

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Occupational Therapist
Pay Band:	7
Department:	Cardiff Community Resource Team
Directorate:	PCIC
Clinical Board:	PCIC
Base:	North West Locality Offices (Whitchurch Hospital Site)/ South and East Community Resource Team Offices (Llanrumney)

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Cardiff Community Resource Team Manager
Reports to:	Cardiff Community Resource Team Manager
Professionally Responsible to:	Head of Occupational Therapy 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 behaviours are:

We care about the people we serve <i>and</i> 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'?
We act with integrity	Never let structures get in the way of doing the right thing .

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

A new and exciting opportunity has arisen for a dynamic and innovative Occupational Therapist within the Cardiff Community Resource Team (CRT). The focus of the role is to independently lead, develop, plan, organise and evaluate the delivery of Occupational Therapy to those patients with complex needs, require management of a long-term condition and/or who require assessment and provision within the NHS Continuing Healthcare (CHC) criteria.

The post holder will assess, plan, implement and evaluate interventions for adults who live in residential nursing homes, private nursing homes, own homes and supported living accommodation

The post holder will contribute to the planning, development and evaluation of Continuing Healthcare and Occupational Therapy Services within the Cardiff Community Resource Team. This would include leading on the promotion and implementation of Local Government, UHB and RCOT strategies within the Cardiff CRT Occupational Therapy Team.

DUTIES AND RESPONSIBILITIES

1. CLINICAL

- Applies specialist knowledge of Occupational Therapy and acquired clinical expertise that is underpinned by theory, evidence based practice and continued professional development.
- Within an identified area, assumes professional responsibility and accountability to implement Occupational Therapy plans to enable the server user in areas of self-care, productivity and leisure to maximise function, promote independence, health and well-being using both individual and group interventions.
- As an autonomous practitioner, will demonstrate self-management skills and independence in thought and action and take personal responsibility for professional performance e.g. regular lone working and with clients in the community.
- Identifies and assesses occupational needs/problems
 - o gathers information from a wide range of sources and analysis through observational interview and individual discussion;
 - o uses standardised and non-standardised assessment tools to identify occupational and functional needs in the areas of self-care, productivity and leisure;
 - o accurately records assessment method and outcome, professional judgement and decisions taken;
 - o from the results of the preliminary assessments and in consultation with the client, identifies the need for further assessment, appropriate intervention and/or negotiates with other services/agencies to meet additional care needs.
- Makes judgements/decisions and formulates specific management plans for meeting complex needs:

- o based on the assessment results and through negotiation with the client, agrees the goals and priorities of intervention and the methods to be adopted in relation to self-care, productivity and leisure;
 - o understands and applies motivational principles to gain co-operation of others.
- Considers the range of interventions that are appropriate/feasible
 - o selects, develops and initiates individual occupational therapy interventions which could be utilised taking into account the unique and specific therapeutic needs of clients and carers;
 - o uses graded occupations as an essential aspect of the ongoing assessment and treatment.
- Monitors and evaluates the ongoing effectiveness of the occupational therapy intervention plan through a reflective model demonstrating: -
 - o knowledge to measure and reflect critically on practice
 - o skills in relation to analysis of outcomes.
- Applies fine motor skills to include high levels of dexterity and hand eye coordination e.g. use of fine tools relevant to cognitive/perceptual testing.
- Accepts the standards of others without prejudice and regardless of race, religion, politics, socio-economic background and lifestyle.
- Demonstrates attitudes that ensure the expressed needs and choices of clients and carers become the focus of the care management process.

2. COMMUNICATION

- Demonstrates effective communication skills when imparting complex information to clients and carers, families, fellow health care professionals and other agencies e.g. Occupational Therapy intervention in relation to clinical condition and promotion of health and well-being.
- Is aware of the nuances of communication to secure an appropriate approach to a wide variety of situations, behavioural responses and outcomes.
- Is proactive and contributes to the debate of professional issues.
- Identifies and minimises interpersonal conflict.
- Demonstrates effective communication skills internal and external to the team and competently disseminates information to a wide-ranging audience.
- Demonstrates effective negotiation skills and implements change.
- Demonstrates IT skills in order to produce reports and set up appropriate spreadsheets and databases.

3. MANAGEMENT

- Manages, monitors and evaluates a team and/or service.
- Deputises in the temporary absence of the line manager.
- Identifies opportunities for improvements in services, practice, products and systems and participates in service development with senior/line manager.
- Represents the Occupational Therapy service in planning related to designated clinical area.
- Takes an active role within local service and clinical networks.
- Balances professional issues e.g. confidentiality and duty of care in a multidisciplinary setting.
- Responsible for maintaining stock, advising on resources to carry out the job, including management of petty cash and patient valuables.

4. QUALITY AND SAFETY

- Delivers a comprehensive Occupational Therapy service using the established theories, models, frameworks and concepts of occupational therapy and the current evidence underpinning practice at all levels.
 - o national/European – considers appropriate legislation affecting health and social care e.g. National Service Frameworks (NSF) and cultural diversity within the community.
 - o professional – works to the Profession's Code of Ethics and Professional Conduct, and to the Statement of Conduct of the Occupational Therapists' Board and Standards of Practice including:
 - o organisational – demonstrates an understanding of specific policies/protocols.
 - o departmental – works to specific departmental protocols and policies.
- Is aware of the political climate/context in which they are working.
- Develops a credible and professional contribution to the organisation by engaging in personal development planning and continuing professional development.
- Shares acquired knowledge and skills through effective use of various teaching techniques, presentation skills and a variety of audio-visual aids e.g. Power point in the delivery of training to Occupational therapy staff, students and other professionals
- Applies set criteria to pass or fail Occupational Therapy students on practice placement.
- Contributes to the Directorate and Occupational Therapy Service's Quality and Safety arrangements.
- Participates in the collection and interpretation of statistics in relation to performance reporting.
- Maintains and extends their research and audit skills, to include the ability to undertake a literature search, critically appraise this information and translate it into current practice

5. BIO-PSYCHOSOCIAL

- On a daily basis, demonstrates the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and clinical settings to include lone worker situations in the community.
- Demonstrates an ability to emotionally adapt and adopt an empathetic approach to distressing circumstances e.g. profound disability, death, bereavement and information from traumatised clients.
- Demonstrates the abilities to deal appropriately with adverse environmental conditions (such as when undertaking home visits, e.g. cold, damp, infestation, etc.) and unavoidable hazards (e.g. aggressive behavior of patients or carers) with due regard for responsibilities under the Health & Safety at Work Act."

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:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **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 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards 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: 04/03/2021

Prepared By: Clare Fudge

Date Reviewed: 21/06/2022

Reviewed By: Clare Fudge

CAJE Reference:

PERSON SPECIFICATION
CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Occupational Therapist	Department:	Cardiff Community Resource Team
Band:	7	Clinical Board:	PCIC
Base:	North West Locality Offices (Whitchurch Hospital Site)/ South and East Community Resource Team Offices (Llanrumney)		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Will hold a qualification in Occupational Therapy at degree level or equivalent. Holds professional registration as awarded by the Health & Care Professionals Council (HCPC). Evidence of recent formal training/ learning and continued professional development at a higher level, supplemented by short specialist courses. Practice Educator Training Qualification. Evidence of specialist post-graduate education	Post-graduate qualifications in a wide selection of clinical conditions. Published articles or research.	Application Form Interview References
EXPERIENCE	Experience of working in the NHS. Significant post - graduate experience, including experience in the speciality or associated speciality relevant to post. Managing a complex caseload. Team Leadership within uni and multidisciplinary teams. People management – negotiation skills within a team of staff. Responsibility for conducting VBAs with staff. Inter-professional and multi-agency team working within both voluntary and statutory services. Regular, direct involvement with carers and families.	Knowledge of Continuing Health Care	Application Form Interview References

SKILLS	Autonomous practitioner with self- management skills. Advanced clinical reasoning/problem solving skills within clinical area. Planning and prioritisation of workload. Communicate complex information to a wide audience and adapt approach accordingly, demonstrating an understanding of barriers to communication. Knowledge of current healthcare policies and application in clinical area in order to contribute to service development. Organisational skills Provide timely intervention in accordance with service quality standards. Mechanisms of Audit and research methodology. Presentations skills to include use of audio-visual aids. Reflective practitioner at both an informal and formal level. Basic I.T. Skills. Practice placement educator, responsibility for student education.		Application Form Interview References
SPECIAL KNOWLEDGE	Knowledge and understanding of services that link across the primary/secondary care interface to provide integrated care. This is to include voluntary organisations and local authority. Management and application of Health and Safety at Work Act to include relevant Risk Assessments and application of the Manual Handling Policy.	Member of relevant special interest group.	Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	Professional confidence. Adaptive skills that embrace change and new developments. Commitment, enthusiasm and		Application Form Interview References

CAJE Reference:

	flexibility to the needs of the service Ability to lead, support, coach and motivate others. Ability to cope well under pressure.		
OTHER <i>(Please Specify)</i>	The ability to meet the demands of the role Ability to travel to meet the demands of the post.	The ability to speak Welsh is desirable for this role	Interview Document Check*

Date Prepared:	04/03/2021	Prepared By:	Clare Fudge
Date Reviewed:	21/06/2022	Reviewed By:	ECF

DISGRIFIAD SWYDD

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

MANYLION AM Y SWYDD

Teitl y Swydd:	
Band Cyflog:	
Adran:	
Cyfarwyddiaeth:	
Bwrdd Clinigol:	
Prif Leoliad Gwaith:	

TREFNIADAU SEFYDLIADOL:

Atebol i'r Rheolwr:	
Adrodd i:	
Atebol yn Broffesiynol i:	

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?'
Gweithredu gyda gonestrwydd	Peidio â gadael i strwythurau ein rhwystro rhag gwneud y peth iawn .

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

DYLETSWYDDAU A CHYFRIFOLDEBAU

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 chynghor.
- **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 greddo, 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 cyflogaion 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 gyflogaion 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 cyflogaion 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:

Paratowyd gan:

Dyddiad Adolygu:

Adolygwyd gan:

Rhif Cyfeirnod CAJE:

MANYLEB PERSON

BWRDD IECHYD PRIFYSGOL CAERDYDD A'R FRO

Teitl y Swydd:		Adran:	
Band:		Bwrdd Clinigol:	
Prif Leoliad Gwaith:			

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU			Ffurflen Gais Gwirio Tystysgrif Cerdyn Cofrestru - Nyrs/AHP
PROFIAD			Ffurflen Gais Cyfweliad Geirdaon
SGILIAU			Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH ARBENNIG			Ffurflen Gais Cyfweliad Geirdaon
RHINWEDDAU PERSONOL (y gellir eu dangos)			Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch os gwelwch yn dda)			Cyfweliad Gwirio Dogfennau*

Dyddiad Paratoi:		Paratowyd gan:
Dyddiad Adolygu:		Adolygwyd gan: