



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Disgrifiad Swydd Ymwelydd Iechyd Cymru Gyfan

Ardal	CYP
Teitl Swydd	Ymwelydd Iechyd
Band Cyflog	6
Adran	Gwasanaethau Plant
Safle	Adeilad Cymunedol / Ardal Leol
Adrodd i (Rheolwr Llinell):	I'w drefnu'n lleol.
Yn atebol i: (Proffesiynol / rheoli):	Rheolwr Ymwelwyr Iechyd / Pennaeth y Gwasanaeth â chymhwyster SCPHN (HV)
Hyfforddiant Diogelu Plant	Lefel 3

Diben/Crynodeb o'r swydd:

Rheoli baich achosion o fewn poblogaeth ddiffiniedig; gyda'r nodau cyffredinol o gynyddu gwytnwch teuluoedd, gwella canlyniadau iechyd y boblogaeth a lleihau anghydraddoldebau iechyd wrth ddiogelu lles plant.

Siart Sefydliadol

Rheolwr Llinell y Rheolwr Llinell



Rheolwr Llinell Deilydd y swydd



Swydd



Staff a reolir/goruchwylir gan ddeilydd y swydd (os yw'n berthnasol)

Prif Dyletswyddau a chyfrifoldebau'r swydd

Rheoli

1. Yn gyfrifol am ddarparu gwasanaeth Ymwelwyr Iechyd i faich achosion diffiniedig a gweithio yn lle ymwelwyr iechyd eraill yn ystod cyfnodau o absenoldeb.
2. Defnyddio'r pecyn Craffter Ymwelwyr Iechyd Cymru Gyfan i sicrhau lefelau staffio diogel a chefnogi cydweithwyr yn ystod amrywiadau mewn gweithlu a gweithgarwch.
3. Yn gyfrifol am berfformiad unigol a llunio cynlluniau datblygu personol a chadw at ofynion ail-ddilysu'r NMC.
4. Cymryd cyfrifoldeb dros hyrwyddo cyfleoedd newydd ar gyfer gwaith integredig a chyfrannu at gynlluniau partneriaeth lleol.
5. Datblygu a chynnal proffiliau iechyd poblogaeth ddynodedig er mwyn dynodi anghenion iechyd a dylanwadu ar gynlluniau gwasanaeth.
6. Rhannu cyfrifoldeb dros gadeirio Fforymau Ymwelwyr Iechyd / cyfarfodydd tîm.
7. Cyfrannu at ddatblygu gweithdrefnau a pholisïau lleol.

Clinigol

1. Darparu'r Rhaglen Gyffredinol Plant Iach Cymru (Llywodraeth Cymru 2015) i'r holl deuluoedd â phlant dan 5 oed.
Bydd hyn yn cynnwys yr ymyriadau canlynol yn seiliedig ar dystiolaeth:
 - Iechyd cyhoeddus (er enghraifft, bwydo babanod, cysgu'n fwy diogel, iechyd meddwl amenedigol, imiwneiddiadau).
 - Rhaglenni sgrinio (er enghraifft Smotyn gwaed y newydd-anedig)
 - Ymyriadau diogelu
2. Defnyddio'r Pecyn Asesu Gwytnwch Teuluoedd (FRAT) fel y cynllunnir yn y Rhaglen Plant Iach Cymru.
3. Defnyddio ymyriadau a dargedwyd ar gyfarwyddyd y FRAT i deuluoedd â gwytnwch isel, i roi cefnogaeth mwy dwys.
4. Cychwyn gweithdrefnau diogelu (Gweithdrefnau Amddiffyn Plant Cymru Gyfan 2008) a gweithio mewn partneriaeth â theuluoedd a gofalwyr i roi

cynlluniau amddiffyn plant ar waith.

5. Cymryd rhan mewn swyddogaethau diogelu statudol er enghraifft, prosesau'r Llysoedd a MARAC/MAPPA.
6. Defnyddio prosesau rheoli risg e.e. gweithiwr ar ei ben ei hun ac asesiadau risg.

Proffesiynol

1. Cydymffurfio â Chod yr NMC (2015) a'r broses ail-ddilysu
2. Yn gyfrifol am weithredu'r Fframwaith Sicrwydd Ansawdd sy'n tanategu'r HCWP
3. Bod yn broffesiynol a chyfreithiol atebol am holl agweddau ei waith, gan gynnwys rheoli cleientiaid yn ei faich gwaith.

Darparu gwasanaeth

1. Yn gyfrifol am weithredu egwyddorion llywodraethu clinigol gan sicrhau bod pob elfen o'r Fframwaith Sicrwydd Ansawdd yn cael eu cadw a chydymffurfio â gofynion archwilio.
2. Sicrhau rheoli risg yn effeithiol a hwyluso amgylchedd gwaith diogel.
3. Gweithio mewn partneriaeth â sefydliadau statudol, heb fod yn statudol a gwirfoddol (e.e. gofal cychwynnol, gwasanaethau plant, trydydd sector) i gefnogi teuluoedd i gynyddu eu gwytnwch

Arweinyddiaeth

1. Sicrhau arweinyddiaeth broffesiynol yn y maes amlasiantaethol drwy gyfrannu at ddatblygiad a chefnogaeth cynlluniau amlasiantaethol.
2. Defnyddio sgiliau i wneud rôl arweinyddiaeth mewn datblygu gwasanaeth fel y dynodwyd yn y broses PDR
3. Sicrhau bod yr holl weithgareddau a ddirprwywyd yn unol â Chanllawiau Cymru Gyfan ar gyfer Dirprwyo (NLIAH 2010)

Cyfathrebu

1. Yn gyfrifol am berthnasoedd gwaith a chyfathrebu effeithiol â chydweithwyr, gweithwyr proffesiynol ac asiantaethau statudol i ddarparu gwasanaeth llyfn i'r plant, teuluoedd a chymunedau.
2. Yn gyfrifol am gyfathrebu effeithiol ym mhob agwedd ar ofal ac egluro gwybodaeth hynod gymhleth a sensitif yn ofalus.
3. Gallu trafod a defnyddio sgiliau diplomyddiaeth er mwyn tawelu sefyllfaoedd a allai fod yn fygythiol ac ymosodol yn y gymuned.
4. Cydymffurfio â deddfwriaeth llywodraethu gwybodaeth a defnyddio crebwyll proffesiynol wrth ddatgelu gwybodaeth i asiantaethau eraill fel bo angen.

Addysg a Hyfforddiant/Rheoli Staff

1. Rheoli eich datblygiad proffesiynol eich hun drwy Adolygiad/ Cynllun Datblygiad Personol (PDR/PDP)
Goruchwyliaeth glinigol
2. Adnabod terfynau eich galluedd proffesiynol a bod yn gyfrifol am gyfyngu eich gweithredoedd i'r rhai hynny y teimlwch eich bod yn gymwys i'w gwneud,

a dynodi meysydd ar gyfer hyfforddiant bellach.

3. Cydymffurfio â gofynion hyfforddiant gorfodol a statudol a hyfforddiant proffesiynol penodol yn y Bwrdd Iechyd.
4. Cyfrannu at ddatblygiad eraill mewn ffordd sy'n gyson â deddfwriaeth, polisïau a gweithdrefnau yn cynnwys galluoedd KSF i'r swyddi.
5. Darparu cefnogaeth briodol i eraill i wella eu gwybodaeth a dealltwriaeth a rhannu eu gwybodaeth, sgiliau a phrofiad eu hunain ag eraill yn ystod sesiynau cynefino a hyfforddi i staff.
6. Bod yn gyfrifol am ddarparu addysg, hyfforddiant a datblygiad priodol i fyfyrwyr ar sail un i un fel mentor.

Adnoddau Gwybodaeth

1. Gallu defnyddio gwybodeg i gefnogi rheoli baich achosion a chyfathrebu
2. Cyfrannu at gasglu gwybodaeth ystadegol ar gyfer cynllunio a darparu gwasanaethau i'r dyfodol.
3. Cyfrannu at gasglu data at ddibenion statudol er enghraifft Safonau Gofal Iechyd

Cyllid

1. Bod yn gyfarwydd ag egwyddorion gofal iechyd darbodus
2. Sicrhau effeithlonrwydd ac effeithiolrwydd cost yr holl adnoddau.
3. Cydymffurfio â gweithdrefnau ariannol

Ymchwil a Datblygiad

1. Casglu a dehongli data iechyd yn ymwneud â baich achosion unigol i helpu â datblygiad mentrau cymunedol a chynlluniau gweithredu.
2. Cymryd rhan mewn prosiectau ymchwil a grwpiau ffocws a rhannu canlyniadau ymchwil a dysg mewn cyfarfodydd staff.

CYFFREDINOL

• **Adolygiadau Perfformiad / Goblygiadau:** Bydd disgwyl i ddeilydd y swydd gymryd rhan ym mhroses adolygu perfformiad unigol y Bwrdd Iechyd i sicrhau datblygiad proffesiynol parhaus yn cynnwys cylchdroi

• **Cyfngiadau:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes gan deilydd y swydd bryderon ynghylch hyn, dylai drafod hyn ar unwaith efo'i Reolwr/Goruchwyliwr/Meddyg Ymgynghorol. Cyfrifoldeb deilydd y swydd yw rhoi gwybod i'r rhai sy'n ei oruchwylio os nad yw'n gymwys i wneud ei waith.

• **Cyfrinachedd:** Cyfrinachedd a Deddf Diogelu Data 1998 - bydd disgwyl i ddeilydd y swydd gadw cyfrinachedd o ran gwybodaeth bersonol a chleifion, fel yr amlinellir yn y contract cyflogaeth. Gall deilydd y swydd gael gwybodaeth dim ond os oes angen gwybod wrth wneud dyletswyddau a dadlennu gwybodaeth a dim ond fel rhan o ddyletswyddau priodol.

- **Iechyd a Diogelwch:** Rhaid i ddeilydd y swydd gydweithredu â'r Bwrdd Iechyd i sicrhau y cydymffurfir â dyletswyddau a gofynion iechyd a diogelwch. Cyfrifoldeb deilydd y swydd yw cydymffurfio â phrosesau, rheolau a chodau ymddygiad; a'u defnyddio'r holl offer diogelwch, dyfeisiadau, dillad amddiffynnol ac offer sydd ar gael yn briodol ac yn gydwybodol a mynychu cyrsiau hyfforddi fel bo angen. Mae gan staff gyfrifoldeb i droi at iechyd galwedigaethol ac unrhyw un arall perthnasol pan fo angen cymorth neu gyngor.
- **Rheoli Risg:** Mae'r BILL wedi ymrwymo i ddiogelu ei staff, cleifion, asedau ac enw da drwy broses asesu risg effeithiol. Bydd gofyn i ddeilydd y swydd gydymffurfio â pholisi Iechyd a Diogelwch y BILL a chymryd rhan weithredol yn y broses hon a chymryd cyfrifoldeb dros reoli risgiau a rhoi gwybod am eithriadau.
- **Diogelu Plant:** Mae'r Bwrdd Iechyd wedi ymrwymo i ddiogelu plant felly rhaid i'r holl staff fynychu hyfforddiant diogelu plant ar lefel briodol. Mae'r swydd hon yn gofyn am LEFEL 3
- **Rheoli Haint:** Mae'r Bwrdd Iechyd wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Rhaid i ddeilydd y swydd gydymffurfio â gweithdrefnau presennol i reoli haint, peidio goddef diffyg cydymffurfio gan gydweithwyr a mynychu hyfforddiant ar reoli haint.
- **Rheoli Cofnodion:** Mae gan ddeilydd y swydd gyfrifoldeb gyfreithiol am drin yr holl wybodaeth sy'n cael ei gasglu, ei gynnal, ei ddefnyddio neu ei drin fel rhan o'i waith yn gyfrinachol (hyd yn oed ar ôl gadael y Bwrdd Iechyd). Mae hyn yn cynnwys yr holl gofnodion o ran iechyd cleifion, ariannol, personol a gweinyddol p'un ai eu bod ar bapur neu ar gyfrifiadur. Dylai gweithwyr ymgynghori gyda'u rheolwyr os oes ganddynt unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y maent yn gweithio gyda hwy.
- **Disgrifiad Swydd:** Amlinelliad o brif ddyletswyddau'r swydd ydy'r Disgrifiad Swydd hwn ac mae'n hyblyg i newidiadau. Bydd unrhyw newidiadau yn cael eu trafod yn llawn efo deilydd y swydd o flaen llaw. Bydd y disgrifiad swydd hwn yn cael ei adolygu yn rheolaidd i gymryd i ystyriaeth newidiadau a datblygiadau mewn gofynion gwasanaeth.
- **Staff Clinigol yn unig:** Mae gofyn i'r holl staff clinigol gydymffurfio bob amser â chodau ymarfer perthnasol a gofynion eraill y sefydliad proffesiynol priodol e.e. GMC, NMC, HPC ac ati. Cyfrifoldeb deilydd y swydd ydy sicrhau ei fod yn gyfarwydd â'r gofynion hyn a chadw atynt.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.



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CAJE REF: 2016/0054



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All Wales Health Visitor Job Description

Directorate	CYP
Job Title	Health Visitor
Pay Band	6
Department	Children's Services
Base	Community / Local Area Building
Reports to (Line Manager):	To be organised locally
Accountable to (Professionally/managerially):	SCPHN qualified Health Visiting Manager / Head of Service (HV)

Job Summary/Job Purpose

Manage a caseload within a defined population; with the overarching aims of increasing family resilience, improving population health outcomes and reducing health inequalities whilst safeguarding the wellbeing of children

Organisational Chart

Key Tasks and Responsibilities of the Post

Management

1. To be responsible for providing a Health Visiting service for a defined caseload and to provide cover for other health visitors during periods of leave.
2. Utilise the All Wales Health Visiting Acuity tool to ensure safe staffing levels and support colleagues during fluctuations in workforce and activity
3. To be responsible for individual performance and formulate personal development plans and adhere to NMC revalidation requirements

4. To take responsibility for promoting new opportunities for integrated working and contribute to local partnership plans
5. Develop and maintain health profiles of an identified population in order to identify health needs and influence service plans.
6. To share responsibility for chairing Health Visiting Forums/team meetings.
7. To contribute to the development of local policies and guidelines

Clinical

1. Deliver the Universal Healthy Child Wales Programme (Welsh Government 2015) to all families with children under 5 years of age. This will include the following evidence based interventions:
 - Public health (for example, infant feeding, safer sleeping, perinatal mental health, immunisations),
 - Screening programmes (for example, Newborn Blood Spot)
 - Safeguarding interventions.
2. Apply the Family Resilience Assessment Tool (FRAT) as scheduled within the Healthy Child Wales Programme.
3. Apply targeted interventions as directed by the FRAT for families with low resilience, to provide more intensive support.
4. Initiate safeguarding procedures (All Wales Child Protection Procedures 2008) and work in partnership with families and carers to implement child protection plans.
5. Participate in statutory safeguarding functions, for example, Court and MARAC/MAPPA processes.
6. Apply risk management processes eg lone working and risk assessments

Professional

1. Be compliant with the NMC The Code (2015) and comply with revalidation process
2. To be responsible for the implementation of the Quality Assurance Framework that underpins the HCWP
3. Be professionally and legally accountable for all aspects of work, including management of clients within the caseload

Service Delivery

1. To be responsible for implementing the principles of clinical governance ensuring that all elements of the Quality Assurance Framework are adhered to and comply with audit requirements.
2. Ensure effective risk management and facilitate a safe working environment
3. Work in partnership with statutory, non statutory and voluntary organisations (eg primary care, children's services, 3rd sector) to support families to increase their resilience

Leadership

1. To ensure professional leadership within the multi-agency arena by contributing to the development and support of multiagency plans.
2. Utilise skills to undertake a leadership role in service development as identified in the PDR process

3. Ensure all delegated activities are in line with the All Wales Guidelines for Delegation (NLIAH 2010)

Communication

1. To be responsible for effective working relationships and communications with colleagues, professionals and statutory agencies to provide a seamless service for the children, families and communities.
2. To be responsible for effective communication in all aspects of care with careful explanation of highly complex and sensitive information.
3. Have the ability to negotiate and use skills of diplomacy in order to defuse potentially threatening and violent situations within the community.
4. Comply with information governance legislation and use professional judgement in disclosing information to other agencies as necessary.

Education and Training/Staff Management

1. Manage own professional development through Personal Development Review / Plan (PDR / PDP), continued professional development and clinical supervision.
2. Recognise the limits of your professional competence and be responsible for limiting your actions to those which, you feel competent to undertake and identify areas where further training is required.
3. Comply with mandatory and statutory training requirements and specified professional training within the HB
4. Contribute to the development of others in a manner that is consistent with legislation, policies and procedures including KSF competencies for their posts
5. Provide appropriate support to others to improve their knowledge and understanding and share own knowledge, skills and experience with others during induction and training sessions for staff
6. To be responsible for providing appropriate education, training and development opportunities to students on a one to one basis acting as a mentor

Information Resources

1. Be competent in the use of informatics to support caseload management and communication
2. Contribute to the gathering of statistical information for the future planning and provision of services.
3. Contribute to the collation of data for statutory purposes for example Health Care Standards

Finance

1. To be cognisant with the principles of prudent health care
2. To ensure cost efficiency and effectiveness of all resources.
3. To be compliant with financial procedures

Research and Development

1. Collect and interpret health data pertaining to individual caseloads to assist in the development of community initiatives and action plans.
2. Participate in research projects and focus group and share outcomes of research and learning at staff meetings.

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation'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 Act 1998:** 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

Data Protection Act 1998 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 (Data Protection Act) and the HB 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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / 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 Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy. **Level 3 required for this post.**
- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

