

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	CAMHS Dietitian – Intervention team
Pay Band:	Band 7
Department:	Nutrition and Dietetics / CAMHS
Directorate:	Therapies
Clinical Board:	Clinical diagnostics and therapies
Base:	St. David’s Hospital

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	UHB Head of Nutrition and Dietetics
Reports to:	Dietetic Site Manager, UHL
Professionally Responsible to:	UHB Head of Nutrition & Dietetic Services
Key relationships	Child and Adolescent Mental health Services Management Emotional Wellbeing & Mental Health Services

Our Values: ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviors are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask ‘what can I learn’?

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder is a clinician demonstrating an advanced level of expertise in the management of a caseload of patients within the Child and Adolescent Mental Health (CAMHS) interventions team. Clients will provide nutritional and dietetic support, using evidence-based patient centred principles to assess, plan, implement and evaluate dietetic interventions.

The post holder will work alongside a multidisciplinary team which includes Psychologists, Nurses and Family Therapists to deliver evidence-based treatments for clients presenting to CAMHS.

DUTIES AND RESPONSIBILITIES

1. Clinical Duties

- a) To act as a specialist clinician for the delivery of a comprehensive nutrition and dietetic service to patients with diverse healthcare needs within the highly specialist area and working within the British Dietetic Association (BDA) Professional Code of Conduct and Professional Standards of Practice.
- b) To be part of the dietetic team and provide clinical cover within the service including contributing to ward rounds, MDT meetings case conferences, case audits, clinical governance meetings and outpatient clinics.
- c) To be responsible for the provision and continuing development of a clinically effective service to patients within this speciality.
- d) To communicate with patients/carers to gain consent to treatment and to inform and agree expected treatment outcomes.
- e) To plan, prioritise and take responsibility for own patient workload in accordance with the BDA Safe Caseload and Workload Management framework and departmental priorities.
- f) To work autonomously to provide expert nutrition advice and therapeutic support to patients, carers and other health care professionals in the specialist area. This requires collation of highly complex information including:-
 - Nutritional assessment, diagnosis and interpretation of biochemistry, anthropometric data, clinical condition and diet history.

- Development of treatment plans which include calculation of nutritional requirements, patient centred goals and treatment outcomes.
 - Prescription of dietary treatment using ACBS products for conditions adhering to professional/ clinical guidelines.
 - Provide specialist advice in relation to specific complications and nutritional intervention e.g diabetes, gastrostomy or naso-gastric feeding and to organise and deliver training sessions for patients with specialist dietary, home enteral feeding
- g) Dietary consultations involving individuals and groups to be undertaken and delivered within a framework of behavioural approaches including persuasive, motivational and negotiative techniques to implement a highly complex dietetic package of care.
- h) To work with patients/carers and colleagues from diverse cultural and ethnic groups:
- Respecting personal beliefs and identity of individuals
 - Promoting individual rights and choice
 - Promoting anti-discriminatory practice.
- i) To be responsible for maintaining and monitoring adequate stock levels of nutritional feeds, supplements and dietary resources, and advising on their appropriate use within the specialist clinical area.
- j) To liaise and work in partnership with the All-Wales Catering Dietitian and Facilities teams to ensure the provision of meals to:-
- Meet all therapeutic requirements of patients with highly complex needs
 - Meet nationally agreed nutritional standards for hospital catering
 - Provide maximum nutritional benefits to all patients and staff, and contribute to and comply with all UHB / Dietetic food and nutrition policies.
- k) To be responsible for dietetic discharge and contribute to the development and implementation of the overall patient discharge package including the provision of nutritional related prescriptions and specialist therapeutic advice, communicating information to relevant personnel from health and social care.
- l) To keep and maintain accurate, timely, comprehensive and legibly written patient records concerning the condition and care of the patient in accordance with Health and Care Professions Council (HCPC) Standards of Conduct, Performance and Ethics, the BDA Standards of Record Keeping, departmental standards, policies and procedures in compliance with the Data Protection Act.
- m) To maintain strict confidentiality of patient information in accordance with the Clinical Governance guidelines.

2. Management/Organisational Responsibilities

- a) To work in conjunction with the CAMHS Eating Disorders Lead in the development of strategic direction of dietetics within the Team.
- b) To participate in research and development, and clinical audit within the dietetic team and the wider multidisciplinary team using research methodology and present findings appropriately.
- c) To lead the development of departmental evidence based policies, procedures and patient information.

3. Education and Training

- a) To plan allocated student training programmed weeks and supervise and train allocated students as part of the UHB's National accredited programme of student training, leading on the development and implementation of training within the specialist area.
- b) To provide clinical supervision and mentoring of dietetic staff and students, in collaboration with the Operational Lead Dietitian/Dietetic Services Manager.
- c) To identify training needs, develop and implement nutrition education training programmes for health professionals, including doctors, medical students, qualified support staff, patients and carers within and external to the UHB, and develop resources for the multi-disciplinary team.
- d) To lead in the development of nutrition and dietetic resources and teaching materials to educate the groups of patients, carers and staff.
- e) To develop implement and monitor the training programme for dietetic assistants within the department.

4. General

- a) To participate in the UHB's Nutrition and Dietetic programme of Clinical Supervision and Clinical Governance.
- b) To participate in departmental research and development, and clinical audit within the dietetic team. Take part in research and clinical audit using research methodology and present findings appropriately.
- c) To lead the development of departmental evidence based policies, procedures and patient information for your team for the specialist area of practice.
- d) As a reflective practitioner, identify own training needs and Continuing Professional Development (CPD) requirements to meet HCPC/ BDA standards of performance
- e) To contribute your clinical expertise to the development of strategic policy documents at an All Wales and National level.
- f) To be professionally and legally accountable for all aspects of your professional and clinical work.
- g) To arrange cover for the specialist area and provide cover for clinical colleagues in accordance with UHB Cover Policy and the BDA Safe Caseload and Workload Management framework during periods of leave in collaboration with the Dietetic Services Manager.

- h) To comply with National, UHB and departmental standards, policies and procedures and implement changes to work practices/procedures for your area of responsibility under the direction of the Dietetic Services Manager and key stakeholders.
- i) To provide responses for media requests relevant to the specialist area and on topics related to general public health issues under the direction of the Head of Service and represent the UHB nutrition and dietetic service at local and National media events.
- j) To be competent in the use of Information Technology relating to relevant nutritional analysis programmes, the clinical patient data base system, Patient Management System (PMS) and results reporting programmes as appropriate.
- k) To undertake administrative duties, including performance management data collection and interpretation of the data in accordance with relevant departmental policies, Welsh Government and UHB directives.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **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.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** 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:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support 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.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB 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 and 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 UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 18/02/2011

Prepared By: Caroline Hawkes

Date Reviewed: 08/01/2024

Reviewed By: Joanne Jefford

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Specialist Dietitian	Department:	Nutrition and Dietetics
Band:	Band 7	Clinical Board:	CD and T
Base:	UHL/ St Davids		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> -Evidence of current HPC registration. -Degree, or equivalent, or post graduate qualification in dietetics -Evidence of student training / clinical educators' course -Member of the British Dietetic Association or covered by professional indemnity insurance -Relevant post registration training 	<ul style="list-style-type: none"> Membership of relevant special interest groups Attendance at relevant accredited courses/ conferences Post registration behaviour change training. MSc or evidence of research 	<ul style="list-style-type: none"> Application Form HPC Registration Checks
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working as part of a clinical team to deliver patient and organisational objectives • Understanding of professional ethics and application in practice. • Clinical working with a broad range of patients across a variety of clinical settings • conducting clinical audit and or research. • clinical supervision of students and junior staff. • organising and implementing training programmes for staff, patients, carers and students. • Practical experience of human resource management, supervision and mentoring. • Practical experience of lecturing/ teaching/ Presentations to large groups or at conferences. • Evidence of on-going CPD. 	<ul style="list-style-type: none"> Experience of working in the specialist setting. Experience of student / DA training. Experience of research methodology. 	<ul style="list-style-type: none"> Application Form Interview References Portfolio

<p>SKILLS</p>	<ul style="list-style-type: none"> • Excellent verbal and written skills - ability to communicate highly complex sensitive information. • Well organised methods of working. • Ability to work effectively within a team • Clinical Supervisory/Clinical Educator skills • Analytical skills • Accurate keyboard/nutritional analysis skills • Accurate anthropometric measurement skills. • Good time management • Good record keeping • Advanced clinical reasoning skills • Development of nutrition education training skills • Effective presentation skills using a variety of teaching methods to promote adult learning. • Ability to prioritise patient workload to meet daily deadlines. • Behaviour change/motivational interviewing skills. • Critical appraisal skills. 	<p>Education and research skills. Behaviour change / motivational interviewing skills.</p>	<p>Application Form Interview References Presentation</p>
<p>SPECIAL KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge of specialist area • Awareness of Health & Safety risk and clinical governance. • Experience of working in partnership within a large scale catering environment • Awareness of BDA Professional Standards of Practice. • Understanding of professional ethics and application in practice. • Knowledge of multi-cultural population 		<p>Application Form Interview References Presentation</p>

<p>PERSONAL QUALITIES <i>(Demonstrable)</i></p>	<ul style="list-style-type: none"> • Self-motivated • Enthusiastic • Professional caring manner • Professional appearance • Ability to work independently and on initiative with individuals and groups • Ability to respond to unpredictable work patterns and meet daily deadlines • Flexible / adaptable / innovative to the needs of the service • Ability to deal with distressed clients and relatives • Ability to counsel and support staff • Ability to work with people from diverse cultural and ethnic backgrounds • Ability to work with people of diverse skills, abilities and experience 		<p>Application Form Interview References</p>
<p>OTHER <i>(Please Specify)</i></p>	<p>Ability to travel between sites and locations</p>		<p>Interview Document Check*</p>

Date Prepared:

Date Reviewed: 08/01/2024

Prepared By:

Reviewed By: Joanne Jefford

Rhif Cyfeirnod CAJE:
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DISGRIFIAD SWYDD BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	Dietegydd Arweiniol Arbenigol –CAHMS
Band Cyflog:	7
Adran:	Maeth a Deieteg
Cyfarwyddiaeth:	Therapiau
Bwrdd Clinigol:	Merched and Plant
Prif Leoliad Gwaith:	Ysbyty St Davids

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	Pennaeth Gwasanaethau Maeth a Deieteg y BIP
Adrodd i:	Rheolwr Gwasanaethau Deieteg, Ysbyty Llandochau
Atebol yn Broffesiynol i:	Pennaeth Gwasanaethau Maeth a Deieteg y BIP

Ein Gwerthoedd: 'GOFALU AM BOBL; CADW POBL YN IACH'

Mae gan Fwrdd Iechyd Prifysgol Caerdydd a'r Fro waith pwysig i'w wneud. Mae'r hyn rydym yn ei wneud yn bwysig oherwydd mai ein gwaith yw gofalu am bobl a'u cadw'n iach. Rydym i gyd eisiau gwneud hyn hyd gorau ein gallu - ond rydym yn gwybod nad yw bwriad da bob tro yn ddigon.

Ym Mwrdd Iechyd Prifysgol Caerdydd a'r Fro, ein gwerthoedd a'n hymddygiad esiampl ydy:

Mae'r bobl rydym yn eu gwasanaethu a'r bobl rydym yn gweithio â nhw yn bwysig i ni.	Rydym yn trin pobl fel hoffem ni gael ein trin a chyda chydymdeimlad bob tro.
Rydym yn ymddiried yn ein gilydd ac yn parchu ein gilydd.	Edrych ar ein hadborth gan eraill ynghylch sut rydym yn gwneud a cheisiwch ffyrdd gwell o wneud pethau.
Rydym yn cymryd cyfrifoldeb personol.	Bod yn frwdfrydig ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.
Rydym yn trin pobl â charedigrwydd.	Diolch i bobl, dathlu llwyddiant a phan aiff pethau o'u lle, gofyn 'beth gallaf fi ddysgu?'

Mae ein gwerthoedd yn arwain sut rydym yn gweithio a sut rydym yn ymddwyn ag eraill. Bydd disgwyl i ddeiliaid y swydd ymddwyn yn unol â'n gwerthoedd o hyd a dangos ymrwymiad wrth ddarparu gwasanaeth o safon uchel i gleifion.

CRYNODEB O'R SWYDD/DIBEN Y SWYDD

Mae deiliad y swydd yn glinigydd sy'n dangos lefel uwch o arbenigedd mewn rheoli llwyth achosion o gleifion o fewn y tîm Anhwylderau Bwyta Iechyd Meddwl Plant a'r Glasoed (CAMHS). Bydd angen cymorth maethol a dietegol ar gleientiaid, gan ddefnyddio egwyddorion sy'n canolbwyntio ar y claf sy'n seiliedig ar dystiolaeth i asesu, cynllunio, gweithredu a gwerthuso ymyriadau dietegol.

Bydd deiliad y swydd yn gweithio ochr yn ochr â thîm amlddisgyblaethol sy'n cynnwys Seicolegwyr, Nyrsys a Therapyddion Teulu i ddarparu triniaethau sy'n seiliedig ar dystiolaeth i gleientiaid sy'n cyflwyno anhwylderau bwyta o fewn CAMHS.

DYLETSWYDDAU A CHYFRIFOLDEBAU

1. Dyletswyddau Clinigol

- a. Gweithio'n glinigydd arbenigol i ddarparu gwasanaeth maeth a dieteteg cynhwysfawr i gleifion ag anghenion gofal iechyd amrywiol o fewn eich maes arbenigol iawn; a gweithio o fewn Cod Ymddygiad Proffesiynol a Safonau Ymarfer Proffesiynol Cymdeithas Ddieteteg Prydain (BDA).
- b. Bod yn rhan o'r tîm dieteteg a chymryd lle staff clinigol sy'n absennol gan gynnwys ymweld â chleifion mewn wardiau a chyfrannu at gyfarfodydd timau amlddisgyblaethol, cynadleddau achos, archwiliadau achos, cyfarfodydd llywodraethu clinigol a chlinigau cleifion allanol.
- c. Bod yn gyfrifol am ddarparu gwasanaeth clinigol effeithiol i gleifion o fewn y maes arbenigol hwn, a pharhau i'w ddatblygu.
- d) Cyfathrebu â chleifion/gofalwyr i gael cydsyniad ar gyfer triniaeth a rhoi gwybod am ganlyniadau'r driniaeth a ddisgwylir a chytuno arnynt.
- e) Cynllunio, blaenoriaethau a bod yn gyfrifol am eich cleifion eich hun yn unol â blaenoriaethau adrannol a fframwaith Rheoli Llwyth Gwaith a Llwyth Achos yn Ddiogel y BDA.
- f) Rhoi cyngor arbenigol ar faeth a chymorth therapiwtig i gleifion, gofalwyr a gweithwyr gofal iechyd proffesiynol eraill yn y maes arbenigol. Er mwyn gwneud hyn, bydd angen casglu gwybodaeth gymhleth iawn gan gynnwys:-
 - Asesu, diagnosis a dehongi'n faethol ddata anthrometrig, biocemeg, cyflwr clinigol a hanes diet.

- Datblygu cynlluniau triniaeth sy'n cynnwys cyfrifiad o ofynion maethol, nodau sy'n canolbwyntio ar y claf a chanlyniadau triniaeth.
 - Rhoi presgripsiynau ar gyfer triniaeth dietegol trwy ddefnyddio cynhyrchion ACBS ar gyfer cyflyrau gan gadw at ganllawiau clinigol/proffesiynol.
 - Rhoi cyngor arbenigol ar gymhlethdodau penodol ac ymyrraeth faethol e.e. clefyd y siwgr, gastrostomi neu fwydo nasogastrig a threfnu a chynnal sesiynau hyfforddiant i gleifion ag anghenion dietegol arbenigol neu sy'n cael maeth drwy'r ymysgaroedd gartref
- g) Cynnal ymgynghoriadau dietegol sy'n cynnwys unigolion a grwpiau o fewn fframwaith o ddulliau ymddygiadol gan gynnwys technegau perswadio, ysgogi a thrafod er mwyn gweithredu pecyn gofal dietegol cymhleth iawn.
- h) Gweithio gyda chleifion/gofalwyr a chydweithwyr o grwpiau ethnig a diwylliannol amrywiol:
- Parchu credau personol a hunaniaeth unigolion
 - Hyrwyddo hawliau a dewis unigol
 - Hyrwyddo arfer gwrthwahanfaethol.
- i) Bod yn gyfrifol am gynnal a monitro lefelau stoc digonol ar gyfer bwydydd maethol, atchwanegiadau ac adnoddau dietegol, a rhoi cyngor ar eu defnyddio'n briodol o fewn y maes clinigol arbenigol.
- j) Cydgyssylltu a gweithio mewn partneriaeth â'r timau Cyfleusterau a Dietegydd Arlwygo Cymru Gyfan i sicrhau bod prydau bwyd yn cael eu darparu er mwyn:-
- Bodloni holl ofynion therapiwtig cleifion ag anghenion cymhleth iawn
 - Bodloni safonau maethol y cytunwyd arnynt yn genedlaethol ar gyfer arlwygo mewn ysbytai
 - Cynnig y manteision maethol gorau i bob claf ac aelod o staff a chyfrannu at bolisiau maethol a bwyd Dietegol / y BIP a chydymffurfio â nhw.
- k) Bod yn gyfrifol am ryddhau dietegol a chyfrannu at y gwaith o ddatblygu a gweithredu'r pecyn rhyddhau cyffredinol i gleifion gan gynnwys rhoi cyngor therapiwtig arbenigol a phresgripsiynau maethol, gan roi gwybodaeth i weithwyr perthnasol yn y maes iechyd a gofal cymdeithasol.
- l) Cadw a chynnal cofnodion cywir, amserol, chynhwysfawr a hawdd eu darllen sy'n ymwneud â chyflwr a gofal cleifion yn unol â Safonau Ymddygiad, Perfformiad a Moeseg y Cyngor Proffesiynau Iechyd (HPC), Safonau Cadw Cofnodion y BDA, safonau, polisiau a gweithdrefnau adrannol yn unol â'r Ddeddf Diogelu Data.
- m) Cadw gwybodaeth cleifion yn gwbl gyfrinachol yn unol â chanllawiau Llywodraethu Clinigol.
- 2. Cyfrifoldebau Rheoli/Sefydliadol**
- a) Gweithio ar y cyd â Rheolwr y Gwasanaeth Deieteg i ddatblygu cyfeiriad strategol ar gyfer y maes arbenigol o fewn yr ysbyty/rhanbarth yn unol â nodau ac amcanion strategol y Gyfarwyddiaeth/BIP a chytundebau Hirdymor a sefydlwyd gan y Bwrdd Iechyd Lleol a chomisiynwyr gwasanaethau arbenigol trydyddol.
- b) Cymryd rhan mewn gwaith archwilio, gwella ansawdd, ymchwilio a datblygu sy'n ymwneud yn benodol â'r arbenigedd.

- c) Arwain y gwaith o ddatblygu polisiau, gweithdrefnau a gwybodaeth adrannol i gleifion sy'n seiliedig ar dystiolaeth ar gyfer yr arbenigedd.

3. Addysg a Hyfforddiant

- a) Cynllunio wythnosau hyfforddi myfyrwyr wedi'u trefnu a goruchwyllo a hyfforddi myfyrwyr penodol yn rhan o raglen hyfforddi myfyrwyr y BIP a achredir yn Genedlaethol, gan arwain y gwaith o ddatblygu a gweithredu modiwl hyfforddiant ar gyfer eich maes clinigol arbenigol.
- b) Goruchwyllo a mentora'n glinigol staff a myfyrwyr deieteg, ar y cyd â'r Prif Ddeietegydd Gweithredol/Rheolwr y Gwasanaethau Deieteg, Ysbyty Athrofaol Cymru
- c) Nodi anghenion hyfforddi, datblygu a gweithredu rhaglenni hyfforddiant addysg maeth ar gyfer gweithwyr proffesiynol, gan gynnwys meddygon, myfyrwyr meddygol, staff cymorth cymwys, cleifion a gofalwyr o fewn y BIP a'r tu allan iddo, a datblygu adnoddau ar gyfer y tîm amlddisgyblaethol.
- d) Arwain y gwaith o ddatblygu adnoddau maeth a deieteg a deunyddiau addysgu i addysgu'r grwpiau cleifion, y gofalwyr a'r staff yn eich maes arbenigol.
- e) Datblygu, gweithredu a monitro'r rhaglen hyfforddiant ar gyfer cynorthwywyr deieteg o fewn yr adran.

4. Cyffredinol

- a) Cymryd rhan yn rhaglen Goruchwyllo Clinigol a Llywodraethu Clinigol Maeth a Deieteg y BIP.
- b) Cymryd rhan yng ngwaith ymchwilio a datblygu adrannau, ac archwiliad clinigol y tîm deieteg. Cymryd rhan mewn ymchwil ac archwiliadau clinigol sy'n berthnasol i'ch maes arbenigol eich hun a'r tîm amlddisgyblaethol ehangach gan ddefnyddio dulliau ymchwil a chyflwyno canfyddiadau'n briodol.
- c) Arwain y gwaith o ddatblygu polisiau, gweithdrefnau a gwybodaeth adrannol i gleifion sy'n seiliedig ar dystiolaeth ar gyfer y maes arfer arbenigol.
- d) Fel ymarferydd myfyriol, nodi eich anghenion hyfforddiant a'ch gofynion Datblygiad Proffesiynol Parhaus eich hun er mwyn bodloni safonau perfformiad y HPC/BDA
- e) Cyfrannu eich arbenigedd clinigol er mwyn helpu gyda'r gwaith o ddatblygu dogfennau polisi strategol ar lefel Genedlaethol a Chymru gyfan.
- f) Bod yn broffesiynol ac yn gyfreithiol atebol am bob agwedd ar eich gwaith clinigol a phroffesiynol.
- g) Trefnu cyflenwi ar gyfer y maes arbenigol a chyflenwi ar ran cydweithwyr clinigol yn unol â Pholisi Cyflenwi'r BIP, fframwaith Rheoli Llwyth Achos a Llwyth Gwaith yn Ddiogel y BDA yn ystod cyfnodau o wyliau ar y cyd â Rheolwr y Gwasanaethau Deieteg.
- h) Cydymffurfio â safonau, polisiau a gweithdrefnau adrannol, cenedlaethol a'r BIP a gweithredu newidiadau i arferion/gweithdrefnau gwaith ar gyfer y maes rydych yn gyfrifol amdano dan gyfeiriad Rheolwr y Gwasanaethau Deieteg....and key stakeholders
- i) Cynnig ymatebion ar gyfer ceisiadau cyfryngau sy'n berthnasol i'r maes arbenigol ac ar bynciau sy'n ymwneud yn gyffredinol ag iechyd y cyhoedd dan gyfeiriad Rheolwr y Gwasanaethau Deieteg / Pennaeth y Gwasanaeth a chynrychioli gwasanaeth maeth a deieteg y BIP mewn digwyddiadau cyfryngau lleol a Chenedlaethol.
- j) Bod yn hyderus wrth ddefnyddio Technoleg Gwybodaeth o ran rhaglenni dadansoddi maethol perthnasol, y gronfa ddata ar gyfer cleifion clinigol, y System Rheoli Cleifion a rhaglenni adrodd ar ganlyniadau fel sy'n briodol.

- k) Cyflawni dyletswyddau gweinyddol, gan gynnwys casglu data rheoli perfformiad a dehongli'r data yn unol â pholisïau adrannol perthnasol, cyfarwyddbau'r BIP a Llywodraeth Cymru.

CYFFREDINOL

- **Adolygiadau Perfformiad/Gofyniad Perfformiad:** Bydd disgwyl i ddeiliad y swydd gymryd rhan ym mhroses adolygiadau perfformiad blynyddol y BIP ac fel rhan o'r broses hon, cytuno ar Gynllun Datblygu Personol gydag amcanion clir a chymorth sefydliadol a nodir.
- **Gallu:** Ni ddylai deiliad y swydd weithio'r tu allan i lefel ddiffiniedig ei gymhwyster. Os oes gan ddeiliad y swydd bryderon ynghylch hyn, dylai drafod â'i reolwr yn syth. Mae gan yr holl staff gyfrifoldeb i roi gwybod i'r sawl sy'n goruchwyllo ei gyfrifoldebau os nad yw'n gymwys i gyflawni dyletswydd.
- **Cyfrinachedd:** Yn unol â deddfwriaeth Diogelu Data ac Egwyddorion Cyfrinachedd Cil-y-Coed, bydd disgwyl i ddeiliad y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a gwybodaeth cleifion, yn cynnwys cofnodion clinigol ac anghlinigol fel y nodir yn y contract cyflogaeth. Mae'r ddyletswydd cyfrinachedd yn parhau hyd yn oed ar ôl i'r cyflogai adael y BIP. Gall deiliad y swydd gael gwybodaeth os oes angen iddo wybod yn unig, wrth gyflawni ei ddyletswyddau a datgelu'r wybodaeth wrth gyflawni ei ddyletswyddau yn gywir yn unig.
- **Rheoli Cofnodion** Mae cyfrifoldeb cyfreithiol ar ddeiliad y swydd i greu, cynnal, storio a dinistrio cofnodion a gwybodaeth arall y mae'r BIP yn ei thrin fel rhan o'u gwaith yn y BIP yn unol â gweithdrefnau llawdriniaeth a hyfforddiant. Mae hyn yn cynnwys yr holl gofnodion sy'n berthnasol i iechyd cleifion, materion cyllid, personol a gweinyddol sydd ar bapur neu ar gyfrifiadur. Mae dyletswydd ar ddeiliad y swydd i gynnal safon data ar y lefel uchaf ar gyfer pob cofnod trwy gofnodi yn gywir ac yn drylwyr trwy ystod lawn y cyfryngau y gallant eu defnyddio. Mae cyfrifoldeb ar yr holl staff i ymgynghori â'u rheolwr os oes ganddynt unrhyw amheuan ynghylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeuir i law wrth gyflawni eu dyletswyddau. Bydd hyn, mewn nifer o achosion, yn cynnwys mynediad at wybodaeth bersonol sy'n berthnasol i ddefnyddwyr gwasanaeth.
- **Iechyd a Diogelwch:** Mae gofyn i ddeiliad y swydd gydweithredu â'r BIP i sicrhau y cydymffurfir â gofynion a dyletswyddau iechyd a diogelwch. Cyfrifoldeb deiliad y swydd ydy cydymffurfio â gweithdrefnau, rheolau a chodau ymarfer a defnyddio'r holl offer a dyfeisiau diogelwch, dillad ac offer diogelu a gaiff eu ffitio neu eu rhoi ar gael yn gywir a mynd i gyrsiau hyfforddi yn ôl y gofyn. Mae cyfrifoldeb ar yr holl staff i gael gwasanaeth Iechyd Galwedigaethol a chymorth arall mewn cyfnodau o angen a chyngor.

- **Rheoli Risg:** Mae'r BIP yn ymrwymo wrth ddiogelu ei staff, cleifion, asedau ac enw da trwy broses rheoli risg effeithiol. Bydd gofyn i ddeiliad y swydd gydymffurfio â Pholisi Iechyd a Diogelwch y BIP a chymryd rhan weithredol yn y broses, cymryd cyfrifoldeb dros reoli risgiau ac adrodd am eithriadau.
- **Diogelu Plant ac Oedolion** Mae'r BIP yn ymrwymo wrth ddiogelu plant ac oedolion, felly mae'n rhaid i staff gael hyfforddiant Diogelu Plant ac Oedolion.
- **Rheoli Heintiau:** Mae'r BIP yn ymrwymo wrth ateb y gofynion sydd arno i leihau haint. Mae'r holl staff yn gyfrifol dros amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o weithdrefnau/polisiau Haint, Atal a Rheoli'r BIP a chydymffurfio â nhw, peidio â goddef diffyg cydymffurfiaeth cydweithwyr a mynd i hyfforddiant ar reoli haint a roddir gan y BIP.
- **Gweithwyr Proffesiynol Iechyd Cofrestredig** Mae gofyn i'r holl gyflogeion y mae gofyn arnynt i gofrestru â chorff proffesiynol iddynt allu ymarfer yn eu proffesiwn gydymffurfio â'u cod ymarfer a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd** Mae Cod Ymarfer Gweithwyr Cymorth Gofal Iechyd Cymru Gyfan yn nodi safonau ymddygiad, ymddygiad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir gan GIG Cymru. Mae Cymorth Gofal Iechyd yn gyfrifol am ac mae arnynt ddyletswydd gofal i sicrhau nad yw eu hymarfer yn is na'r safonau a nodir yn y Cod ac nad oes unrhyw weithred neu ddiffyg gweithredu ar eu rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd tra maent yn eu gofal.
- **Gwella Iechyd:** Mae cyfrifoldeb ar yr holl staff i hybu iechyd a gweithredu fel eiriolwyr dros hyrwyddo iechyd ac atal.
- **Dim Ysmygu:** I roi'r cyfle gorau i gleifion, ymwelwyr a staff fod yn iach, mae holl safleoedd y BIP, yn cynnwys yr adeiladau a'r tiroedd yn ddi-fwg. Anogir staff i hyrwyddo a chefnogi ein Polisi Dim Ysmygu. Mae cyngor a chymorth ar gael i staff a chleifion ar stopio ysmygu. Mae gwasanaeth yn yr ysbyty ar gael trwy ffonio 02920 743582 neu ffoniwch 0800 0852219 ar gyfer y gwasanaeth yn y gymuned: Dim Smygu Cymru.
- **Cydraddoldeb ac Amrywiaeth:** Rydym wedi ymrwymo i hyrwyddo cynhwysiant, lle mae gan bob aelod o staff ymdeimlad o berthyn. Rydym yn croesawu ceisiadau gan bawb ac yn mynd ati i chwilio am ystod amrywiol o ymgeiswyr. Rydym yn gwerthfawrogi ein gwahaniaethau ac yn eirioli, yn meithrin ac yn cefnogi amgylchedd gweithio cynhwysol lle mae staff yn trin ei gilydd ag urddas a pharch. Anelwn at greu amgylchedd gweithio teg lle y gall pob unigolyn gyflawni ei botensial waeth beth fo'i anabledd, rhyw, hunaniaeth o ran rhywedd, hil, cyfeiriadedd rhywiol, oedran, crefydd neu gredo, beichiogrwydd a mamolaeth neu briodas a phartneriaeth sifil statws.

- **Urddas yn y Gwaith** Mae'r BIP yn condemnio unrhyw ffurf ar fwlio ac aflonyddu ac mae'n ceisio hyrwyddo gweithle lle caiff cyflogeion eu trin yn deg, gydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf ar fwlio ac aflonyddu wrth eu Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle ac ystyrir hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogeion wneud eu dyletswyddau mewn cydymffurfiaeth lem â gofynion Safonau'r Gymraeg cyfredol y BIP a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth drin â'r cyhoedd. Mae'r BIP hefyd yn annog cyflogeion i ddefnyddio'r sgiliau Cymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinellid ac yn nodi'r prif ddyletswyddau. Trafodir unrhyw newid yn llawn o flaen llaw â deiliad y swydd. Caiff y disgrifiad swydd ei adolygu o bryd i'w gilydd i ystyried newidiadau a datblygiadau yng ngofynion y gwasanaeth.

Dyddiad Paratoi: Chwefror 2011

Paratowyd gan: Caroline Hawkes

Dyddiad Adolygu: Gorfennaf 2021

Adolygwyd gan: Jo Jefford

CAJE Reference:
UHWHIVCHiii

MANYLEB PERSON

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:	Dietegydd Arbenigol	Adran:	Maeth a Dieteteg
Band:	Band 7	Bwrdd Clinigol:	Diagnosteg Glinigol a Therapiau
Prif Leoliad Gwaith:	Ysbyty Athrofaol Llandochoau (YALI)		

	HANFODOL	DYMUNOL	DULL ASESU
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CYMWYSTERAU	<p>- Tystiolaeth o gofrestrriad cyfredol â'r HPC.</p> <p>- Gradd, neu gymhwyster cyfatebol, neu gymhwyster ôl-raddedig mewn dieteteg</p> <p>- Tystiolaeth o hyfforddi myfyrwyr / cwrs addysgu clinigol</p> <p>- Aelod o Gymdeithas Ddieteteg Prydain neu ag yswiriant indemniad proffesiynol</p> <p>- Tystysgrif hylendid bwyd sylfaenol neu'n gweithio tuag at hon.</p> <p>- Hyfforddiant ôl-gofrestru perthnasol</p>	<p>Aelod o grwpiau diddordeb arbennig perthnasol</p> <p>Mynychu cyrsiau/cynadleddau achrededig perthnasol</p> <p>Hyfforddiant newid ymddygiad ar ôl cofrestru.</p> <p>MSc neu dystiolaeth o ymchwil</p>	<p>Ffurflen Gais</p> <p>Gwirio</p> <p>Tystysgrif</p> <p>Cerdyn</p> <p>Cofrestru -</p> <p>Nyrs/AHP</p>
PROFIAD	<p>O leiaf 5 mlynedd o brofiad ar ôl cofrestru. Profiad o weithio fel rhan o dîm clinigol i gyflawni amcanion cleifion a sefydliadol</p> <p>Dealltwriaeth o foeseg broffesiynol a'i rhoi ar waith yn ymarferol.</p> <p>Gweithio'n glinigol gydag ystod eang o gleifion ar draws amrywiaeth o leoliadau clinigol. Profiad o gynnal archwiliad a/neu ymchwil clinigol.</p> <p>Profiad o oruchwylio myfyrwyr a staff iau yn glinigol.</p> <p>Profiad o drefnu a gweithredu rhaglenni hyfforddi ar gyfer staff, cleifion, gofalwyr a myfyrwyr.</p> <p>Profiad ymarferol o reoli adnoddau dynol, goruchwylio a mentora.</p> <p>Profiad ymarferol o ddarlithio/addysgu/ Cyflwyniadau i grwpiau mawr neu mewn cynadleddau.</p> <p>Tystiolaeth o DPP</p>	<p>Profiad o weithio yn y lleoliad arbenigol.</p> <p>Profiad o hyfforddiant myfyrwyr / DA.</p> <p>Profiad o ddarparu gwasanaethau mewn amrywiaeth o wahanol leoliadau clinigol</p> <p>Profiad o ddulliau ymchwil.</p>	<p>Ffurflen Gais</p> <p>Cyfweliad</p> <p>Geirdaon</p>

<p>SGILIAU</p>	<p>Portffolio datblygedig o sgiliau cyfathrebu ysgrifenedig a llafar - y gallu i gyfathrebu gwybodaeth sensitif gymhleth iawn. Dulliau gweithio wedi'u trefnu'n dda.</p> <p>Y gallu i weithio'n effeithiol mewn tîm</p> <p>Sgiliau Goruchwyllo Clinigol / Addysgu Clinigol</p> <p>Sgiliau dadansoddi</p> <p>Sgiliau bysellfwrdd/dadansoddi maethol cywir</p> <p>Sgiliau mesur anthropometrig cywir</p> <p>Sgiliau newid ymddygiad / cyfweld ysgogiadol.</p> <p>Sgiliau rheoli amser da</p> <p>Cadw cofnodion yn dda</p> <p>Uwch sgiliau rhesymu clinigol</p> <p>Datblygiad o ran sgiliau hyfforddi addysg maeth</p> <p>Sgiliau cyflwyno effeithiol gan ddefnyddio amrywiaeth o ddulliau addysgu</p> <p>Sgiliau blaenoriaethu</p> <p>Sgiliau arfarnu beirniadol</p>	<p>Sgiliau addysg ac ymchwil.</p>	<p>Ffurflen Gais Cyfweiliad Geirdaon</p>
<p>GWYBODAETH ARBENNIG</p>	<p>Gwybodaeth am faes arbenigol</p> <p>Ymwybyddiaeth o lywodraethu clinigol a risg lechyd a Diogelwch.</p> <p>Profiad o weithio mewn partneriaeth mewn amgylchedd arlwyo ar raddfa fawr</p> <p>Ymwybyddiaeth o Safonau Ymarfer Proffesiynol BDA.</p> <p>Dealltwriaeth o foeseg broffesiynol a'i rhoi ar waith yn ymarferol.</p> <p>Gwybodaeth am boblogaeth amlddiwylliannol</p>		<p>Ffurflen Gais Cyfweiliad Geirdaon</p>
<p>RHINWEDDAU PERSONOL <i>(y gellir eu dangos)</i></p>	<p>Hunan-gymhelliant</p> <p>Brwdfrydig</p> <p>Dull gofalu proffesiynol</p> <p>Golwg broffesiynol</p> <p>Y gallu i weithio'n annibynnol ac ar eich menter eich hun</p> <p>gydag unigolion a grwpiau</p> <p>Y gallu i ymateb i batrymau gwaith na ellir eu rhagweld a</p>		<p>Ffurflen Gais Cyfweiliad Geirdaon</p>

CAJE Reference:
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	bodloni terfynau amser dyddiol Hyblyg / gallu addasu / arloesol Y gallu i ddelio â chleientiaid a pherthnasau gofidus Y gallu i gwmsela a chefnogi staff Y gallu i weithio gyda phobl o gefndiroedd diwylliannol ac ethnig amrywiol Y gallu i weithio gyda phobl â sgiliau, galluoedd a phrofiad amrywiol		
ARALL (<i>Nodwch os gwelwch yn dda</i>)	Gallu teithio'n hyblyg i fodloni gofynion y swydd		Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:	Chwefror 2011	Paratowyd gan:	Caroline Hawkes
Dyddiad Adolygu:	Tachwedd 2020	Adolygwyd gan:	Jo Jefford