards and CPD

- Maintain compliance to professional standards and codes of conduct whilst acting within the professional boundaries of an autonomous practitioner, being aware of own level of competence and skill. Discuss any alternative treatment choice with Team Leader prior to implementation.
- Adhere to the College of Podiatry standards and HCPC Code of Ethics and Professional Conduct.
- To reflect on practice and performance through participation in appraisal and clinical supervision.
- To participate in mandatory and other relevant training opportunities to update skills and knowledge.
- To have knowledge of and work within the departmental standards, systems and guidelines when assessing the appropriateness of delegating patients for Podiatry Assistants attention.
- To maintain professional standards and conduct as laid down by the HPC and professional body, and to follow departmental Protocols, Policies, Procedures and Guidelines, but have the discretion to make clinical diagnosis and decisions within professional boundaries.

Research and Development and Audit

- To participate in audits, clinical governance and quality improvement projects as allocated by Head of Podiatry /Senior Podiatrists.
- To ensure accurate, contemporaneous records of all Patient contacts at each clinical session, including any computerised data collection in line with Professional and PTHB standards.
- To demonstrate the ability to accept the standards of others without prejudice and regardless of race, religion, political or sexual orientation, socio-economic background and lifestyle.
- To undertake administration/clerical duties as requested and deal effectively with all modes of communication.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	BSC (Hons) in Podiatric Medicine or equivalent Knowledge of clinical governance agenda Knowledge of Health and Safety Hold a Certificate of competence to administer local anaesthetics (POMs A)	Additional Entitlement POM S	Application Form & pre-employment checks
Experience	Ability to make decisions under pressure	Previous NHS experience	Interview / Application Form / References
Aptitude & Abilities	Communication skills written and verbal Work independently and seek advice as necessary IT skills	Ability to speak Welsh	Interview
Values	Demonstrate PTHB Values Committed to profession and flexible working approach Professional Appearance		Interview / Application Form / References
Other	Ability to drive to other locations		Interview / Application Form /

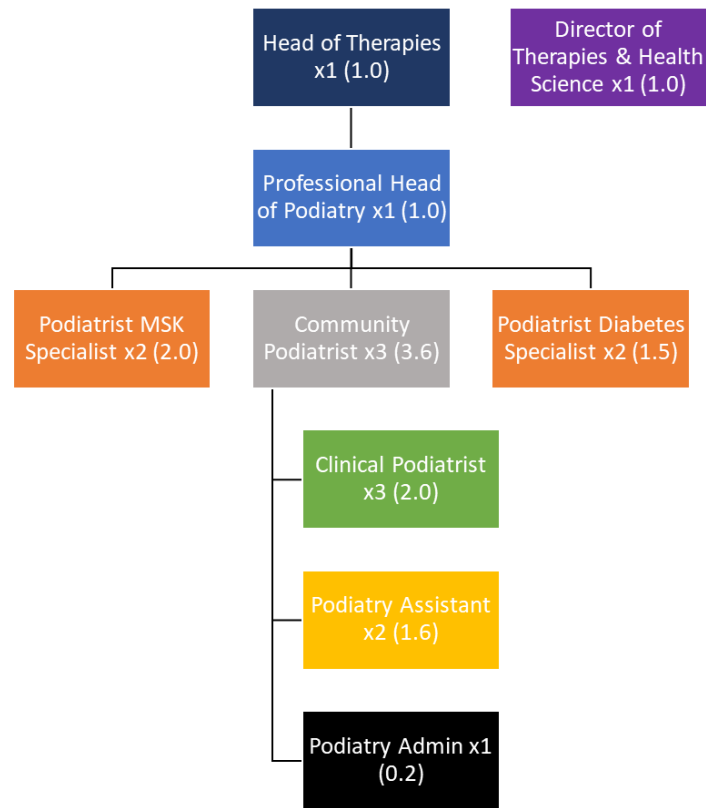
GENERAL REQUIREMENTS

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

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Podiatrydd
Band cyflog:	5
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Therapiau
Adran:	Podiatreg
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Pennaeth Podiatreg ac Orthoteg
Yn Broffesiynol Atebol i:	Pennaeth Podiatreg ac Orthoteg
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 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.	

CRYNODEB O'R SWYDD / EI NOD :

Gan weithio fel rhan o'r tîm Podiatreg, cymryd rhan mewn cyflenwi Gwasanaeth Podiatrig o safon uchel i gleifion o fewn Bwrdd Iechyd Addysgu Powys (BIAP) trwy;

- Ddarparu gofal Podiatreg diogel ac effeithiol i gleifion ym Mhowys
- Cymryd rhan mewn addysg cleifion, gan gynyddu ymgysylltiad cleifion a'u gallu i helpu eu hunain
- Bod yn aelod rhagweithiol o'r tîm
- Cymryd rhan mewn darparu gwasanaeth Llawdriniaeth Ewinedd
- Cyfrannu at ddatblygu'r gwasanaeth yn unol ag amcanion penodol y sefydliad a'r gwasanaeth i ddiwallu anghenion poblogaeth Powys.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Clinigol**

- Gweithio fel ymarferydd annibynnol sy'n gwneud penderfyniadau o ddydd i ddydd ar amrywiaeth eang o gyflyrau, gan gyfeirio at y rheolwr llinell neu gydweithwyr proffesiynol eraill yn ôl y galw.
- Cyfathrebu gwybodaeth a ddaw yn sgil asesu sy'n ymwneud â chyflyrau cymhleth i gleientiaid, gofalcwyr a theuluoedd, gan gytuno ar benderfyniad sy'n berthnasol i reoli'r claf dan sylw.
- Rheoli llwyth achosion cymysg sy'n cynnwys cleifion â hanes meddygol amrywiol, gyda chydafiacheddau a statws iechyd y traed amrywiol sy'n galw am gynlluniau triniaeth unigol, seiliedig ar dystiolaeth. Rhagnodi a gweithgynhyrchu orthoses wrth-ochr-y-gadair.
- Ymgymryd ag asesiad clinigol cychwynnol, sy'n cynnwys cymhathu gwybodaeth o amrywiaeth eang o ffynonellau. Mae dulliau asesu'n cynnwys ffynonellau archwilio niwrolegol, fasgwlaidd a phatholegol.
- Dangos y defnyddir sgiliau rhesymu clinigol cadarn a llwybrau clinigol i nodi'r cleifion hynny y dylid eu hatgyfeirio at bodiatrydd arall neu wasanaeth podiatrig arbenigol, ymarferydd meddygol neu wasanaeth arall. Derbyn cyfrifoldeb am gychwyn a rheoli'r broses atgyfeirio, gan gyfathrebu gwybodaeth glinigol briodol i ganiatáu i'r sawl sy'n ei derbyn gymryd a blaenoriaethu'r atgyfeiriad.
- Darparu addysg briodol i gleifion er mwyn eu grymuso i fod mewn sefyllfa i dderbyn cyfrifoldeb am eu gofal eu hunain.
- Bod â thystysgrif sy'n dangos cymhwysedd i roi anestheteg lleol (POM-A).

- Cymryd cyfrifoldeb am wneud penderfyniadau amserol, pendant ynglŷn â chleifion y dylid eu hatgyfeirio ar frys i wasanaethau aciwt, meddyg teulu neu'r uned damweiniau, gan roi barn arbenigol lle bo angen. Bydd hyn yn galw am sgiliau penderfynu hynod dda yn achos podiatryddion sy'n gweithio'n aml mewn clinigau anghysbell neu sefyllfaoedd yn y cartref lle nad oes cefnogaeth cymheiriaid ar gael.

Rheoli Llwyth Achosion

- Bod yn broffesiynol atebol am gyflenwi gwasanaeth Podiatreg diogel, medrus mewn ysbytai, clinigau iechyd cymunedol, meddygfeydd, cartrefi preswyl a chartrefi nyrsio ac yn ystod ymweliadau â chartrefi cleifion, yn ôl y galw. Gweithio o fewn lefel eich cymhwysedd eich hun a cheisio a derbyn cymorth a chynghor clinigol oddi wrth uwch glinigwyr lle bo angen.
- Bod yn gyfrifol am asesu cleifion yn unol â Thacsonomeg Cymru'n Un, gan gymryd cyfrifoldeb am ystyried y darganfyddiadau clinigol a, lle bo'n briodol, penderfynu rhyddhau cleifion o'r gwasanaeth a/ neu eu hatgyfeirio at ddisgyblaeth arall pan fo angen.
- Cymryd rhan mewn gwaith arbenigol y mae'r gwasanaeth yn ei ddarparu. Mae hyn yn rhoi cyfle i atgyfnerthu'r hyn sy'n cael ei ddysgu ac i ddatblygu cymwyseddau clinigol i gynorthwyo â symud ymlaen mewn gyrfa.
- Perfformio llawdriniaeth ewinedd a chymryd rhan mewn cyflenwi hyn lle bo angen.
- Delio'n sensitif ac yn gyfrinachol â gwybodaeth bersonol oddi wrth gleifion, gofalwyr a theuluoedd.

Dyletswyddau Gwasanaeth

- Bod yn gyfrifol am gynnal a chadw stoc ac offer, ac am eu diogelu, gan archebu stoc newydd yn brydlon i sicrhau bod gweithgarwch arfaethedig yn parhau.
- Bod yn gyfarwydd â pholisïau, safonau a chanllawiau BIAP a'r adran a gweithio'n unol â nhw.
- Cadw preifatrwydd ac urddas cleifion.
- Gweithio'n effeithiol fel aelod o'r tîm a darparu goruchwyliaeth i Gynorthwywyr Podiatreg a gweithwyr cymorth gofal iechyd eraill sy'n gweithredu o fewn y gwasanaeth.
- Dilyn polisïau a gweithdrefnau Iechyd a Diogelwch a Rheoli Haint.

- Mynychu cyfarfodydd clinigol a chyfarfodydd y gwasanaeth a chymryd rhan weithredol ynddyn nhw, i gyfnewid syniadau a phrofiadau clinigol, i drafod problemau ac i gyfrannu at ddatblygu a gwella gwasanaeth.

Safonau Proffesiynol a Datblygiad Proffesiynol Parhaus

- Glynu at safonau proffesiynol a chodau ymddygiad tra'ch bod yn gweithio o fewn ffiniau proffesiynol ymarferydd annibynnol, gan fod yn ymwybodol o lefel eich cymhwysedd a'ch sgiliau eich hun. Trafod unrhyw ddewis triniaeth amgen ag Arweinydd y Tîm cyn ei roi ar waith.
- Glynu at safonau'r Coleg Podiatreg a Chod Moeseg ac Ymddygiad Proffesiynol HCPC.
- Myfyrio ynglŷn ag arfer a pherfformiad trwy gymryd rhan mewn arfarniad a goruchwyliaeth glinigol.
- Cymryd rhan mewn hyfforddiant gorfodol a chyfleoedd hyfforddi perthnasol eraill i ddiweddarau sgiliau a gwybodaeth.
- Bod yn gyfarwydd â safonau, systemau a chanllawiau'r adran a gweithio'n unol â nhw wrth asesu priodoldeb dirprwyo cleifion i gael sylw Cynorthwywyr Podiatreg.
- Cynnal safonau ac ymddygiad proffesiynol yn unol â gofynion yr HPC a chorff proffesiynol, a dilyn protocolau, polisiau, gweithdrefnau a chanllawiau'r adran, ond gyda'r disgresiwn i wneud diagnosis clinigol a phenderfyniadau o fewn ffiniau proffesiynol.

Ymchwil a Datblygu ac Archwilio

- Cymryd rhan mewn archwiliadau, gwaith llywodraethu clinigol a prosiectau gwella ansawdd, dan gyfarwyddyd y Pennaeth Podiatreg/ Uwch Bodiatriyddion.
- Sicrhau y cedwir cofnodion manwl gywir, cyfoes o bob cyswllt â chleifion ym mhob sesiwn glinigol, gan gynnwys casglu unrhyw ddata cyfrifiadurol yn unol â safonau proffesiynol a safonau BIAP.
- Dangos y gallu i dderbyn safonau pobl eraill heb ragfarn ac waeth beth fo'u hil, crefydd, cyfeiriadedd gwleidyddol neu rywiol, cefndir economaidd-gymdeithasol a dull o fyw.
- Gwneud dyletswyddau gweinyddol/ clercaidd yn ôl y galw a delio'n effeithiol â phob dull o gyfathrebu.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	BSc (Anrh) mewn Meddygaeth Bodiatrig neu gymhwyster cyfwerth Gwybodaeth o'r agenda llywodraethu clinigol Gwybodaeth o Iechyd a Diogelwch Tystysgrif sy'n dangos cymhwysedd i roi anestheteg lleol (POM-A)	Hawliau ychwanegol i roi POM-S	Gwiriadau cyn cyflogi Ffurflen Gais
Profiad	Gallu gwneud penderfyniadau dan bwysau	Profiad blaenorol o'r GIG	Ffurflen Gais a Chyfweliad Geirdaon
Doniau a Galluoedd	Sgiliau cyfathrebu, yn rhai ysgrifenedig a llafar Gweithio'n annibynnol a cheisio cyngor fel bo angen Sgiliau TG	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Dangos Gwerthoedd BIAP Wedi ymrwymo i'r proffesiwn a dull hyblyg o weithio Edrych yn broffesiynol		Cyfweliad Ffurflen Gais Geirdaon
Arall	Gallu gyrru i leoliadau eraill		Cyfweliad Ffurflen Gais

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 Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu 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: