



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Dementia Home Treatment Team Practitioner (DHTTP)
Pay Band:	6
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health
Department:	Dementia Home Treatment Team
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Team Manager
Professionally Accountable to:	Service Manager Older Persons Mental Team North Powys
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

The post holder will be a part of a multi-disciplinary team working with individuals who are living in their own homes. They will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for clients in the community.

Using a team approach and working with a small case load, the post holder will work flexibly, intensively, creatively and responsively to clients' needs. The post holder will also ensure good links with others within the designated Dementia Community Mental Health Team area and other relevant agencies and professionals.

Those individuals using the service may have complex mental health needs. The aim of interventions is to help them to help themselves by developing ways of coping both practically and psychologically, by maintaining a high standard of delivery of health and social care packages that meets each individuals' own needs. Care plans will be evaluated for effectiveness under the overall care programme approach which aims to promote good mental health, and the post holder will work extended and unsociable hours in order to meet the needs of service users.

The post holder will participate as an active member of the community team assuming the role of the key worker for patients in agreement with the Team Leader and will also take charge of the team caseload in the absence of the Team Leader.

DUTIES & RESPONSIBILITIES

Promote positive attitude to health and work towards the prevention of physical and psychological ill health.

Work as part of a multi-disciplinary team, directing, encouraging and leading therapies ensuring that they are delivered effectively. Ensure an effective therapeutic environment is maintained at all times.

Without direct supervision carry out specific duties as per Team agreed procedures that may include processing team referrals, providing advice and directing referrers to more appropriate services.

Prepare for and contribute to appropriate clinical team and other multi professional meetings, leading such clinical and non-clinical meetings when directed or in the absence of the Dementia Home Treatment Team Manager.

Discuss with Dementia Home Treatment Team Manager any aspects of work which cause concern or anxiety.

Have a detailed working knowledge of mental health and Health Board policies regarding Confidentiality, Data Protection Act, Mental Health Law, Freedom of Information Act, the Caldicott Principles, Complaints process, Mental Capacity Act, POVA, and apply this knowledge to practice and oversee its application by junior staff.

Attend and contribute to relevant meetings and reviews and case conferences, providing written and verbal reports.

Provide advice and guidance, and support to junior staff in respect to attendance at reviews, hearings and case conferences.

Maintain the ability to use de-escalation, safe holding and breakaway techniques as appropriate subject to relevant training according to Powys Teaching Health Board policy.

In addition to Powys Teaching Health Board mandatory training the post holder must undertake specific job-related mandatory training as documented in the Directorate Training Plan.

Work flexibly, outside office hours on a planned basis in order to meet service needs.

Develop evidence-based standards, in conjunction with the Dementia Home Treatment Team Manager, that include service users, carers, families and multi-disciplinary team members.

Clinical

Assess, plan, implement and evaluate a high standard of client care using a recognised care model. Holds a small caseload but will work with all clients covered by the team, being flexible, creative and responsive to client needs in relation to crisis management. Continue to provide accurate assessments of these cases in order to determine the suitability for continued Dementia Home Treatment Team intervention.

Undertake triage role for gate-keeping screening of referrals and prioritising the responsibilities of the team. Lead team discussions around allocation of referrals in accordance with agreed procedures and practice.

Develop, implement and evaluate care plans appropriate to clients' changing and complex needs, ensuring such actions are communicated and discussed collaboratively with the rest of the team, Care Co-coordinator, client and others involved as necessary. Take initiative in the co-ordination and input of other health and social care team members to ensure effective care delivery.

Formulate concise but clear descriptive risk assessment and risk management plans, reviewing regularly and ensuring that information is disseminated to others as appropriate.

Facilitate and support optimum service to clients and their carers/family, in a manner which is understandable and useful to them, reviewing and repeating on a regular basis.

Monitor effectiveness of medication level of any side effects. To inform the prescriber of findings. Support the client to fully understand their treatment options and make informed choices. The post holder is required to be highly skilled and updated in medication management.

Evaluate the delivery of care provided by self or other health and social care professionals and take-action as appropriate.

Promote the Care Programme Approach (CPA) in meeting client's health and social care needs and liaise with all interested parties and ensuring CPA paperwork is updated, agreed, signed and disseminated.

Attend and contribute to relevant meetings and reviews, particularly legal hearings and case conferences, providing high standard written and verbal reports to inform the risk assessment decision making process.

To uphold and promote best practice in dementia care, as defined in national guidance, the National Dementia Strategy and locally agreed standards.

Maintain and improve your clinical and theoretical knowledge within your practice.

Managerial/Administration

Manage the working environment efficiently and effectively, on an on-going basis.

Manage the day to day work of registered and non-registered staff on secondment and allocated to post holder.

Delegate appropriately and supervise the delivery of care by health/social care providers, including students in order to meet identified client needs according to staff competence.

Contribute to clinical and operational management of the Home Treatment Team by attending meetings to give professional opinion.

Deputise for the Dementia Home Treatment Team Manager in his / her absence by taking initiative or as requested.

Contribute in the selection, recruitment and retention of staff by sitting on interview panels and assisting in the decision-making process.

Oversee the induction and orientation of new staff, ensuring new and visiting staff are aware of local Health and Safety procedures such as Lone Working.

Support and contribute to changes in practice/policy, which embrace the targets and philosophies of the Modernisation Agenda.

Maintain statistics and case records as required, using information technology skill to access databases.

Teaching

Allocate and provide mentorship and preceptorship as appropriate. Assist in the development of mentorship and preceptorship programmes. Supervise, teach and assess registered and non-registered staff.

Undertake teaching sessions to registered and non-registered staff, students, fellow care workers and partner agencies in the care and management of service users with mental health problems. This may involve presentations, talks or practical demonstrations.

Finance

Ensure the cost-effective use of resources at all times by complying with Health Board Finance policies and reporting waste or ineffective use to the Budget holder.

Professional Development

Be responsible for own professional development, updating and attending appropriate educational and training activities in order to maintain a high level of current knowledge of clinical practice and professional developments related to specialist area of care.

Receive line management supervision from Dementia Home Treatment Team Manager.

Contribute to the Professional Development of junior staff by identifying need through the Professional Development Process.

Research

Ensure that the relevant Patient's Charter Standards are adhered to and implemented with regard to immediate clinical environment.

Contribute to audit, research activities, and service developments in conjunction with or as directed by the Dementia Home Treatment Team Manager.

Demonstrate the application of research in practice.

Communication

Develop and maintain constructive relationships with service users, colleagues and members of the multidisciplinary team and other health and social care providers/agencies.

Communicates with tact and empathy when delivering complex information to clients, families and staff. Deals with complex situations that arise, analysing and making decisions and problem solving.

Communicates sensitively and delicately with clients who may demonstrate hostile, antagonistic and potentially threatening behaviours due to their mental health condition.

Identifies potential communication barriers e.g. identifying preferred language, hard of hearing, nervousness/anxiety of patients, terminology.

Liaise with other health care team members/care partners and agencies, both statutory and voluntary, in accordance with the service users' care plan and the needs of those who form part of the service users' support network.

Maintain effective communication with colleagues and senior staff.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Diploma/Degree in Mental Health Nursing, or equivalent (RMN) and NMC registration/ Degree level Social care qualification Degree in Occupational Therapy</p> <p>High level of assessment/ risk assessment/ planning and evaluation skills necessary for working with acute Mental Health crisis</p> <p>CTP working practices Mental Health Act and other relevant legislation POVA/safeguarding</p> <p>Sound understanding of Mental Health Measure</p> <p>Awareness of current developments in Mental Health Practice</p> <p>Evidence of clinical and professional post qualification training and development</p>	<p>AOTMH member, Fieldwork educator certificate Thorn Diploma/Degree</p> <p>IT Skills</p> <p>Brief Family Therapy qualification/Training</p> <p>Cognitive Behavioural qualification/Training</p> <p>Counselling qualification/Training</p> <p>Clinical Supervision qualification/Training</p> <p>Venepuncture</p>	Application Form & pre-employment checks
Experience	<p>Relevant experience in Mental Health care</p> <p>Experience of giving and/or receiving supervision</p>		Interview / Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude & Abilities	Commitment to Home Treatment model Positive value base Good team worker Promote recovery Self-motivated Belief in inherent strengths of service user Prepared to embrace change Supportive of diversity of other's needs, opinions and values	Ability to speak Welsh	Interview / Application Form / References
Values	Ability to demonstrate PTHB Values		Interview / Application Form / References
Other	Ability to travel within a geographical area Excellent verbal and written communication skills Ability to work flexibly within 24-hour shift pattern	Ability to speak / write Welsh	Application Form Interview

GENERAL REQUIREMENTS

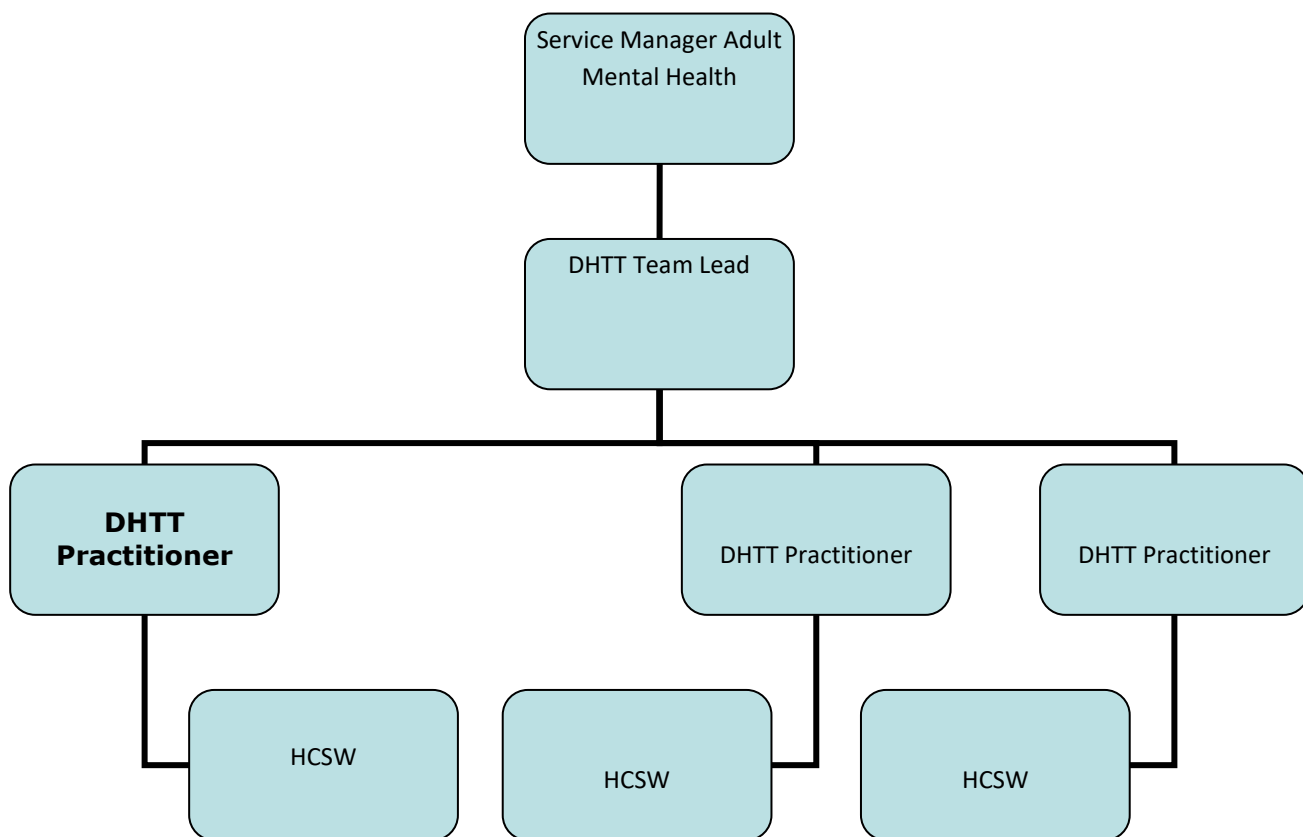
Include those relevant to the post requirements

- **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:	Ymarferydd Tîm Trin Dementia yn y Cartref
Band cyflog:	6
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Iechyd Meddwl
Adran:	Tîm Trin Dementia yn y Cartref
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Rheolwr Tîm
Yn Broffesiynol Atebol i:	Rheolwr Gwasanaeth Tîm Iechyd Meddwl Pobl Hÿn Gogledd Powys
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 <p>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 a'n Hymddygiadau.</p>	

CRYNODEB O'R SWYDD / EI NOD :

Bydd deiliad y swydd yn rhan o dîm amlddisgyblaeth sy'n gweithio gydag unigolion sy'n byw yn eu cartrefi eu hunain. Bydd yn gyfrifol am asesu anghenion gofal ac am ddatblygu, gweithredu a gwerthuso rhaglenni gofal i gleifion yn y gymuned.

Gan ddefnyddio dull tîm o weithredu a gweithio gyda llwyth achosion bach, bydd deiliad y swydd yn gweithio'n hyblyg, yn ddwys, yn greadigol ac yn ymatebol i anghenion cleientiaid. Bydd deiliad y swydd hefyd yn sicrhau bod yna gysylltiadau da gydag eraill ym maes dynodedig y Tîm Iechyd Meddwl Cymunedol Dementia a chydag asiantaethau a gweithwyr proffesiynol eraill perthnasol.

Mae'n bosibl y bydd gan unigolion sy'n defnyddio'r gwasanaeth anghenion iechyd meddwl cymhleth. Nod ymyriadau ydy eu helpu nhw i helpu eu hunain trwy ddatblygu ffyrdd o ymdopi, yn ymarferol ac yn seicolegol, trwy sicrhau bod pecynnau iechyd a gofal cymdeithasol o safon uchel yn cael eu darparu sy'n diwallu anghenion pob unigolyn. Caiff cynlluniau gofal eu gwerthuso o ran eu heffeithiolrwydd dan y dull rhaglen ofal cyffredinol o weithredu, â'r nod o hybu iechyd meddwl da, a bydd deiliad y swydd yn gweithio oriau estynedig ac anghymdeithasol er mwyn diwallu anghenion defnyddwyr gwasanaeth.

Bydd deiliad y swydd yn chwarae rhan fel aelod gweithgar o'r tîm cymunedol, gan gymryd rôl gweithiwr allweddol ar gyfer cleifion fel y cytunir arno ag Arweinydd y Tîm a bydd hefyd yn gyfrifol am lwyth achosion y tîm pan fo Arweinydd y Tîm yn absennol.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Hybu agwedd bositif tuag at iechyd a gweithio'n benodol i atal iechyd corfforol a seicolegol gwael.

Gweithio fel rhan o dîm amlddisgyblaeth, gan gyfarwyddo, annog ac arwain therapiau a sicrhau eu bod yn cael eu cyflenwi'n effeithiol. Sicrhau y cynhelir amgylchedd therapiwtig effeithiol bob amser.

Heb oruchwyliaeth uniongyrchol, gwneud dyletswyddau penodol yn unol â gweithdrefnau cytunedig y Tîm a allai gynnwys prosesu atgyfeiriadau i'r tîm, cynghori a chyfeirio atgyfeirwyr at wasanaethau mwy priodol.

Paratoi ar gyfer cyfarfodydd priodol y tîm clinigol a chyfarfodydd amlbroffesiwn eraill a chyfrannu atyn nhw, gan arwain cyfarfodydd clinigol ac anghlinigol o'r fath yn unol â chyfarwyddyd Rheolwr y Tîm Trin Dementia yn y Cartref neu pan fydd yn absennol.

Trafod unrhyw agweddau ar waith sy'n achosi pryder â Rheolwr y Tîm Trin Dementia yn y Cartref.

Meddu ar wybodaeth ymarferol fanwl o bolisiâu iechyd meddwl a pholisiâu'r Bwrdd Iechyd ynglŷn â Chyfrinachedd, Deddf Diogelu Data, Cyfraith Iechyd Meddwl, Deddf Rhyddid Gwybodaeth, Egwyddorion Caldicott, y broses Gwyno, Deddf Galluedd Meddyliol, POVA a rhoi'r wybodaeth hon ar waith a gorchwylio staff iau wrth ei rhoi ar waith.

Mynychu a chyfrannu at gyfarfodydd ac adolygiadau perthnasol a chynadleddau achosion, gan ddarparu adroddiadau ysgrifenedig a llafar.

Rhoi cyngor a chyfarwyddyd i staff iau a'u cefnogi o ran mynychu adolygiadau, gwrandawiaadau a chynadleddau achosion.

Cynnal y gallu i ddefnyddio technegau llacio, dal diogel a gwahanu fel bo'n briodol, ar ôl dilyn hyfforddiant perthnasol, yn unol â pholisi Bwrdd Iechyd Addysgu Powys.

Yn ogystal â hyfforddiant gorfodol Bwrdd Iechyd Addysgu Powys, rhaid i ddeiliad y swydd ddilyn hyfforddiant gorfodol sy'n benodol berthnasol i'r swydd, yn unol â'r hyn sydd wedi'i ddogfennu yng Nghynllun Hyfforddi'r Gyfarwyddiaeth.

Gweithio'n hyblyg, y tu allan i oriau swyddfa ar sail gynlluniedig er mwyn diwallu anghenion y gwasanaeth.

Datblygu safonau seiliedig ar dystiolaeth, ar y cyd â Rheolwr y Tîm Trin Dementia yn y Cartref, sy'n cynnwys defnyddwyr gwasanaeth, gofawyr, teuluoedd ac aelodau'r tîm amlddisgyblaeth.

Clinigol

Asesu, cynllunio, gweithredu a gwerthuso gofal cleientiaid o safon uchel, gan ddefnyddio model gofal cydnabyddedig. Dal llwyth achosion bach ond gweithio gyda'r holl gleientiaid y mae'r tîm yn gyfrifol amdany'n nhw, gan fod yn hyblyg, creadigol ac ymatebol i anghenion cleientiaid wrth reoli argyfwng. Parhau i ddarparu asesiadau manwl gywir o'r achosion hyn er mwyn penderfynu ar addasrwydd ymyrraeth barhaus y Tîm Trin Dementia yn y Cartref.

Cymryd rôl frysbenneu wrth sgrinio atgyfeiriadau a blaenoriaethu cyfrifoldebau'r tîm. Arwain trafodaethau'r tîm ynglŷn â dyrannu atgyfeiriadau yn unol â gweithdrefnau ac arfer cytunedig.

Datblygu, gweithredu a gwerthuso cynlluniau gofal sy'n briodol i anghenion newidiol a chymhleth cleientiaid, gan sicrhau bod camau gweithredu'n cael eu cyfathrebu a'u trafod ar y cyd â gweddill y tîm, y Cydlynnydd Gofal, y cleient ac eraill sydd â wnelo â'r gofal, fel bo angen. Gweithio ar eich liwt eich hun wrth gydlynu gwaith aelodau eraill o'r tîm iechyd a gofal cymdeithasol, a'u cael i gyfrannu, i sicrhau bod gofal yn cael ei ddarparu'n effeithiol.

Ffurio cynlluniau asesu risg a rheoli risg disgrifiadol cryno ond clir, eu hadolygu'n rheolaidd a sicrhau bod gwybodaeth yn cael ei lledaenu i eraill fel bo'n briodol.

Hwyluso a chefnogi'r gwasanaeth gorau posibl i gleientiaid a'u gofalwyr/ teulu, mewn modd sy'n ddealladwy ac yn ddefnyddiol iddyn nhw, gan adolygu ac ailadrodd hyn yn rheolaidd.

Monitro effeithiolrwydd lefel y feddyginiaeth o ran unrhyw sgil-ffeithiau. Rhoi gwybod i'r presgripsiynydd am ddarganfyddiadau. Cefnogi cleientiaid i ddeall eu hopsiynau triniaeth yn llawn ac i wneud dewisiadau deallus. Mae gofyn i ddeiliad y swydd fod yn hynod fedrus mewn rheoli meddyginiaeth a meddu ar y wybodaeth ddiweddaraf am hyn.

Gwerthuso'ch ffordd eich hun a ffordd gweithwyr iechyd a gofal cymdeithasol proffesiynol eraill o ddarparu gofal, a chymryd camau fel bo'n briodol.

Hybu'r Dull Rhaglen Ofal o Weithredu wrth ddiwallu anghenion iechyd a gofal cymdeithasol cleientiaid a chysylltu â phawb sydd a wnelo â hyn, a sicrhau bod gwaith papur Dull Rhaglen Ofal o Weithredu'n cael ei ddiweddarau, bod cytundeb arno, ei fod yn cael ei lofnodi a'i ledaenu.

Mynychu a chyfrannu at gyfarfodydd ac adolygiadau perthnasol, yn enwedig gwrandawriadau cyfreithiol a chynadleddau achosion, gan ddarparu adroddiadau ysgrifenedig a llafar o safon uchel i ddarparu sail ar gyfer y broses penderfynu yn sgil asesu risg.

Cynnal a hybu arfer gorau ym maes gofal dementia, yn unol â'r diffiniad mewn canllawiau cenedlaethol, y Strategaeth Dementia Genedlaethol a safonau lleol cytunedig.

Cynnal a gwella'ch gwybodaeth glinigol a damcaniaethol o fewn eich arfer.

Rheoli/ Gweinyddu

Rheoli'r amgylchedd gweithio'n effeithlon ac effeithiol, yn barhaus.

Rheoli gwaith bob dydd staff cofrestredig a'r rheini sydd heb gofrestru sydd ar secondiad neu sydd wedi'u dyrannu i ddeiliad y swydd.

Dirprwyo'n briodol a goruchwyllo gofal y mae darparwyr iechyd/ gofal cymdeithasol yn ei ddarparu, gan gynnwys myfyrwyr, er mwyn diwallu anghenion dynodedig cleientiaid yn unol â chymhwysedd staff.

Cyfrannu at reoli'r Tîm Trin yn y Cartref yn glinigol ac yn weithredol trwy fynychu cyfarfodydd i roi barn broffesiynol.

Bod yn ddirprwy ar gyfer Rheolwr y Tîm Trin Dementia yn y Cartref pan mae'n absennol, trwy weithio ar eich liwt eich hun neu'n unol â chais y Rheolwr.

Cyfrannu at ddedol, recriwtio a chadw staff trwy fod yn bresennol ar baneli cyfweld a chynorthwyo â'r broses benderfynu.

Goruchwylio rhaglenni cynefino ac ymgyfarwyddo staff newydd, gan sicrhau bod staff newydd a staff sy'n ymweld yn ymwybodol o weithdrefnau Iechyd a Diogelwch lleol, fel gweithdrefn Gweithio ar Eich Pen Eich Hun.

Cefnogi a chyfrannu at newidiadau i arfer/ polisi, sy'n cofleidio targedau ac athroniaethau'r Agenda Foderneiddio.

Cynnal ystadegau a chofnodion achosion yn ôl y galw, gan ddefnyddio sgiliau technoleg gwybodaeth i gyrchu cronfeydd data.

Addysgu

Dyrannu a darparu mentoriaeth a thiwtoriaeth fel bo'n briodol. Cynorthwyo i ddatblygu rhaglenni mentora a thiwтора. Goruchwylio, addysgu ac asesu staff cofrestredig a staff sydd heb gofrestru.

Ymgymryd â sesiynau addysgu ar gyfer staff cofrestredig a staff sydd heb gofrestru, myfyrwyr, cydweithwyr gofal ac asiantaethau sy'n bartneriaid mewn gofal a rheolaeth defnyddwyr gwasanaeth â phroblemau iechyd meddwl. Gallai hyn alw am wneud cyflwyniadau, rhoi anerchiadau neu wneud arddangosiadau ymarferol.

Cyllid

Sicrhau bod adnoddau bob amser yn cael eu defnyddio'n gost-effeithiol trwy gydymffurfio â pholisïau Cyllid y Bwrdd Iechyd a rhoi gwybod am wastraff neu ddefnydd aneffeithiol i Ddeiliad y Gyllideb.

Datblygiad Proffesiynol

Bod yn gyfrifol am eich datblygiad proffesiynol eich hun, gan ddiweddarau gwybodaeth a mynychu gweithgareddau addysg a hyfforddiant priodol i sicrhau bod eich gwybodaeth gyfredol o arfer clinigol a datblygiadau proffesiynol sy'n ymwneud â'ch maes gofal arbenigol bob amser ar lefel uchel.

Derbyn goruchwyliaeth oddi wrth Reolwr y Tîm Trin Dementia yn y Cartref, sef eich rheolwr llinell.

Cyfrannu at Ddatblygiad Proffesiynol staff iau trwy nodi anghenion trwy'r Broses Datblygu Proffesiynol.

Ymchwil

Sicrhau y glynir at Safonau perthnasol Siarter y Cleifion a'u rhoi ar waith yn yr amgylchedd clinigol dan sylw.

Cyfrannu at weithgareddau archwilio ac ymchwilio, ac at ddatblygiadau gwasanaeth ar y cyd â Rheolwr y Tîm Trin Dementia yn y Cartref, neu'n unol â'i gyfarwyddiadau/ ei chyfarwyddiadau.

Dangos eich bod yn rhoi darganfyddiadau ymchwil ar waith yn ymarferol.

Cyfathrebu

Datblygu a chynnal perthnasoedd â defnyddwyr gwasanaeth, cydweithwyr ac aelodau'r tîm amlasiantaeth a darparwyr/ asiantaethau iechyd a gofal cymdeithasol eraill.

Cyfathrebu â thact ac empathi wrth gyfleu gwybodaeth gymhleth i gleientiaid, teuluoedd a staff. Delio â sefyllfaoedd cymhleth sy'n codi, eu dadansoddi, gwneud penderfyniadau a datrys problemau.

Cyfathrebu'n sensitif ac yn dringar â chleientiaid a allai ymddwyn yn elyniaethus, yn wrthwynebol ac, o bosibl, yn fygythiol oherwydd eu cyflwr iechyd meddwl.

Nodi rhwystrau posibl rhag cyfathrebu e.e. nodi'r dewis iaith, cleifion trwm eu clyw, cleientiaid sy'n nerfus/ yn orbryderus, terminoleg.

Cysylltu ag aelodau eraill y tîm gofal iechyd/ partneriaid ac asiantaethau gofal, yn rhai statudol a gwirfoddol, yn unol â chynllun gofal y defnyddiwr gwasanaeth ac anghenion y rheini sy'n rhan o rwydwaith cefnogi'r defnyddiwr gwasanaeth.

Bob amser cyfathrebu'n effeithiol â chydweithwyr ac uwch staff.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Diploma/ Gradd mewn Nyrsio Iechyd Meddwl neu gyfwerth (RMN) a chofrestriad NMC/ Cymhwyster Gofal Cymdeithasol ar lefel Gradd/ Gradd mewn Therapi Galwedigaethol</p> <p>Sgiliau asesu/ asesu risg/ cynllunio a gwerthuso ar lefel uchel sydd eu hangen ar gyfer gweithio ym maes argyfwng Iechyd Meddwl aciwt</p> <p>Arferion gweithio Rhaglen Gofal a Thriniaeth Deddf Iechyd Meddwl a deddfwriaeth berthnasol arall POVA/ Diogelu</p> <p>Dealltwriaeth gadarn o'r Mesur Iechyd Meddwl</p> <p>Ymwybyddiaeth o'r datblygiadau cyfredol mewn Arfer Iechyd Meddwl</p> <p>Tystiolaeth o hyfforddi a datblygu clinigol a phroffesiynol ar ôl cymhwyso</p>	<p>Aelod o AOTMH, tystysgrif addysgwr gwaith maes</p> <p>Diploma/ Gradd Thorn</p> <p>Sgiliau TG</p> <p>Cymhwyster/ hyfforddiant Therapi Teulu Byr</p> <p>Cymhwyster/ hyfforddiant Gwybyddol Ymddygiadol</p> <p>Cymhwyster/ hyfforddiant cwnsela</p> <p>Cymhwyster/ hyfforddiant Goruchwylio Clinigol</p>	Ffurflen gais a gwiriadau cyn cyflogi
Profiad	<p>Profiad perthnasol ym maes gofal Iechyd Meddwl</p> <p>Profiad o roi a/ neu dderbyn goruchwyliaeth</p>		Ffurflen gais a Chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	<p>Ymrwymiad i fodol Triniaeth yn y Cartref</p> <p>Sail gwerthoedd positif</p> <p>Gweithiwr tîm da</p> <p>Yn hybu adferiad</p> <p>Hunanysgogol</p> <p>Yn credu mewn cryfderau cynhenid defnyddwyr gwasanaeth</p> <p>Yn barod i gofleidio newid</p> <p>Yn cefnogi amrywiaeth o ran anghenion, barn a gwerthoedd pobl eraill</p>		Cyfweliad
Gwerthoedd	Gallu dangos Gwerthoedd BIAP		
Arall	<p>Gallu teithio o fewn ardal ddaearyddol</p> <p>Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol</p> <p>Gallu gweithio'n hyblyg o fewn patrwm sifftiau 24 awr</p>	Gallu siarad / ysgrifennu 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 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 gwarchoddedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchoddedig: oedran; anabled; 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:

