

## **MANYLEB BERSONOL: Rheolwr Cydlynu'r Clinig Diagnosis Cyflym (RDC)**

<b>PRIODOLEDDAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Cymwysterau a/neu Wybodaeth Gyfwerth</b>	<ul style="list-style-type: none"> <li>• Gradd mewn Gweinyddiaeth neu bwnc cysylltiedig neu brofiad cyfwerth</li> <li>• Lefel 3 ILM neu brofiad cyfwerth</li> <li>• Cymhwyster ECDL neu wybodaeth cyfwerth</li> </ul>	<ul style="list-style-type: none"> <li>• RSA Cam 2 (Teipio neu Brosesu Geiriau) neu gymhwyster cyfwerth</li> <li>• Ymwybyddiaeth o Wasanaethau Canser yng Nghymru, Mesurau Canlyniadau Canser, Gwasanaethau RDC a Llwybrau Optimaidd Cenedlaethol</li> </ul>	Tystysgrifau Ffurflen Gais
<b>Profiad</b>	<ul style="list-style-type: none"> <li>• Profiad mewn swydd ag elfen o oruchwyllo (a chyfrifoldeb o linell-reoli)</li> <li>• Profiad sylweddol mewn swydd weinyddol</li> <li>• Profiad sylweddol o weithio heb oruchwyliaeth uniongyrchol</li> <li>• Gweithio mewn amgylchedd sydd dan bwysau ac o fewn terfynau amser caeth</li> </ul>	<ul style="list-style-type: none"> <li>• Profiad blaenorol o weithio mewn ysbyty, yn ddelfrydol o fewn adran cancer new wasanaeth cymorth clinigol</li> <li>• Paratoi data ac adroddiadau cymhleth gan ddefnyddio meddalwedd</li> </ul>	Ffurflen Gais Cyfweliad Geirdaon
<b>Cymhwyster a Galluoedd</b>	<ul style="list-style-type: none"> <li>• Sgiliau trefnu a thrafod rhagorol</li> <li>• Y gallu i drefnu, blaenoriaethu a dirprwyo tasgau i eraill yn effeithiol</li> <li>• Sgiliau gwneud penderfyniadau – gweithredu ar faterion yn ymwneud â chynorthwyo'r gwasanaeth, heb oruchwyliaeth uniongyrchol na dibyniaeth brys ar uwchswyddogion</li> <li>• Y gallu i gydweithredu a chysylltu'n effeithiol gyda chlinigwyr, rhanddeiliaid a chydweithwyr ar bob lefel, gan gynnwys</li> </ul>	<ul style="list-style-type: none"> <li>• Y gallu i siarad Cymraeg</li> </ul>	Cyfweliad

	uwch-reolwyr, mewn cyfarfodydd am dargedau caeth neu mewn sefyllfa un-ag-un.		
<b>Gwerthoedd</b>	<ul style="list-style-type: none"> <li>• Sgiliau cyfathrebu hyderus ar bob lefel.</li> <li>• Hyder i arwain, herio ac annog cyfoedion pan fo angen.</li> <li>• Dangos ymrwymiad.</li> <li>• Bod yn gydweithiwr a rheolwr tosturiol a chymwys.</li> <li>• Cydnabod ac ymateb yn briodol i sefyllfaeodd o ddiagnosis anodd a allai beri gofid neu boendod i gleifion neu staff.</li> </ul>		Ffurflen Gais Cyfweliad Geirdaon
<b>Arall</b>	<ul style="list-style-type: none"> <li>• Y gallu a'r parodrwydd i deithio o fewn ardal ddaeraryddol BCUHB i gyflawni gwaith Rheolwr Cydlyn RDC arall, lle bo angen.</li> <li>• Y gallu i weithio'n hyblyg yn ôl yr angen.</li> </ul>		Ffurflen Gais Cyfweliad

## **PERSON SPECIFICATION Rapid Diagnosis Clinic Coordination Manager**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>Degree in administration or related subject or equivalent experience</li> <li>ILM level 3 or equivalent experience</li> <li>ECDL qualification or equivalent knowledge</li> </ul>	<ul style="list-style-type: none"> <li>RSA Stage 2 (Typing or Word processing) or equivalent qualification</li> <li>Knowledge of Cancer Services in Wales, Cancer Outcome Measures, RDCs and National Optimal Pathways</li> </ul>	Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a supervisory position (with line management responsibility)</li> <li>Significant experience in an administrative position</li> <li>Significant experience of working without direct supervision</li> <li>Working in an environment under pressure and to strict deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working within a Hospital, ideally within Cancer or a clinical support service</li> <li>Preparation of complex data and reports using software</li> </ul>	Application Form Interview References
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent organisational and negotiation skills</li> <li>Ability to effectively organise, prioritise and delegate tasks to others</li> <li>Decision-making skills - to act on matters relating to service support, without direct supervision or immediate recall to superiors</li> <li>Ability to cooperate and liaise effectively with clinicians, stakeholders and colleagues at all levels, including very senior management, within target-driven meetings or on a one-to-one basis.</li> </ul>	Ability to speak Welsh	Interview
<b>Values</b>	<ul style="list-style-type: none"> <li>Confident communication skills at</li> </ul>		Application Form Interview

	all levels <ul style="list-style-type: none"> <li>• Courage to lead, challenge and encourage peers when necessary</li> <li>• To demonstrate commitment</li> <li>• Be a compassionate and competent colleague and manager</li> <li>• Recognise and respond appropriately to potentially upsetting or difficult diagnosis situations for patients and staff.</li> </ul>		References
Other	<ul style="list-style-type: none"> <li>• Ability and willingness to travel within BCUHB geographical area to cover other RDC Coordination Manager roles as needed.</li> <li>• Ability to work flexibly when required.</li> </ul>		Application form and interview

#### **GENERAL 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.
- **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 of 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 / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a DBS check. \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.
  - **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of

their responsibilities under the All Wales Procedures.

- **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.*