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Swansea Bay University
Health Board

**Band 4 - Ymarferydd Nyrsio
Cynorthwyol (Acíwt a
Chymunedol)**

**Darllen y Swydd Ddisgrifiad yn
Gymraeg**

**Band 4 - Assistant Practitioner
Nursing (Acute and Community)**

**Read the Job Description in
English**



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TEITL Y SWYDD: Ymarferydd Nyrsio Cynorthwyol (Acíwt a Chymunedol)

Band: 4

TROSOLWG SWYDD:

Fel Ymarferydd Nyrsio Cynorthwyol disgwylir i ddeiliad y swydd reoli ei waith a'i lwyth achosion ei hun yn annibynnol, gan gyflawni tasgau a ddirprwyir gan ymarferydd cofrestredig gyda goruchwyliaeth briodol yn ei lle. Gyda dealltwriaeth o arfer sy'n seiliedig ar dystiolaeth a darparu gofal yn unol â thystiolaeth gyfredol, bydd deiliad y swydd yn cymryd cyfrifoldeb am ddarparu gofal sy'n canolbwyntio ar yr unigolyn yn unol â pholisi a gweithdrefnau'r sefydliad. O fewn y rôl, bydd deiliad y swydd yn:

- Bod yn gyfrifol am rai elfennau o asesu cleifion, a gynhelir ar y cyd â'r cofrestrai, gweithredu rhaglenni gofal, ac addasu rhaglenni gofal fel y'u dirprwyir gan ymarferydd cofrestredig. Neilltuir grŵp o gleifion i ofalu amdanynt i'r ymarferydd cynorthwyol, yn yr un modd ag y caiff cleifion eu dyrannu i nyrs gofrestrdig. Bydd yr aelod cofrestredig goruchwylol yn ymgymryd ag elfennau o ofal sydd y tu allan i gwmpas ymarfer band 4.
- Adrodd yn rheolaidd i'r ymarferydd cofrestredig, gan gydnabod ei gyfyngiadau ei hun a cheisio cyngor os yw'n ansicr.
- Gwaith i gefnogi'r tîm amlddisgyblaethol: nyrsys cofrestredig, meddygon, a gweithwyr proffesiynol perthynol i iechyd i ddarparu gwasanaeth di-dor i gleifion â goruchwyliaeth agos gan nyrs/ymarferydd cofrestredig.
- Darparu gofal cyffredinol/penodol fel y nodir isod ar gyfer grŵp cleientiaid penodol a bydd yn gymwys i weithio gyda disgyblaethau proffesiynol eraill, gan atgyfeirio cleifion ar gyfer asesiad a thriniaeth gweithwyr proffesiynol perthynol i iechyd neu at asiantaethau eraill yn ôl yr angen.
- Dirprwyo gwaith i staff eraill sydd heb eu cofrestru o fewn protocolau y cytunwyd arnynt, a gall oruchwyllo, addysgu ac asesu staff eraill sydd heb eu cofrestru, gan gynnwys myfyrwyr.
- Rhagwelir y bydd y rôl hon yn parhau i ddatblygu trwy gaffael sgiliau, gwybodaeth a chymwyseddau pellach yn unol â Fframwaith Llywodraethu Nyrsio Ymarferwyr Cynorthwyol Band 4 Cymru Gyfan ac yn unol ag anghenion cleifion.

Yn gyfrifol i:

Yn Adrodd:	Yn Atebol:	Yn Broffesiynol:

Bydd deiliad y swydd yn gweithio yn unol â:

Chod Ymddygiad a Chod Ymarfer Gweithwyr Cymorth Gofal Iechyd y gellir dod o hyd iddynt ar:

<http://www.wales.nhs.co.uk/nhswalescodeofconductandcodeofpractice>

- Fframwaith Llywodraethu Ymarferwyr Cynorthwyol (Nyrsio) "Unwaith i Gymru".
- Cymwyseddau Craidd "Unwaith i Gymru" Ymarferydd Cynorthwyol (Nyrsio Oedolion).
- Cymwyseddau Arbenigol "Unwaith i Gymru" Ymarferydd Cynorthwyol (Nyrsio Oedolion).
- Canllawiau Dirprwyo Cymru Gyfan

Cynllunio a Dylunio

- Gweithio'n annibynnol o fewn polisïau a gweithdrefnau sefydledig a darparu gofal fel y'i dirprwyir gan ymarferydd gofal iechyd cofrestredig.

Gwella, Monitro, Datblygu Polisïau / Gwasanaethau

- Cydnabod a gweithio'n gyson o fewn ffiniau a chwmpas y rôl ac o fewn ei gylch cymwys ei hun, yn ôl y cymwyseddau a aseswyd.
- Bod yn gyfrifol ac yn atebol am eich ymarfer eich hun ac am ddirprwyo gofal yn briodol i ymarferwyr cynorthwyol dan hyfforddiant, cynorthwywyr gofal iechyd neu fyfyrwyr.
- Cefnogi gwelliant parhaus mewn ansawdd wrth ddarparu gwasanaethau.
- Bod yn ymwybodol o, cadw a chyfrannu at baratoi a gweithredu canllawiau, protocolau a safonau lleol pan fo angen.
- Codi pryderon pan fydd ei ymddygiad ei hun neu ymddygiad pobl eraill yn tanseilio safonau cydraddoldeb ac amrywiaeth.
- Bod yn ymwybodol o'r sbardunau a'r broses ar gyfer adrodd am ddigwyddiadau, rheoli risg, diogelu, pryderon, a materion llywodraethu ehangach. Uwchgyfeirio'r holl bryderon/materion i'r Nyrs Gofrestredig.
- Gallu adnabod pryderon Diogelu, a lle bo'n briodol, cychwyn y weithdrefn ddiogelu ar y cyd â'r nyrs/ymarferydd cofrestredig, gan ystyried gofynion Safonau Diogelu Rhyddid a Deddf Galluedd Meddyliol.

Cyfathrebu.

Bydd deiliad y swydd yn cynrychioli'r bwrdd iechyd wrth ddarparu gofal o safon i gleifion, o fewn eu cwmpas ymarfer a chymhwysedd, bydd deiliad y swydd yn:

- Croesawu cleifion, ymwelwyr a pherthnasau i'r ardal glinigol, gan roi cymorth, cefnogaeth a gwybodaeth yn ôl y gofyn, a bod yn ymwybodol o rwystrau rhag cyfathrebu effeithiol.
- Cyfathrebu'n sensitif, yn gyfrinachol a chydag empathi i ddiwallu anghenion corfforol ac emosiynol eang menywod eu gofalwyr a'u teuluoedd.
- Gan ddefnyddio amrywiaeth o dulliau cyfathrebu, dehongli a chyflwyno gwybodaeth glinigol i gleifion a'u teuluoedd/gofalwyr

mewn ffyrdd y gellir eu deall yn glir, gan gydnabod anghenion unigol, a goresgyn unrhyw rwystrau i gyfathrebu (er enghraifft, namau corfforol, rhwystrau iaith).

- Datblygu a chynnal cyfathrebu â phobl am faterion anodd neu sefyllfaoedd anodd.
- Cyfathrebu'n effeithiol â chleifion, trafod gofal gan ddefnyddio sgiliau tact a pherswadiol, a goresgyn unrhyw rwystrau i ddealltwriaeth, e.e., cleifion dall neu fyddar, y rhai ag anawsterau lleferydd neu anawsterau dysgu.
- Cyfathrebu'n effeithiol o fewn y tîm amlddisgyblaethol ac adrannau eraill i sicrhau bod gofal cleifion yn cael ei gynllunio a'i gydlynu'n dda.
- Ateb y ffôn, pan fo angen, mewn modd cwrtais a chwrtais a throsglwyddo ymholiadau i'r nyrs/ymarferydd cofrestredig gan gadw cyfrinachedd bob amser.
- Gweithio fel aelod effeithiol a chyfrifol o'r tîm i fonitro a gwella profiad cleifion, gan weithredu ar unwaith i adrodd am unrhyw gwynion posibl a chyfrannu'n effeithiol at eu datrys yn anffurfiol lle bo modd.
- Sicrhau bod yr holl gleifion, gofalwyr, perthnasau a chydweithwyr yn cael eu trin â pharch ac urddas.
- Mae'r Bwrdd Iechyd wedi ymrwymo i ddiogelu ei staff, ei gleifion, ei asedau a'i enw da drwy broses rheoli risgiau effeithiol. Bydd yn ofynnol i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y Bwrdd Iechyd a chymryd rhan weithredol yn y broses hon, gan fod yn gyfrifol am reoli risgiau adrodd am eithriadau.
- Bod yn rhagweithiol wrth nodi risgiau, gan awgrymu camau unioni lle bo'n briodol a thrafod gyda'r nyrs/ymarferydd cofrestredig
- Mewn lleoliadau cymunedol rhaid i ddeiliad y swydd ddilyn polisi/gweithdrefn gweithiwr unigol y sefydliad er mwyn cynnal ei ddiogelwch personol

Clinigol

- Bydd gofyn i ddeiliad y swydd ddarparu gofal tosturiol o ansawdd uchel sy'n seiliedig ar dystiolaeth i grŵp o gleifion yn dilyn asesiad cychwynnol gan y Nyrs/Ymarferydd Cofrestredig gan ddefnyddio dulliau sy'n canolbwyntio ar yr unigolyn ac sy'n hybu iechyd ac annibyniaeth.
- Cael y caniatâd priodol ar gyfer y gofal a nodwyd, gan sicrhau bod gan y claf/cleient ddealltwriaeth a gwybodaeth dda o'r broses gwneud penderfyniadau a'i fod yn cael gwybodaeth gywir a phriodol.
- O dan arweiniad, cyfarwyddyd a goruchwyliaeth anuniongyrchol y nyrs/ymarferydd cofrestredig, sicrhau bod pob claf yn cael asesiadau unigol, clinigol/asesiadau risg priodol sy'n rhoi adborth cywir ac yn codi anghysondebau neu bryderon i'r nyrs gofrestrdig.
- Monitro cyflwr y claf yn effeithiol gan gydnabod dirywiad yn ei gyflwr corfforol neu feddyliol a chysylltu â'r Nyrs/Ymarferydd Cofrestredig mewn modd priodol ac amserol i adolygu / ailasesu anghenion gofal yn ôl yr angen.
- Cyfrannu at asesiad parhaus y claf gan ddarparu gwybodaeth i lywio asesiadau a thrafod unrhyw newidiadau i ofal wedi'i gynllunio gyda'r Nyrs/Ymarferydd Cofrestredig.
- Arddangos dulliau effeithiol o fonitro ac ymateb i arwyddion a symptomau trallod corfforol, meddyliol, gwybyddol, ymddygiadol ac emosiynol, dirywiad neu welliant.
- Ar y cyd â'r Nyrs Gofrestredig yn gwerthuso effeithiolrwydd y gofal a ddarperir ac yn cytuno i gytuno ar newidiadau i'r cynllun

gofal gyda'r Nyrs Gofrestredig yn ôl yr angen.

- Yn cydnabod ac yn ymateb yn effeithiol i sefyllfaoedd brys gan uwchgyfeirio cymorth i'r Nyrs/Ymarferydd Cofrestredig mewn modd amserol a phriodol.
- Cydweithio ag aelodau eraill o'r tîm aml-broffesiynol i sicrhau gofal cleifion o ansawdd uchel a rhyddhau cleifion yn ddiogel ac yn amserol, gyda'r nod o atal aildderbyniadau.
- Yn gymwys i gyflawni ystod o sgiliau clinigol sy'n briodol i'w maes gwaith, yn unol â'u cwmpas ymarfer a Fframwaith Llywodraethu Ymarferwyr Cynorthwyol (Nyrsio) Band 4 Cymru gyfan gan gynnwys:
- Profion Pwynt Gofal ar gyfer monitro arferol a nodwyd, gan gynnwys cyfrifoldeb am gydymffurfio ag asesiad ansawdd mewnol ac allanol o offer.
- Fel y dirprwyir gan y nyrs/ymarferydd cofrestredig, bod yn gyfrifol am ofal cleifion sy'n wynebu risg neu ddatblygiad wlsrau pwyso, cynllunio gofal ataliol, gan gynnwys defnyddio offer priodol a gofalu am wlsrau pwyso ar y cyd â'r nyrs gofrestrdig. Cyfrannu at adrodd am ddifrod pwysau a gafwyd gan gleifion sy'n derbyn gofal gan y bwrdd iechyd yn unol â pholisi lleol.
- Gwythïen-bigo a chanwleiddiad, lle bernir bod hynny'n briodol yng nghwmpas ymarfer sy'n benodol i'r rôl.
- Asesu a chofnodi arwyddion hanfodol, cyfrifo sgôr NEWS a thrafod camau gweithredu priodol gyda nyrs gofrestrdig yn unol â phrotocolau lleol a gweithredu a gwerthuso camau gweithredu
- Gofal bledren a choluddyn. Bydd hyn yn cynnwys ail-gathetreiddio rheolaidd, rheoli camweithrediad y coluddyn isaf, defnyddio, rheoli ac ailasesu cymhorthion a chyfarpar wrinol.
- Symud cathetrau yn rheolaidd yn unol â'r polisi cathetr.
- Rhoi meddyginiaethau'n ddiogel yn unol â chwmpas yr ymarfer a Pholisi Rhoi Meddyginiaeth Iechyd a Gofal Cymdeithasol Cymru Gyfan. Gall yr ymarferydd cynorthwyol dderbyn cyfrifoldeb dirprwyedig am agweddau ar reoli meddyginiaethau gan nyrs gofrestrdig fel y bernir yn briodol yng nghwmpas ymarfer sy'n benodol i'r rôl.
- Trosglwyddo gofal cleifion, pan fo'n briodol, o dan oruchwyliaeth uniongyrchol aelod cymwys o'r tîm amlddisgyblaethol gan gynnal cyfrinachedd bob amser.
- Cymryd rhan mewn derbyn, trosglwyddo a rhyddhau cleifion yn unol â pholisïau'r Bwrdd Iechyd; perfformio cynllunio rhyddhau effeithiol ac amserol

Rheolaeth, Hyfforddiant ac Arweinyddiaeth

- Yn dangos ymddygiadau ac agweddau yn unol â fframwaith gwerthoedd ac ymddygiad y bwrdd iechyd ac yn gweithredu er lles gorau cleifion, perthnasau a gofalcwyr bob amser. Felly, cyfrannu at greu amgylchedd gwaith iach.
- Cymryd cyfrifoldeb am eich datblygiad a'ch dysgu eich hun, gan sicrhau ymgysylltiad a chyfranogiad mewn hyfforddiant statudol, gorfodol a chyfleoedd dysgu seiliedig ar waith yn unol â pholisïau'r bwrdd iechyd a dadansoddiad o anghenion hyfforddi lleol.
- Cynnal portffolio datblygiad personol, gan sicrhau bod yr holl hyfforddiant ac asesiad o gymhwysedd yn cael ei gofnodi. Cymryd rhan mewn asesiadau cymhwysedd blynyddol ac adolygu cwmpas ymarfer yn unol â phroses PADR eu sefydliad
- Cefnogi datblygiad staff eraill sydd heb eu cofrestru, gan gynnwys myfyrwyr. Gall hyn gynnwys cynnal gwerthusiadau, asesu

cymhwysedd, darparu addysgu a goruchwylio. Bydd gofyn i ymarferwyr cynorthwyol Band 4 ymgymryd â chymhwyster aseswr achrededig a fydd yn eu galluogi i asesu cymhwysedd.

- Sicrhau bod eich cofnodion ESR eich hun yn cael eu cynnal a'u diweddarau'n briodol.

Arian a Chyllideb

- Ymarfer dyletswydd gofal personol wrth ddefnyddio a storio offer yn ddiogel a chynnal amgylchedd gwaith diogel.
- Cynnal lefelau digonol o stoc, offer a deunyddiau a hwyluso defnydd effeithlon ac effeithiol o adnoddau. Adrodd pan fo argaeledd yn is na safon neu lefel dderbyniol, gan gymryd camau priodol a sicrhau defnydd doeth o adnoddau ac ynni.

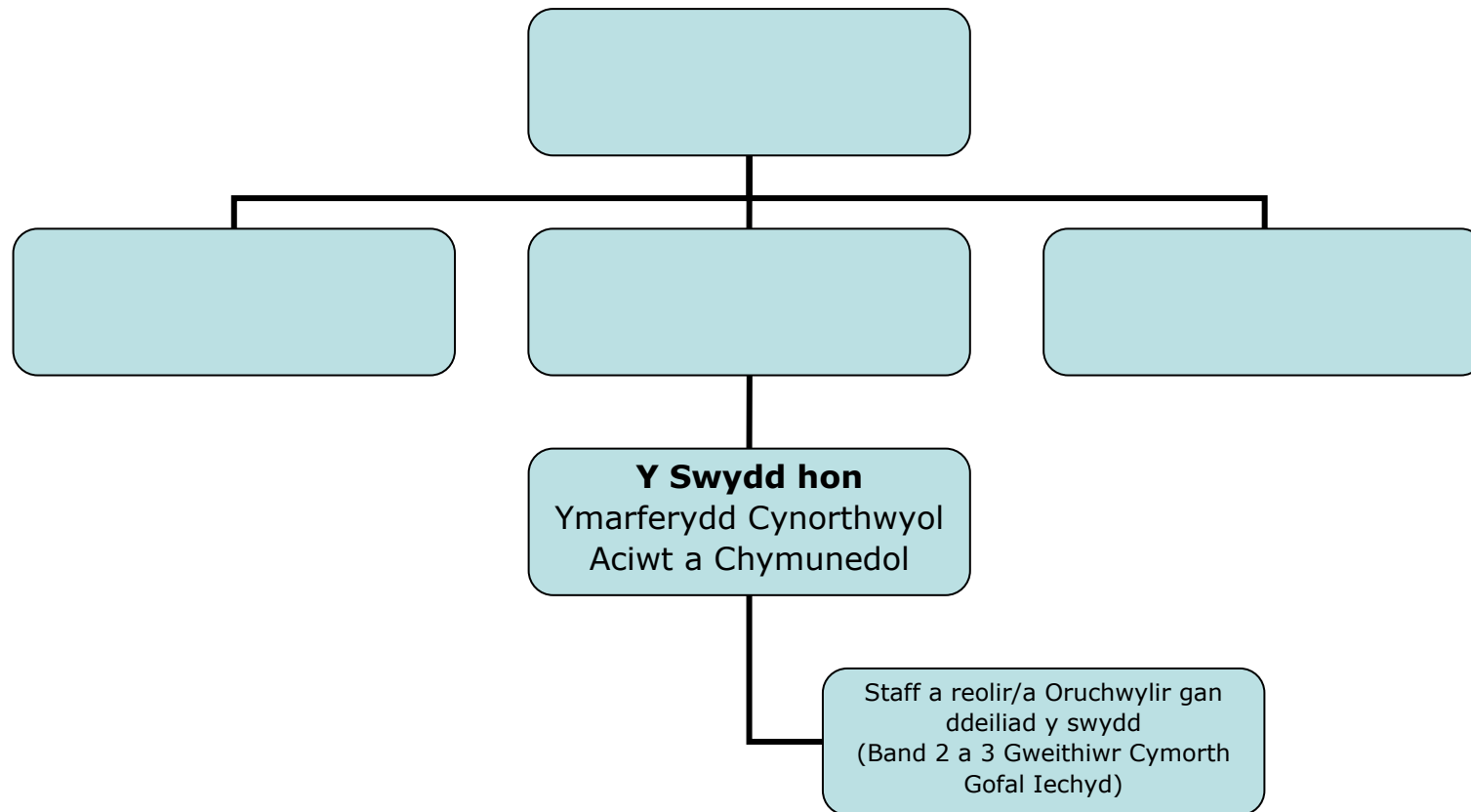
Digidol a Gwybodaeth

- Cadw cofnodion cleifion cywir, yn ysgrifenedig ac yn electronig e.e. Cofnod Gofal Nyrsio Cymru WNCR, yn unol â Pholisi'r Bwrdd Iechyd o ran llywodraethu gwybodaeth, GDPR, cyfrinachedd a chadw'n ddiogel.
- Bod yn gyfrifol am yr holl gofnodion sy'n cael eu casglu, eu creu neu eu defnyddio fel rhan o'ch rôl, gan sicrhau bod y cofnodion a'r cyfrinachedd yn cael eu cynnal bob amser, fel sy'n ofynnol gan ddeddfwriaeth a pholisi a gweithdrefnau'r Bwrdd Iechyd.
- Mewnbynnu data a gwybodaeth yn electronig/mewn cofnodion ysgrifenedig a systemau e-amserlennu, gan gofnodi gweithgarwch dyddiol, gan sicrhau bod pob cyswllt/gweithgaredd claf yn cael ei gofnodi ar yr un pryd.

Datblygiad Ymchwil. Gwerthuso ac archwilio

- Meddu ar ddealltwriaeth dda o safonau clinigol ac archwilio perthnasol e.e. Safonau Iechyd a Gofal Cymru, yr amgylchedd, rheoli heintiau a chymryd rhan mewn gweithgarwch archwilio yn ôl yr angen
- Cymryd rhan mewn cynnal archwiliadau ac arolygon.

Cymwysterau a Gwybodaeth Hanfodol	Dymunol	Profiad Hanfodol	Dymunol
<p>Cymhwyster galwedigaethol Lefel 4 mewn pwnc cysylltiedig â gofal iechyd perthnasol / Tystysgrif mewn Addysg Gweithiwr Cymorth Gofal Iechyd, TGAU Mathemateg a Saesneg Gradd C neu uwch neu gymwysterau sgiliau hanfodol lefel 2 neu uwch cyfatebol</p> <p>Tystiolaeth o ddatblygiad personol parhaus sy'n berthnasol i'r rôl mewn gofal iechyd, gallu dangos dealltwriaeth o God Ymddygiad SGIC, canllawiau Dirprwyo Cymru Gyfan, a Fframwaith Llywodraethu Ymarferwyr Cynorthwyol Band 4 Cymru gyfan.</p> <p>Gwybodaeth glinigol sy'n berthnasol i'r rôl. Yn dangos dealltwriaeth o bwysigrwydd dilyn gweithdrefnau a chynlluniau triniaeth</p> <p>Yn dangos dealltwriaeth o'r ddeddfwriaeth sy'n ymwneud â Diogelu e.e.oedolion/plant, y Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu rhag Colli Rhyddid i gadw oedolion yn eu gofal</p>	<p>Gwybodaeth leol am wasanaethau a statudol a gwirfoddol</p> <p>Cymhwyster addysgu neu hyfforddi</p>	<p>Profiad sylweddol a diweddar o ddarparu gofal clinigol perthnasol</p> <p>Sgiliau rhyngpersonol a chyfathrebu a'r gallu i reoli/tryledu sefyllfaoedd heriol neu fygythiol</p> <p>Profiad o ymgymryd ag amrywiaeth o sgiliau clinigol sy'n berthnasol i'r swydd yn unol â chwmpas ymarfer y rôl a'r fframwaith llywodraethu cenedlaethol e.e.</p> <ul style="list-style-type: none"> Gofal cathetr (gan gynnwys tynnu) Monitro a chofnodi arsylwi hanfodol a dehongli canlyniadau Adolygu asesiadau risg Monitro a dehongli glwcos yn y gwaed. <p>Profiad o gefnogi Nnyrs Gofrestredig gyda gofal clwyfau</p>	<p>Profiad mewn ystod o sgiliau clinigol gan gynnwys gofal lliniarol</p> <p>Ar gyfer rolau cymunedol: profiad o ddarparu gofal mewn lleoliad cymunedol neu ofal sylfaenol. Gweinyddu meddyginiaethau trwy lwybrau llafar, amserol, SC, IM.</p> <p>Sgiliau mewn gofal clwyfau nad ydynt yn gymhleth</p> <p>Sgiliau mewn gofal clwyfau nad ydynt yn gymhleth</p>
Doniau a Galluedd Hanfodol		Dymunol	Arall Hanfodol
<p>Cadw at a gallu dangos gwerthoedd ac Ymddygiadau BIPBA</p> <p>Y gallu i ddangos agwedd dosturiol a gofalgar a sgiliau cyfathrebu effeithiol, y gallu i weithio mewn arena aml-asiantaeth, y gallu i gymryd rhan mewn ymarfer myfyriol a gweithgareddau goruchwyliaeth glinigol gyda sgiliau cyfathrebu llafar a di-eiriau rhagorol. Y gallu i wrando'n weithredol a chyfathrebu gwybodaeth sensitif neu anodd mewn modd clir a thosturiol</p> <p>Y gallu i weithredu fel Ymarferydd Cynorthwyol heb oruchwyliaeth uniongyrchol, i reoli eu hamser a'u llwyth gwaith eu hunain, blaenoriaethu gwaith, dirprwyo a cheisio cymorth pan fo angen a gallu cynnal asesiadau cleifion o fewn cymhwysedd a phrotocolau y cytunwyd arnynt</p> <p>Y gallu i drefnu a blaenoriaethu eich llwyth gwaith dirprwyedig eich hun i ymdrin â natur anarferol ac anrhagweladwy llwyth gwaith a chyswllt â chleifion unigol er mwyn datblygu perthnasoedd effeithiol a phriodol â chleifion, eu teuluoedd, gofalgwyr a chydweithwyr. Y gallu i gefnogi, goruchwyllo, asesu a gweithredu fel model rôl ar gyfer Ymarferwyr Cynorthwyol dan Hyfforddiant a dysgwyr eraill a HCAs yn ôl yr angen yn y lleoliad clinigol neu yng nghartref y claf</p>		<p>Mae sgiliau Cymraeg yn ddymunol ar lefel 1 i 5 o ran, deall, siarad, darllen ac ysgrifennu yn y Gymraeg</p>	<p>Gallu gweithio oriau hyblyg mae hyn yn cynnwys penwythnosau, gwyliau banc, sifftiau cynnar, hwyr a nos</p> <p>Cliriad Boddhaol Manwl y Gwasanaeth Datgelu a Gwahardd gan gynnwys gwiriad Rhestr Gwaharddedig Oedolion a Phlant</p> <p>Lefel dda o sgiliau TG sylfaenol</p>



JOB TITLE: Assistant Practitioner Nursing (Acute and Community)

Band: 4

JOB OVERVIEW:

As an Assistant Practitioner Nursing the post holder is expected to independently manage their own work and case load, undertaking tasks delegated by a registered practitioner with appropriate supervision in place. Understanding evidence-based practice and delivering care in line with current evidence, the post holder will take responsibility for the provision of person-centred care in accordance with organisational policy and procedures. Within the role the post holder will:

- Be responsible for some elements of patient assessment, undertaken in conjunction with the registrant, implementing programmes of care, and modifying programmes of care as delegated by a registered practitioner. The assistant practitioner will be allocated a group of patients to care for, in the same way that patients are allocated to a registered nurse. The supervising registrant will undertake elements of care that sits outside of the band 4 scope of practice.
- Report regularly to the registered practitioner, recognising own limitations and seeking advice if they are unsure.
- Work in support of the multi-disciplinary team: registered nurses, doctors, and allied health professionals to provide a seamless service to patients with proximal supervision from a registered nurse/practitioner.
- Provide general/specific care as specified below for a specific client group and will be competent to work with other professional disciplines, referring patients for allied health professional assessment and treatment or to other agencies as required.
- Delegate work to other unregistered staff within agreed protocols, and may supervise, teach, and assess other un-registered staff, including students.
- It is anticipated that this role will continue to develop through the acquisition of further skills, knowledge, and competencies as per the All-Wales Band 4 Assistant Practitioner Nursing Governance Framework and in line with patient need.

Responsible to:

Reporting:	Accountable:	Professionally:

Main Duties & Responsibilities

The post holder will work in line with the:

HCSW Code of Conduct & Code of Practice which can be found at:

<http://www.wales.nhs.co.uk/nhswalescodeofconductandcodeofpractice>

- "Once for Wales" Assistant Practitioner (Nursing) Governance Framework
- "Once for Wales" Assistant Practitioner (Adult Nursing) Core Competencies
- "Once for Wales" Assistant Practitioner (Adult Nursing) Specialist Competencies
- All Wales Delegation Guidelines

Planning and Design

- Work independently within established policies and procedures and provide care as delegated by a registered healthcare practitioner.

Improvement, Monitoring, Policy/Service Development

- Recognise and consistently work within boundaries and scope of the role and own sphere of competence, as per assessed competencies.
- Be responsible and accountable for own practice and for appropriate delegation of care to trainee assistant practitioners, healthcare assistants or students.
- Support continuous quality improvement in service delivery.
- Be aware of, adhere and contribute to the preparation and implementation of local guidelines, protocols and standards when required to do so.
- Raise concerns when own or others' behaviour undermines equality and diversity standards.
- Have an awareness of the triggers and process for incident reporting, risk management, safeguarding, concerns, and wider governance related issues. Escalate all concerns/issues to the Registered Nurse.
- Be able to recognise Safeguarding concerns, and where appropriate, initiate the safeguarding procedure in conjunction with the registered nurse/practitioner, considering the Liberty Protection Standards and Mental Capacity Act requirements.

Communication.

The post holder will represent the health board in the delivery of quality care to patients, within their scope of practice and competency, the post holder will:

- Welcome patients, visitors and relatives to the clinical area providing assistance, support and information where required, being aware of barriers to effective communication.
- Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of patients

and their carers and families.

- Using a range of communication approaches, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs, and overcoming any barriers to communication (for example, physical impairments, language barriers).
- Develop and maintain communication with people about difficult matters or difficult situations.
- Communicate effectively with patients, negotiate care using tact and persuasive skills, and overcome any barriers to understanding, e.g., blind, or deaf patients, those with speech difficulties or learning difficulties.
- Communicate effectively within the multi-disciplinary team and other departments to ensure that patient care is well planned and co-ordinated.
- Answer the telephone, when necessary, in a polite, courteous manner and pass on enquiries to the registered nurse/practitioner always maintaining confidentiality.
- Work as an effective and responsible team member to monitor and enhance the patients' experience, acting immediately to report any potential complaints and contribute effectively to resolving them informally where possible.
- Ensuring that all patients, carers, relatives, and colleagues are treated with respect and dignity.
- The Health Board is committed to protecting staff, patients, assets, and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health & Safety Policy and actively participate in this process and have responsibility for managing risks and reporting exceptions and incidents.
- Be proactive in the identification of risks, suggesting remedial action where appropriate and discuss with registered nurse/practitioner
- In community settings the post holder must follow the organisation's lone worker policy/procedure in order to maintain their personal safety

Clinical

- The post holder will be required to deliver high quality, compassionate, evidence-based care to a group of patients following the initial assessment by the Registered Nurse/Practitioner utilising person-centred approaches which promote health and independence.
- Obtain the appropriate consent for the identified care to be undertaken, ensuring the patient/ client has a good understanding and knowledge of the decision-making process and are provided with accurate and appropriate information.
- Under the leadership, direction, and indirect supervision of the registered nurse/practitioner, ensure that all patients have appropriate individualised, clinical assessments/ risk assessments providing accurate feedback and escalating discrepancies or concerns to the registered nurse.
- Effectively monitor the patient's condition recognising deterioration in their physical or mental condition and liaising with the Registered Nurse/Practitioner in an appropriate and timely manner to review / reassess care needs as required.
- Contributes to the on-going assessment of the patient providing information to inform assessments and discussing any changes to planned care with the Registered Nurse/Practitioner.

- Demonstrate effective approaches to monitoring and responding to signs and symptoms of physical, mental, cognitive, behavioural, and emotional distress, deterioration, or improvement.
- In conjunction with the Registered Nurse evaluates the effectiveness of care delivered and agrees to agree changes to the plan of care with the Registered Nurse as required.
- Recognises and effectively responds to emergency situations escalating support to the Registered Nurse/Practitioner in a timely and appropriate manner.
- Work in collaboration with other members of the multi-professional team to ensure high quality patient care and the safe and timely discharge of patients, with the aim of preventing readmissions.
- Competent to carry out a range of clinical skills appropriate to their area of work, in line with their scope of practice and the all-Wales Band 4 Assistant Practitioner (Nursing) Governance Framework including:
- Point of Care Testing for identified routine monitoring, including responsibility for compliance with both internal and external quality assessment of equipment.
- As delegated by the registered nurse/practitioner, be responsible for the care of patients at risk or pressure ulcer development, planning preventative care, including the use of appropriate equipment and care of pressure ulcers in conjunction with the registered nurse. Contribute to the reporting of pressure damage acquired by patients being cared for by the health board in line with local policy.
- Venepuncture and cannulation, where deemed appropriate in the role specific scope of practice.
- Vital signs assessment and recording, calculation of NEWS score and discuss appropriate action with registered nurse in line with local protocols and implement and evaluate actions
- Bladder and bowel care. This will include routine re-catheterisation, management of lower bowel dysfunction, application, management and re-assessment of urinary aids and appliances.
- Routine removal of catheters in line with the catheter policy.
- The safe administration of medications in line with scope of practice and the All Wales Health & Social Care Administration of Medication Policy. The assistant practitioner can accept delegated responsibility for aspects of medicines management from a registered nurse as deemed appropriate in the role specific scope of practice.
- Handover the care of patients, when appropriate, under the direct supervision of a qualified member of the multi-disciplinary team maintaining confidentiality at all times.
- Partake in the admission, transfer, and discharge of patients in accordance with Health Board policies; performing effective and timely discharge planning

Management, Training & Leadership

- Demonstrates behaviours and attitudes in accordance with the health board's values and behaviours framework and act in the best interest of patients, relatives, and carers at all times. Thus, contributing to the creation of a healthy working environment.
- Take responsibility for own development and learning, ensuring engagement and participation in statutory, mandatory training

and work-based learning opportunities in accordance with the health board policy and local training needs analysis.

- Maintain personal development portfolio, ensuring that all training and assessment of competence is recorded. Engage in annual assessments of competence and review of scope of practice in line with their organisation's PADR process
- Support the development of other unregistered staff, including students. This may include undertaking appraisals, assessing competence, providing teaching and supervision. Band 4 assistant practitioners will be required to undertake an accredited assessor qualification which will enable them to assess competence.
- Ensure own ESR records are appropriately maintained and updated.

Finance and Budget

- Exercise personal duty of care in the safe use and storage of equipment and the maintenance of a safe working environment.
- Maintain adequate levels of stock, equipment and materials and facilitate the efficient, effective use of resources. Report when availability falls below an acceptable standard or level, taking appropriate action and ensuring prudent use of resources and energy.

Digital and Information

- Maintain accurate patient records, both written and electronic e.g. Welsh Nursing Care record WNCR, in accordance with Health Board Policy having regard to information governance, GDPR, confidentiality and safekeeping.
- Be responsible for all records that are gathered, created, or used as part of role, ensuring that the records and confidentiality are both maintained at all times, as required by legislation and Health Board policy and procedures.
- Input data and information electronically/in written records and e-scheduling systems, recording daily activity, ensuring each patient contact/activity is recorded contemporaneously.

Research Development. Evaluation & Audit

- Have a good understanding of relevant clinical standards and audit e.g. Health and Care Standards for Wales, environment, infection control and participate as required in audit activity
- Participate in undertaking audits and surveys.

Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>Level 4 vocational qualification in a relevant health care associated subject / Certificate in Health Care Support Worker Education, GCSE Maths and English Grade C or above or equivalent level 2 or above essential skills qualifications</p> <p>Evidence of continuing personal development relevant to the role in health care, able to demonstrate understanding of the HCSW Code of Conduct, All Wales Delegation guidelines, and all Wales Band 4 Assistant Practitioner Governance Framework.</p> <p>Clinical knowledge which is relevant to the role. Demonstrates understanding of the importance of following procedures and treatment plans</p> <p>Demonstrates an understanding of the legislation related to Safeguarding e.g. adults/children, The Mental Capacity Act and Deprivation of Liberties Safeguards to keep adults within their care</p>	<p>Local knowledge of statutory and voluntary services</p> <p>Teaching or assessment qualification</p>	<p>Significant and recent experience of providing relevant clinical care</p> <p>Interpersonal and communication skills and the ability to manage/diffuse challenging or threatening situations</p> <p>Experienced in undertaking a range of clinical skills relevant to the post as per role scope of practice and the national governance framework e.g.</p> <ul style="list-style-type: none"> • Catheter care (including removal) • Monitor and record vital observation and interpret results • Reviewing risk assessments • Monitor and interpret blood glucose. <p>Experience of supporting an RN with wound care</p>	<p>Experience in a range of clinical skills including palliative care</p> <p>For community roles: experience of providing care in a community or primary care setting.</p> <p>Administration of medicines via oral, topical, SC, IM routes.</p> <p>Skills in non-complex wound care</p>
Essential Aptitude and abilities		Desirable	Other Essential
<p>Adhere to and can demonstrate SBU Values & Behaviours</p> <p>Ability to demonstrate a compassionate and caring attitude and effective communication skills, able to work in a multi-agency arena, ability to take part in reflective practice and clinical supervision activities with excellent verbal and non-verbal communication skills. Ability to actively listen and communicate sensitive or difficult information in a clear and compassionate manner</p> <p>Ability to function as an Assistant Practitioner without direct supervision, to manage their own time and workload, prioritise work, delegate and seek assistance when required and able to undertake patient assessments within agreed competency and protocols</p> <p>Ability to organise and prioritise own delegated workload to deal with non-routine and unpredictable nature of workload and individual patient contact to develop effective and appropriate relationships with patients, their families, carers, and colleagues. Ability to support, supervise, assess, and act as a role model for Trainee Assistant Practitioners other learners and HCAs as required within the clinical setting or within the patient's home</p>		<p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh</p>	<p>Able to work hours flexibly this includes weekends, bank holidays, early, late and night shifts</p> <p>Satisfactory/Enhanced DBS clearance including an Adults and Childrens Barred List check</p> <p>Good level of basic IT skills</p>

