



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Physiotherapist
Pay Band:	5
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Therapies & Health Science
Department:	Physiotherapy
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Physiotherapy Team Leader
Professionally Accountable to:	Professional Head of Physiotherapy

VALUES & BEHAVIOUR



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:

The post holder will work on a rotational basis to gain experience in a variety of clinical areas. Working as part of a multi-disciplinary team the post holder will need to communicate and liaise across health and social service teams and assess, diagnose and treat patients referred to the Physiotherapy service.

The post holder will be responsible for their own clinical caseload, deciding on the nature, type and frequency of treatment with senior support.

DUTIES & RESPONSIBILITIES

The post holder will:

Provide clinically effective assessment and treatment of patients referred to the Physiotherapy service.

Help to maintain an environment that is conducive to the delivery and maintenance of high standard of patient care.

Consolidate knowledge and expand clinical skills within a variety of Physiotherapy areas.

Establish good communications and relationships within the Physiotherapy service, other staff, patients and visitors.

Clinical

To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care.

With supervision and guidance via senior and Team Lead support carry own clinical caseload involving assessment/clinical decision making, treatment selection and evaluation.

With some guidance organise own workload, ensuring treatment and requests for treatment are dealt with promptly and efficiently.

To undertake comprehensive assessment of patients including those with multipathologies; use basic clinical reasoning skills to provide accurate diagnosis of their condition.

With support and guidance from more senior staff interpret and analyse clinical and non-clinical facts to form accurate diagnosis and prognosis in a wide range of conditions and to recommend best course of intervention.

To formulate and deliver an individual Physiotherapy treatment programme based on sound knowledge of evidence-based practice.

With guidance ensure the keeping of up to date accurate problem orientated medical records and that they comply with legal and clinical requirements.

To provide total patient care, ensuring that procedures and treatment are carried out in accordance with Powys Teaching Health Board's policies and procedures as well as observing the Chartered Society of Physiotherapy (CSP) standards of practice.

To maintain effective communication is kept throughout Powys Teaching Health Board, liaising with other disciplines regarding patient care.

To participate in and represent the Physiotherapy service at multi- disciplinary team meetings.

Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes.

With support and guidance from senior staff evaluate patient progress, reassess and alter treatment programmes.

With help from Senior/Team Lead Physiotherapists manage clinical risk and perform risk assessments within own patient case load taking into consideration the environment and other persons present.

With guidance and supervision, be responsible for the safe and competent use of all electrotherapy equipment, rehabilitation equipment and equipment within the Physiotherapy department.

To help and support senior Physiotherapy staff in the teaching and instruction to relatives, carers and other professionals to promote understanding of the aims of physiotherapy, and to ensure a consistent approach to patient care.

To take responsibility for and delegate tasks to Healthcare Support Workers.

To participate in Home Visits with patients where necessary.

Participate in 7 day working rotas when appropriate.

Professional

With guidance from Senior/Team Lead Physiotherapists maintain own professional development (CPD) by keeping abreast of any new trends and developments, and incorporate them, as necessary, in to your work.

To assist and support Senior Physiotherapists in the provision of clinical education and training of Physiotherapy students in physiotherapy skills and knowledge within core clinical areas.

To provide support guidance and training to Healthcare Support Workers and contribute to assessing and evaluating competence.

With guidance participate in the induction of new staff.

With support and guidance from senior staff maintain and develop current knowledge of evidence-based practice in the area of each relevant specialty.

To participate in the staff appraisal scheme and be responsible for complying with your agreed personal development programme.

To participate and contribute to the in-service training programme and peer review.

To undertake as directed the collection of data for use in service audit as required and participate in audit projects to contribute towards service changes and developments.

Organisational

To be actively involved in the collection of data required by Powys Teaching Health Board's IT systems.

To be aware of Health and Safety aspects of your work and comply with policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents to senior staff, and ensuring that equipment use is safe.

To comply with the organisational and departmental policies and procedures and support more senior members of staff in reviewing and updating as appropriate.

Effort

To carry out assessments and treatments of complex multi-pathological conditions, with moderate physical effort involved, on a daily basis.

To comply with the Health Board's Manual Handling Policy and local therapeutic handling guidelines.

To work in an environment where the work pattern may be disrupted by occasional demands from patients, clinical staff, students and administrative and support staff.

To sensitively deal with distressing or emotional circumstances regarding patient care e.g. imparting, receiving news of poor prognosis.

Work will also require regular counselling of patients with psycho-social problems.

To deal with patients suffering from pain that may lead to anxiety and aggressive behaviour.

This job may involve exposure to unpleasant working conditions e.g. bodily fluids including sputum, unpleasant smells and occasional exposure to verbal and physical aggression.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Recognised qualification, Degree/ equivalent in Physiotherapy HCPC Registration	CSP membership	Application Form & pre-employment checks
Experience	Broad range of undergraduate placements	Broad range of undergraduate placements	Interview / Application Form /

Aptitude & Abilities	Excellent communication skills Motivated and enthusiastic to learn Ability to work independently Ability to work as part of a team	Ability to speak Welsh	Interview
Values	Ability to display the attributes embedded within the PTHB values and behaviour framework		Interview
Other	Ability to travel between sites in a timely manner IT skills Willing to work flexibly to meet the needs of the service. To include 7 day working		Application Form and Interview

GENERAL REQUIREMENTS

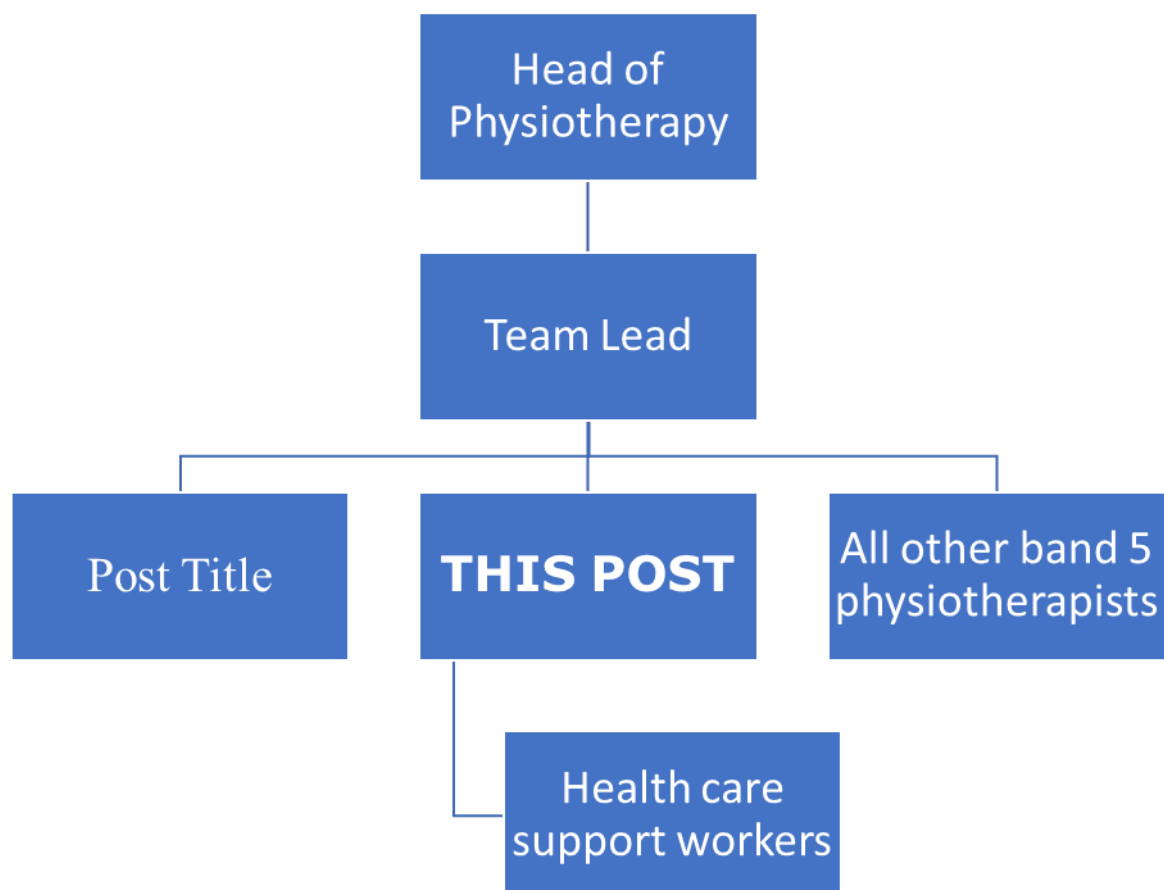
Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.

- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **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:	Ffisiotherapydd
Band cyflog:	5
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Therapiau a Gwyddorau Iechyd
Adran:	Ffisiotherapi
Safle:	I'w gwblhau ar ôl recriwtio
TREFNIADAU SEFYDLIADOL:	
Yn Rheolaethol Atebol i:	Arweinydd y Tîm Ffisiotherapi
Yn Broffesiynol Atebol i:	Pennaeth Proffesiynol Ffisiotherapi

GWERTHOEDD AC YMDDYGIAD

Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd ac Ymddygiad.

CRYNODEB O'R SWYDD / EI NOD :

Bydd deiliad y swydd hon yn gweithio yn ôl trefn gylchdroi i ennill profiad mewn amryw o wahanol feysydd clinigol. Gan weithio mewn tîm amlddisgyblaeth, bydd deiliad y swydd yn cyfathrebu a chael cyswllt ar draws y timau iechyd a gwasanaethau cymdeithasol gan asesu, rhoi diagnosis a thrin cleifion sy'n cael eu cyfeirio at y gwasanaeth Ffisiotherapi.

Bydd deiliad y swydd yn gyfrifol am eu llwyth achosion clinigol eu hunain gan benderfynu ar natur, math a pha mor aml fydd angen triniaeth, gyda chymorth uwch-aelodau'r tîm.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Bydd deiliad y swydd:

Yn darparu asesiad a thriniaeth glinigol effeithiol i gleifion sy'n cael eu cyfeirio at y gwasanaeth Ffisiotherapi.

Yn helpu i gynnal amgylchedd sy'n addas i ddarparu a chynnal gofal o safon uchel i gleifion.

Yn cyfuno eu gwybodaeth ac ehangu eu sgiliau clinigol mewn amryw o wahanol feysydd Ffisiotherapi.

Yn sefydlu perthynas a chyfathrebu da o fewn y gwasanaeth Ffisiotherapi a gyda staff eraill, cleifion ac ymwelwyr.

Clinigol

Bod yn broffesiynol a chyfreithiol atebol a chyfrifol am bob agwedd ar eich gwaith eich hun, gan gynnwys rheolaeth o gleifion yn eich gofal.

Gyda goruchwyliaeth ac arweiniad gan uwch-aelodau'r tîm a chymorth gan Arweinydd y Tîm, delio â'ch llwyth achosion clinigol eich hun gan gynnwys asesu / gwneud penderfyniadau clinigol, rhoi triniaeth, dethol a gwerthuso.

Gyda pheth arweiniad, trefnu eich llwyth achosion eich hun gan sicrhau bod triniaeth a cheisiadau am driniaeth yn cael sylw prydlon ac effeithlon.

Asesu cleifion yn gynhwysfawr, gan gynnwys rhai gydag amryw o wahanol batholegau; defnyddio sgiliau rhesymu clinigol sylfaenol i roi diagnosis cywir o'u cywir.

Gyda chymorth ac arweiniad gan uwch-aelodau staff, dehongli a dadansoddi ffeithiau clinigol ac anghlinigol i roi diagnosis a phrognosis cywir mewn ystod eang o gyflyrau ac argymell y cwrs triniaeth gorau.

Llunio a darparu rhaglen driniaeth Ffisiotherapi i bob unigolyn, ar sail gwybodaeth gadarn o ymarfer seiliedig ar dystiolaeth.

Gydag arweiniad, sicrhau y cedwir cofnodion meddygol cywir a diweddar sy'n nodi'r broblem yn glir, ac sy'n cydymffurfio â'r gofynion cyfreithiol a chlinigol.

Darparu gofal llawn i'r claf gan sicrhau bod triniaethau'n cael eu darparu'n unol â pholisïau a gweithdrefnau Bwrdd Iechyd Addysgu Powys yn ogystal â glynu wrth safonau ymarfer y Gymdeithas Siartredig Ffisiotherapi (CSP).

Sicrhau bod cyfathrebu effeithiol yn digwydd ar draws Bwrdd Iechyd Addysgu Powys a chael cyswllt â disgyblaethau eraill am ofal cleifion.

Cymryd rhan mewn a chynrychioli'r gwasanaeth Ffisiotherapi mewn cyfarfodydd tîm amlddisgyblaeth.

Defnyddio ystod o wahanol adnoddau cyfathrebu llafar a dieiriau i gyfathrebu'n effeithiol â chleifion er mwyn hwyluso cynnydd rhaglenni adsefydlu a thriniaeth.

Gyda chymorth ac arweiniad gan uwch-aelodau staff, gwerthuso cynnydd y claf, ailasesu a newid rhaglenni triniaeth.

Gyda chymorth Uwch-Ffisiotherapyddion / Arweinydd y Tîm, rheoli risg glinigol a gwneud asesiadau risg o fewn eich llwyth achosion cleifion eich hun, gan ystyried yr amgylchedd a phobl eraill yn bresennol.

Gydag arweiniad a goruchwyliaeth, bod yn gyfrifol am ddefnyddio'r holl gyfarpar electrotherapi, cyfarpar adsefydlu a chyfarpar yr adran Ffisiotherapi'n ddiogel a chymwys.

Helpu a chynorthwyo uwch-aelodau staff Ffisiotherapi gydag addysgu a rhoi cyfarwyddyd i berthnasoedd, gofalwyr a staff proffesiynol eraill i hybu deall amcanion ffisiotherapi a sicrhau cysondeb wrth ddarparu gofal i gleifion.

Bod yn gyfrifol am a dirprwyo tasgau i Weithwyr Cymorth Gofal Iechyd.

Cyfrannu at Ymweliadau Cartref gyda chleifion lle bo angen.

Cymryd rhan mewn rotas gwaith 7 diwrnod, pan fo'n briodol.

Proffesiynol

Gydag arweiniad gan Uwch-Ffisiotherapyddion / Arweinydd y Tîm, gofalu am eich datblygiad proffesiynol (CPD) eich hun drwy gadw ar y blaen i unrhyw dueddiadau a datblygiadau newydd a'u hymgorffori yn eich gwaith lle bo angen.

Cynorthwyo a helpu Uwch-Ffisiotherapyddion i ddarparu hyfforddiant ac addysg glinigol i fyfyrwyr Ffisiotherapi mewn sgiliau a gwybodaeth ffisiotherapi yn y meysydd clinigol craidd.

Darparu cymorth, arweiniad a hyfforddiant i Weithwyr Cymorth Gofal Iechyd a chyfrannu at asesu a gwerthuso eu cymhwysedd.

Gydag arweiniad, cyfrannu at gynefino staff newydd.

Gyda chymorth ac arweiniad gan uwch-aelodau staff, cynnal a datblygu eich gwybodaeth bresennol o ymarfer seiliedig ar dystiolaeth ym mhob arbenigedd perthnasol.

Cymryd rhan yn y cynllun gwerthuso staff a bod yn gyfrifol am gydymffurfio â'ch rhaglen datblygiad personol gytunedig.

Cymryd rhan a chyfrannu at y rhaglen hyfforddiant fewnol a'r broses adolygu gan gymheiriaid.

Lle cewch eich cyfarwyddo i wneud hynny, casglu data i'w ddefnyddio mewn archwiliadau gwasanaeth fel bo angen a chymryd rhan mewn prosiectau archwilio i gyfrannu at newidiadau a datblygiadau gwasanaeth.

Sefydliadol

Chwarae rhan weithredol mewn casglu'r data sydd ei angen ar systemau TG Bwrdd Iechyd Addysgu Powys.

Bod yn ymwybodol o'r agweddau Iechyd a Diogelwch ar eich gwaith a chydymffurfio â pholisïau a allai fod eu hangen i wneud eich ardal waith yn fwy diogel, gan gynnwys cofnodi ac adrodd damweiniau'n ddiymdroi i uwch-aelodau staff a sicrhau bod cyfarpar yn ddiogel i'w ddefnyddio.

Cydymffurfio â pholisïau a gweithdrefnau adrannol a sefydliadol a chynorthwyo uwch-aelodau staff i'w hadolygu a'u diweddarau fel y bo'n briodol.

Ymdrech

Yn ddyddiol, cyflawni aseiniadau a thriniaethau ar gyfer cyflyrau aml-batholegol cymhleth, sy'n gofyn ymdrech gorfforol gymedrol.

Cydymffurfio â Pholisi Codi a Symud y Bwrdd Iechyd a'r canllawiau codi a symud therapiwtig lleol.

Gweithio mewn amgylchedd lle gallai ceisiadau gan gleifion, staff clinigol, myfyrwyr a staff gweinyddol a chymorth fod yn tarfu ar batrwm y gwaith.

Delio'n sensitif ag amgylchiadau emosiynol neu drallodus yn ymwneud â gofal cleifion, e.e. rhoi a derbyn newyddion am brognosis gwael.

Bydd y gwaith hefyd yn cynnwys cwnsela cleifion gyda phroblemau seicogymdeithasol yn rheolaidd.

Delio gyda chleifion sy'n dioddef o boen a allai arwain at orboeni ac ymddwyn yn ymosodol.

Gall y swydd gynnwys dod i gysylltiad ag amodau gwaith annymunol, e.e. hylifau'r corff gan gynnwys poer, arogleuon annifyr ac yn achlysurol ymddygiad sy'n gorfforol neu eiriol ymosodol.

MANYLEB PERSON

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Cymhwyster cydnabyddedig, Gradd / cymhwyster cyfwerth mewn Ffisiotherapi Cofrestriad HCPC	Aelodaeth o CSP	Ffurflen gais ac archwiliadau cyngyflogi
Profiad	Ystod eang o leoliadau israddedig	Profiad Ffisiotherapi blaenorol ar Fand 5	Ffurflen gais a chyfweliad
Doniau a Galluoedd	Sgiliau cyfathrebu rhagorol Gyda chymhelliad a brwdfrydedd tuag at ddysgu Yn gallu gweithio'n annibynnol Yn gallu gweithio fel rhan o dîm	Yn gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Yn gallu dangos y nodweddion a restrir yn fframwaith gwerthoedd ac ymddygiad PTHB		Cyfweliad
Arall	Yn gallu teithio Sgiliau TG Yn barod i weithio'n hyblyg i ateb anghenion y gwasanaeth. Hyn yn cynnwys gweithio 7 diwrnod		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 Adrannol, 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 cyflogeion 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 *Safonol / 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 Trefniadaethol:

