Bwrdd Iechyd Prifysgol Betsi Cadwaladr
University Health Board

CYF CAJE: 2018.0408

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Gweithiwr Cefnogi Gofal Iechyd
Band Cyflog	3
Oriau Gwaith a Natur y Contract	Fel yr hysbysebwyd
Uwch Adran/Cyfarwyddiaeth	Iechyd Meddwl/Anableddau Dysgu
Adran	Fel yr hysbysebwyd
Lleoliad	Fel yr hysbysebwyd

TREFNIADAU SEFYDLIADOL:

Yn atebol ar lefel reolaethol i:	Rheolwr y Tim
Yn adrodd i: Enw'r Rheolwr Llinell	Nyrs mewn Gofal/ Ymarferydd mewn Gofal
Yn gyfrifol ar lefel broffesiynol i:	Nyrs Glinigol Arweiniol/ Uwch Reolwr Nyrsio/ Rheolwr Gwasanaeth

Crynodeb/Pwrpas y Swydd:

Rhoi gofal o ddydd i ddydd i ddefnyddwyr gwasanaeth o dan oruchwyliaeth Clinigwr sy'n cadw at arfer gorau, safonau a chanllawiau, a chyfrannu at ofal a thriniaeth y defnyddwyr gwasanaeth.

- Gweithio mewn partneriaeth â defnyddwyr gwasanaeth, aelodau eraill o staff y tîm amlddisgyblaethol fel bo'n briodol, i gyflawni'r canlyniad iechyd gorau i gleifion.
- Bod yn rhan o'r Tîm Amlddisgyblaethol i ddarparu gofal cyfannol o lefel uchel a chyson, gan gynnal urddas a chydraddoldeb yr unigolyn. Mae hyn yn cynnwys gofal uniongyrchol.

DYLETSWYDDAU/CYFRIFOLDEBAU:

- Helpu'r Clinigwr i ofalu am unigolion o ddydd i ddydd, gan geisio bodloni anghenion cyfannol yr unigolion ar y cyd â disgyblaethau eraill yn yr amgylchedd gofal iechyd.
- Helpu'r Clinigwr i roi gofal cyfannol o lefel uchel a chyson, gan gynnal urddas a chydraddoldeb yr unigolyn. Mae hyn yn cynnwys gofal uniongyrchol.
- Sylwi ar newidiadau mewn ymddygiad, cyflwr corfforol, cyflwr meddyliol a rhyngweithio cymdeithasol unigolion a'u monitro a rhoi gwybod i'r nyrs sy'n gyfrifol am unrhyw newidiadau.
- Dangos sensitifrwydd tuag at anghenion unigol defnyddwyr gwasanaeth.
- Sicrhau bod unigolion yn mynd i'r afael â'u holl anghenion sylfaenol a rhoi cymorth pan fydd angen.
- Llunio a diweddaru nodiadau nyrsio yn unol â pholisi BIPBC.
- Cyfrannu at drafodaethau'r Tîm Amlddisgyblaethol mewn perthynas ag asesiadau risg er mwyn sicrhau diogelwch yr unigolyn, defnyddwyr gwasanaeth a staff.
- Sicrhau bod lefelau arsylwi yn cael eu cynnal yn gyson, bydd hyn yn cynnwys ymgymryd ag arsylwadau 1:1 o ddefnyddwyr gwasanaeth sydd o bosibl yn berygl iddynt eu hunain neu eraill neu sydd wedi'u harwahanu a chynnal lefelau arsylwi a'u cofnodi yn y nodiadau clinigol.
- Hwyluso a chefnogi unigolion o ran cynhwysiant rhoi gofal a goresgyn unrhyw rwystrau yn effeithiol a allai godi oherwydd diffyg dealltwriaeth.
- Cydnabod credoau personol a chefnogi unigolion trwy gyfathrebu effeithiol.
- Dangos empathi, dealltwriaeth a'r gallu i uniaethu â phobl â phroblemau iechyd meddwl cymhleth a phroblemau camddefnyddio sylweddau.
- Cyfrannu at fodloni anghenion parhaus unigolion trwy ymgysylltu â gweithwyr gofal iechyd proffesiynol eraill ac asiantaethau allanol.
- Meddu ar y gallu i asesu sefyllfaoedd pan fo achos brys yn codi a chymryd camau priodol, gan gynnwys rhoi camau/gweithdrefnau ar waith i'w datrys.
- Gweithio o fewn polisïau a gweithdrefnau perthnasol y Bwrdd Iechyd. Cymryd rhan mewn trafod newidiadau arfaethedig i bolisïau'r uned.
- Ymgymryd â dyletswyddau dirprwyedig yn ymwneud â gofal defnyddwyr gwasanaeth sy'n cyfrannu at roi cymorth parhaus i gleifion.
- Bod yn hyfforddedig mewn polisïau a gweithdrefnau'n ymwneud â defnyddio offer arbenigol fel cadeiriau olwyn a theclynnau codi a dilyn polisïau a gweithdrefnau yn hynny o beth.
- Casglu sbesimenau gan ddefnyddwyr gwasanaeth at ddiben profi a sgrinio, i gynnwys samplau gwaed, yn unol â'r cynllun gofal, ar ôl cwblhau hyfforddiant.
- Paratoi a chwblhau mesuriadau ffisiolegol, fel tymheredd, pwls a phwysedd gwaed, ar ôl cwblhau hyfforddiant.
- Cyfrannu at ddiogelwch a diogledd unigolion a'u hamgylchedd a dilyn deddfwriaeth a phrotocol iechyd a diogelwch.

- Cynllunio, paratoi a chyflawni gweithgareddau i unigolion er mwyn cynnal sgiliau personol yn rhai meddyliol a chorfforol. Mynd ati i gyfrannu at weithgareddau sy'n cael eu trefnu gan weithwyr gofal iechyd proffesiynol eraill er mwyn hwyluso adferiad unigolion.
- Datblygu gwybodaeth a sgiliau i gymhwyso'r newidiadau i'r amgylchedd clinigol ac anghenion esblygiadol unigolion.

- Cefnogi cyfleoedd addysgu a hyfforddi a chyfrannu atynt ar gyfer staff iau a myfyrwyr.
- Meddu ar wybodaeth sylfaenol am y Ddeddf Iechyd Meddwl.
- Yn atebol am eich gweithredoedd eich hun.
- Mynd i'r holl hyfforddiant gorfodol pan fydd angen a bod yn gyfrifol am gydymffurfiaeth.
- Gweithio ar lefel NVQ 3 ac ennill cymhwyster o fewn dwy flynedd.
- Ymgymryd â dyletswyddau dirprwyedig yn ymwneud â gofal cleifion sy'n cyfrannu at roi cymorth parhaus i ddefnyddwyr gwasanaeth. I gynnwys hebrwng defnyddwyr gwasanaeth i gyrchfannau amrywiol heb oruchwyliaeth, gall hyn gynnwys defnyddwyr gwasanaeth a gedwir o dan Ddeddf Iechyd Meddwl 1983. Yn achlysurol bydd hyn yn cynnwys defnyddio cadeiriau olwyn.
- Sicrhau fod lefelau arsylwi’n cael eu gwneud yn gyson.
- Cyfrannu at gynnal diogelwch a diogeled unigolion a'u hamgylchedd.
- Gallu asesu sefyllfaoedd a rhoi camau/gweithdrefnau ar waith i'w datrys.
- Dangos sensitifrwydd tuag at anghenion unigol defnyddwyr gwasanaeth.
- Cadw cyfrinachedd gwybodaeth, cydnabod credoau unigol personol a’u cefnogi drwy gyfathrebu effeithiol. Dangos empathi, dealltwriaeth a'r gallu i uniaethu â phobl â phroblemau iechyd meddwl cymhleth, gofal cychwynnol.
- Cynnal safonau personol iechyd, diogelwch a diogeledd.
- Gweithio o fewn polisïau a gweithdrefnau perthnasol y Bwrdd Iechyd. Cyfrannu trwy drafod newidiadau arfaethedig i bolisïau.
- Yn gyfrifol am ddefnyddio adnoddau yn briodol, gan gynnwys cynnal stoc.
- Helpu i gynefino staff newydd.
- Gweithio a chydweithredu fel rhan o'r tîm er mwyn cyfrannu at effeithiolrwydd y tîm hwnnw. Gweithio ar eich liwt eich hun i drefnu gweithgareddau/therapïau dyddiol.
- Fel bo'n briodol, casglu, trawsyrru a chofnodi gwybodaeth yn ymwneud â darparu'r gwasanaeth ar gyfer defnyddwyr gwasanaeth.
- Sicrhau bod safonau gwaith a gofal yn cael eu cynnal drwy ddiweddaru’n gyson.
- Asesu risg, cynllunio a chyflawni gweithgareddau Therapiwtig arfaethedig, gan gynnwys gweithgareddau grŵp heb oruchwyliaeth.
- Gwybodaeth a sgiliau mewn Fflebotomi a hyfywedd meinwe.
- Sgiliau a gwybodaeth am ddulliau cyfathrebu sy'n cael eu defnyddio'n benodol yn achos unigolion â nam dysgu.

Partneriaeth

- Gweithio mewn partneriaeth â defnyddwyr gwasanaeth, cydweithwyr iechyd a gofal cymdeithasol eraill a gwasanaethau mewnol ac allanol i BIPBC.

Diogelwch

- Bod yn ymwybodol bob amser o ddiogelwch yr adran a'r sefydliad, a gweithio yn unol â chanllawiau penodol i sicrhau bod diogelwch yn cael ei gynnal mewn ffordd sy'n sensitif i

anghenion cleifion.

- Sicrhau eich bod ag ymwybyddiaeth briodol o'r Strategaeth Ddiogeledd Leol (LSS) ac mewn unrhyw achos o ansicrwydd, ceisio esboniad gan y Rheolwr.
- Sicrhau bod yr adran yn cydymffurfio â gofynion diogeled yr amgylchedd clinigol, diogeled ffisegol yr amgylchedd a chadw cyfarpar gofal iechyd yn ddiogel yn yr adran.
- Sicrhau cyfrifoldeb personol am ddiogeled allweddi a roddir.
- Cymryd rhan mewn rhannu gwybodaeth diogeled i'r holl staff, gan sicrhau eich bod â mynediad at, ac yn mynychu'r hyfforddiant diogeled perthnasol a chymryd rhan mewn cyfarfodydd.
- Cefnogi cydweithwyr i ymateb i unrhyw sefyllfa neu amgylchiadau a all nodi bygythiad i ddiogeledd.

Sylwer y bydd unrhyw gynnig swydd yn amodol ar yr unigolyn yn cael gwiriadau DBS estynedig a gwiriadau cefndir.

CAJE REF: 2018.0408

JOB DESCRIPTION

JOB DETAILS:

Job Title	Healthcare Support Worker
Pay Band	3
Hours of Work and Nature of Contract	As advertised
Division/Directorate	MH/LD
Department	As advertised
Base	As advertised

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Team Manager
Reports to: Name Line Manager	Nurse in Charge/Practitioner in Charge
Professionally Responsible to:	Clinical Lead Nurse/Senior Nurse Manager/Service Manager

Job Summary/Job Purpose:

To provide day to day care for service users under supervision of a Clinician which adheres to best practice, standards and guidelines, and contributes towards the service users care and treatment.

- Work in partnership with service users, other members of the MDT staff as appropriate, to achieve the optimum health outcome for clients
- To be part of the MDT in providing a high and consistent level of holistic care, maintaining the dignity and equality of the individual. This includes direct care.

DUTIES/RESPONSIBILITIES:

- To assist the Clinician in carrying out day to day care of individuals, endeavouring to provide for the holistic needs of individuals in conjunction with other disciplines within the health care environment.
- To assist the Clinician in providing a high and consistent level of holistic care, maintaining the dignity and equality of the individual. This includes direct care.
- To observe and monitor changes in individuals' behaviour, physical condition, mental conditiion and social interaction, and to report any changes to the nurse in charge.
- To display sensitivity to the individual needs of service users.
- To ensure individuals are attending to all their basic needs and providing assistance when required.
- To write and update nursing notes in accordance with BCUHB policy.
- To participate in MDT discussions in relation to risk assessments to ensure safety of the individual, service users and staff.
- To ensure observation levels are consistently carried out, this will include the undertaking 1:1 observations of service users who are potentially dangerous to themselves or others or in seclusion and to maintain and record observation levels within the clinical notes.
- To facilitate and support individuals in the inclusion of care delivery and to effectively overcome any obstacles that may arise due to lack of understanding.
- To acknowledge personal beliefs and support individuals through effective communication.
- To display empathy, understanding and the ability to relate to people with complex mental health problems and substance misuse issues.
- Contribute to providing for the individuals ongoing needs by liaising with other health care professionals and outside agencies.
- To have the ability to assess situations in the event of an emergency and to take appropriate action, including putting in place actions/procedures to resolve them.

- To work within the relevant policies and procedures of the Health Board. To participate through discussion proposed changes to unit policies.
- To undertake delegated duties related to service users care that contributes to the ongoing support.
- To be trained and to follow organisational policies and procedures in the use of specialised equipment such as wheelchairs and hoists.
- To obtain specimens from service users for the purpose of testing and screening, to include bloods samples, as per care plan, on completion of training.
- To prepare and execute physiological measurements, such as temperature, pulse and blood pressure, on completion of training.
- Contribute to maintaining the safety and security of individuals and their environment and to follow health and safety legislation and protocol.
- To plan, prepare and execute activities for individuals to maintain personal skills both mental and physical. To actively participate in activities organised by other health care professionals

to facilitate the convalescence of individuals.

- To develop knowledge and skills to accommodate the changes to the clinical environment and evolving needs of individuals.
- To support and participate in education and training opportunities for junior staff and students.

 To have a base level knowledge of the Mental Health Act To be accountable for own actions.

- To attend all mandatory training at the required intervals and to be responsible for compliance.

 To work at NVQ level 3 and obtain qualification within 2 years.

- To undertake delegated duties related to patient care that contributes to the ongoing support of service users. To include escorting service users to various destinations unsupervised, this can include service users detained under the Mental Health Act 1983. Occasionally with the use of wheelchairs.
- Ensure observation levels are consistently carried out.
- Contribute to maintaining the safety and security of individuals and their environment.
- The ability to assess situations and to put in place actions/procedures to resolve them.
- To display sensitivity to the individual needs of service users.
- Maintain the confidentiality of information, acknowledge individuals personal beliefs and support them through effective communication. The need to display empathy, understanding and the ability to relate to people with complex mental health problems, primary care.
- Maintain personal standards of health, safety and security.
- To work within the relevant policies and procedures of the Health Board. To participate through discussion proposed changes to policies.
- Responsibility for appropriate use of resources, including stock maintenance.
- Assist in induction of new staff.
- To work and co-operate as part of the team in order to contribute towards the effectiveness of that team. To use initiative in organising daily activities/therapies.
- As appropriate, to obtain, transmit and record information relating to the delivery of the service with regards to service users.
- To ensure that standards of work and care are maintained through regular updating.
- Risk assessing, planning and carrying out planned Therapeutic activities including group activities unsupervised.
- Knowledge and skills in Phlebotomy and tissue viability.
- Skills and knowledge of communication methods specifically for use with individuals with learning impairment.

Partnership

- Work in partnership with service users, other health and social care colleagues and services internal and external to BCU

Security

- To always be aware of security within the department and establishment, and work within the

set guidelines to ensure that security is maintained in a manner sensitive to patients' needs.

- To ensure you have an appropriate awareness of the Local Security Strategy (LSS) and in any event of uncertainty seek clarification from a Manager.
- Ensure that the department complies with the security requirements of the clinical environment , the physical security of the environment and the safe custody of health care equipment in the department is maintained.
- Assume personal responsibility for the security of issued keys
- Participate in the dissemination of security information to all staff, ensuring you have access to, and attend the relevant security training and participate in meetings.
- Support colleagues to respond to any situation or circumstance that might indicate a threat to security.

Please note that any offer of employment will be subject to the successful receipt of enhanced DBS and vetting clearances.