



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

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

To provide Occupational Therapy within the specialist area depending upon the rotational area worked in. To manage a defined caseload, using evidence based/client centred principles to assess plan, implement and evaluate interventions in an environment as agreed by senior staff.

DUTIES & RESPONSIBILITIES

To undertake Occupational Therapy assessments for a designated caseload, assessing and addressing occupational performance, enabling the client in areas of self-maintenance, productivity and leisure

To use standardised tool as appropriate depending upon level of competency.

Through co-production with clients identify Occupational Therapy goals as part of the overall care plan.

To plan and implement individual and/or group interventions, in collaboration with the client, using graded activity to achieve therapeutic goals.

To monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention.

To establish effective communication networks with clients and carers, team members, Occupational Therapy colleagues and other agencies.

To participate or work as a member of the multidisciplinary team, contributing to decisions with regard to client care programmes.

To provide support and education to clients and carers regarding aspects of Occupational Therapy, e.g. equipment fitting, rehab programmes.

To see clients in a variety of locations as appropriate to the needs of the client and within competencies as identified by senior member of the team

Actively participate in formal and informal reporting.

To contribute to the THB and Occupational Therapy Service clinical governance arrangements and quality agenda.

To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.

As directed by Team Leader, to participate in clinical effectiveness and clinical audit procedures, interpret the outcomes and relate to the practice of Occupational Therapy as part of the evaluation process.

To carry out risk assessments to guide own practice, patient safety and the safety of other staff. Risks may be relating to: safe use of appropriate

equipment; engagement in specific activities; environment - both physical and social

To prescribe and act as trusted assessors for equipment, minor adaptations and care where appropriate within their budgetary value.

To comply with the RCOT Code of Ethics and Professional Conduct and national and Teaching Health Board procedures.

To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.

To demonstrate the ability to critically evaluate current research and apply to practice.

To manage a defined caseload as requested by a Team Leader

To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal

To identify the limits of personal competence and obtain and use advice and guidance as appropriate

To participate in the induction, training and education of students and other staff in this setting

To maintain a professional portfolio for CPD, recording learning outcomes through participation in internal and external development opportunities

To participate in the planning, evaluation, clinical pathways and protocols within your area.

Using IT skills to produce reports, spreadsheets and access electronic information / data

To exercise good personal time management, punctuality and consistent reliable attendance

To ensure that up to date written and electronic records and activity data are maintained in accordance with professional and THB standards

To supervise and delegate to Support Staff within the service and participate as an assessor of Agored Cymru modules

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Diploma/ Degree in Occupational Therapy HCPC Registered (with anticipated registration within six months) Documented Evidence of CPD	Additional clinical or healthcare related experience Membership of Professional Body	Application Form Interview
Experience	Clinical practice on fieldwork placements in a variety of general and specialist areas	Basic knowledge of principles of Clinical Governance Ability to reflect and critically appraise own performance	Application Form Interview
Aptitude and Abilities	Effective written and oral communication skills Ability to utilise a full range of Microsoft packages or similar Good personal organisation skills	Ability to speak Welsh Agored Assessor	Interview
Values	Demonstration of an understanding of the PTHB values		Interview References
Other	Ability to travel within geographical area. Able to work hours flexibly. (weekend working maybe required)	Ability to speak or learn Welsh	Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

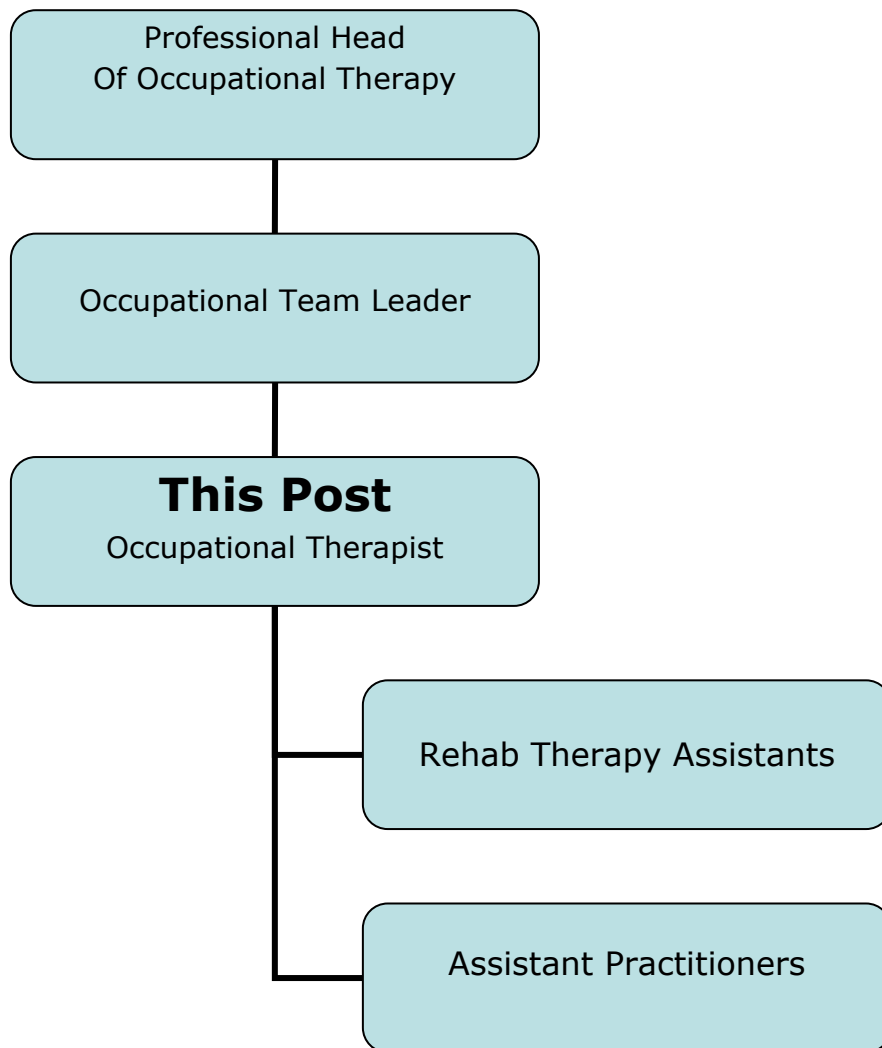
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:**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

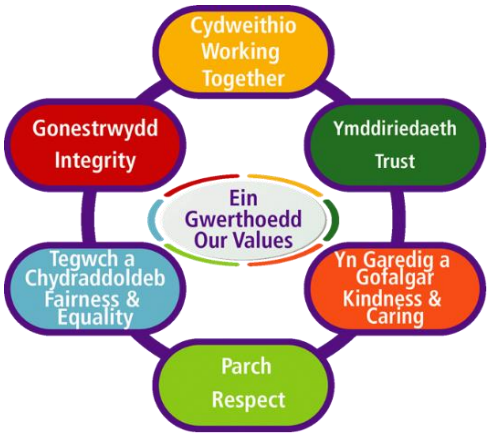
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** 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:	Therapydd Galwedigaethol
Band cyflog:	5
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Therapi Galwedigaethol
Adran:	Therapiau
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Arweinydd y Tîm
Yn Broffesiynol Atebol i:	Pennaeth Proffesiynol Therapi Galwedigaethol
<u>VALUES & BEHAVIOUR</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgaf a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD :

Darparu Therapi Galwedigaethol o fewn y maes arbenigol, gan ddibynnu ar y maes cylchdro y mae'n gweithio ynddo. Rheoli llwyth achosion diffiniedig, gan ddefnyddio egwyddorion seiliedig ar dystiolaeth/sy'n canolbwyntio ar y cleient i asesu, cynllunio, gweithredu a gwerthuso ymyriadau mewn amgylchedd y mae'r uwch staff wedi cytuno arno.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Ymgymryd ag asesiadau Therapi Galwedigaethol ar gyfer llwyth achosion dynodedig, gan asesu a mynd i'r afael â pherfformiad galwedigaethol, gan alluogi'r cleient ym meysydd hunan-gynhaliath, cynhyrchiant a hamdden.

Defnyddio offeryn safonedig fel bo'n briodol, gan ddibynnu ar lefel cymhwysedd.

Trwy gydgyhyrchu â chleientiaid, nodi targedau Therapi Galwedigaethol fel rhan o'r cynllun gofal cyffredinol.

Cynllunio a gweithredu ymyriadau ar gyfer unigolion a/ neu grwpiau, ar y cyd â'r cleient, gan ddefnyddio gweithgareddau cynyddol i gyflawni nodau therapiwtig.

Monitro a gwerthuso triniaeth er mwyn mesur cynnydd a sicrhau bod yr ymyrraeth yn effeithiol.

Sefydlu rhwydweithiau cyfathrebu effeithiol â chleientiaid a gofalwyr, aelodau'r tîm, cydweithwyr Therapi Galwedigaethol ac asiantaethau eraill.

Chwarae rhan yn y tîm amlddisgyblaeth neu weithio fel aelod ohono, gan gyfrannu at benderfyniadau'n ymwneud â rhaglenni gofal cleientiaid.

Darparu cefnogaeth ac addysg i gleientiaid a gofalwyr yn ymwneud ag agweddau ar Therapi Galwedigaethol, e.e. gosod offer, rhaglenni adsefydlu.

Gweld cleientiaid mewn amrywiaeth o leoliadau sy'n briodol i anghenion y cleient ac o fewn cymwyseddau y mae uwch aelod o'r tîm wedi'u nodi.

Mynd ati i gymryd rhan mewn adrodd ffurfiol ac anffurfiol.

Cyfrannu at drefniadau llywodraethu clinigol ac agenda ansawdd y Bwrdd Iechyd Addysgu a'r Gwasanaeth Therapi Galwedigaethol.

Dangos dealltwriaeth o ddeddfwriaeth a chanllawiau cenedlaethol yn ymwneud ag iechyd a gofal cymdeithasol a'u heffaith ar ddarpariaeth gwasanaeth.

Yn unol â chyfarwyddiadau Arweinydd y Tîm, cymryd rhan mewn gweithdrefnau effeithiolrwydd clinigol ac archwilio clinigol, dehongli'r deilliannau a'u cysylltu i arfer Therapi Galwedigaethol fel rhan o'r broses werthuso.

Gwneud asesiadau risg i arwain ei (h)arfer ei hun, diogelwch cleifion a diogelwch staff eraill. Gallai risgiau fod yn gysylltiedig â: defnyddio offer priodol yn ddiogel; cymryd rhan mewn gweithgareddau penodol; yr amgylchedd – ffisegol a chymdeithasol.

Pennu offer, mân addasiadau a gofal lle bo'n briodol o fewn eu gwerth cyllidebol, a bod yn aseswr dibynadwy ohonyn nhw.

Cydymffurfio â Chod Moeseg ac Ymddygiad Proffesiynol Coleg Brenhinol y Therapyddion Galwedigaethol a gweithdrefnau'r Bwrdd Iechyd Addysgu a gweithdrefnau cenedlaethol.

Parchu unigoliaeth, gwerthoedd, diwylliant a chrefydd pob cleient a chyfrannu at ddarparu gwasanaeth sy'n sensitif i'r anghenion hynny.

Dangos y gallu i werthuso ymchwil gyfredol yn feirniadol a'i defnyddio wrth weithio.

Rheoli llwyth achosion diffiniedig yn ôl cais Arweinydd y Tîm.

Adolygu a myfyrio ynglŷn â'i (h)arfer a'i berfformiad/ ei pherfformiad ei hun trwy ddefnyddio goruchwyliaeth ac arfarniad proffesiynol a gweithredol yn effeithiol.

Nodi cyfyngiadau cymwyseddau personol a gofyn am gyngor a chyfarwyddyd a'u defnyddio fel bo'n briodol.

Cymryd rhan mewn cynefino, hyfforddi ac addysgu myfyrwyr a staff eraill yn yr amgylchedd hwn.

Cadw portffolio proffesiynol ar gyfer Datblygiad Proffesiynol Parhaus, gan gofnodi deilliannau dysgu trwy gymryd rhan mewn cyfleoedd datblygu mewnol ac allanol.

Cymryd rhan mewn cynllunio, gwerthuso llwybrau clinigol a phrotocolau o fewn ei faes/ei maes.

Defnyddio sgiliau TG i gynhyrchu adroddiadau, taenlenni ac i gael gafael ar wybodaeth/ data electronig.

Rheoli amser personol yn dda, bod yn brydlon ac yn gyson a dibynadwy o ran presenoldeb.

Sicrhau bod cofnodion ysgrifenedig ac electronig a data gweithgarwch yn cael eu cynnal yn unol â safonau proffesiynol a safonau'r BIA.

Goruchwyllo Staff Cymorth a dirprwyo tasgau iddyn nhw o fewn y gwasanaeth a chyfrannu fel aseswr modiwlau Agored Cymru.

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Diploma/ Gradd mewn Therapi Galwedigaethol Wedi cofrestru â HCPC (yn rhagweld cofrestru o fewn chwe mis) Tystiolaeth ddogfennol o Ddatblygiad Proffesiynol Parhaus	Profiad clinigol neu ofal iechyd perthynol ychwanegol Aelodaeth o Gorff Proffesiynol	Ffurflen Gais Cyfweliad
Profiad	Arfer clinigol ar leoliadau gwaith maes mewn amrywiaeth o feysydd cyffredinol ac arbenigol	Gwybodaeth sylfaenol o egwyddorion Llywodraethu Clinigol Gallu myfyrio ynglŷn â'ch perfformiad eich hun a'i arfarnu'n feirniadol	Ffurflen Gais Cyfweliad
Doniau a Galluoedd	Sgiliau cyfathrebu ysgrifenedig a llafar effeithiol Gallu defnyddio ystod lawn o becynnau Microsoft neu debyg Sgiliau trefnu personol da	Gallu siarad Cymraeg Aseswr Agored	Cyfweliad
Gwerthoedd	Dangos dealltwriaeth o werthoedd BIAP		Cyfweliad Geirdaon
Arall	Gallu teithio o fewn ardal ddaearyddol Gallu gweithio oriau hyblyg (efallai y bydd yn rhaid gweithio ar benwythnos)	Gallu siarad neu ddysgu Cymraeg	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 ddifiniedig. 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 gyfrifiaduwr. 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 chymwysedau 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.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Teitl y swydd:

