



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Band 5 – Nyrs Gofrestredig

**Darllen Yswydd Ddisgrifiad Un
Gymraeg**

Band – Registered Nurse

**Read the Job Description in
English**



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

TEITL Y SWYDD: Nyrs Gofrestredig

Band: 5

TROSOLWG O'R SWYDD:

Bydd ddeiliad y swydd yn gyfrifol am asesu, cynllunio, gweithredu a gwerthuso gofal nyrsio wedi'i seilio ar dystiolaeth, yn cydweithio a chydweithredol gydag eraill i ddiwallu anghenion o gleifion a'u teuluoedd.

Cynorthwyo gyda'r reoli a threfnu eich ardal glinigol ac yn cymryd rhan yn yr addysg, datblygiad a goruchwyliaeth o aelodau staff eraill.

- Cymryd pob rhagofal rhesymol am amgylchedd diogel i chi'ch hun ac eraill yn unol â deddfwriaeth Iechyd a Diogelwch sy'n adrodd unrhyw feysydd sy'n peri pryder i'r Nyrs sy'n Gyfrifol
- Hybu rhagoriaeth a gwella safonau gofal nyrsio wrth gymryd rhan mewn archwiliad yn yr ardal glinigol e.e. archwiliadau rheoli heintiau
- Cymryd rhan yn y monitro safonau ac ansawdd gofal nyrsio, trwy feincnodi, archwilio ac ymchwil.
- Cymryd rhan mewn gweithgareddau cyfranogiad cleifion a'r cyhoedd, hyrwyddo cydraddoldeb, amrywiaeth a hawliau pobl.

Yn gyfrifol i:

Yn adrodd i:	Yn gyfrifol i:	yn Broffesiynol:

Cyfathrebu.

- Sicrhau bod cyfathrebu effeithiol yn cael ei sefydlu a'i gynnal gyda chleifion a gofalwyr/perthnasau, gan gymryd gwybodaeth gywir ar y ffôn neu gan bobl hŷn, gan drosglwyddo'r holl wybodaeth amgylcheddol a chleifion i'r nyrs sy'n gyfrifol ac aros yn gwrtais a chwrtais bob amser.
- Cyfathrebu gwybodaeth gymhleth a sensitif i gleifion/teuluoedd, gan gynnwys cleifion ag anghenion arbennig/anableddau dysgu neu rwystrau eraill i gyfathrebu.
- Bod ag ymwybyddiaeth o'ch cyfyngiadau eich hun a chynyddu i amgylchiadau/sefyllfaoedd mwy lefel uwch a allai fod yn niweidiol i les cleifion neu gydweithwyr.

Cynllunio a Dylunio

- Sicrhau bod y claf yn cael ei baratoi'n ddiogel ar gyfer ac yn cael ei hebrwng i/oddi wrth ymchwiliadau.
- Adnabod ac ymateb yn briodol i sefyllfaoedd brys ac argyfwng.

Gwella, Monitro, Datblygu Polisiâu / Gwasanaethau

- Cadw at bolisiâu a gweithdrefnau'r Bwrdd Iechyd.
- Sicrhau cydymffurfiaeth â pholisiâu, gweithdrefnau a chanllawiau clinigol ar gyfer eich hun ac eraill.

Clinigol

- Asesu anghenion nyrsio, cynllunio, gweithredu a gwerthuso gofal nyrsio cleifion er mwyn sicrhau y darperir gofal effeithiol i gleifion.
- Sicrhau bod yr egwyddorion a nodir yn yr Hanfodion Gofal yn cael eu hymgorffori mewn ymarfer dyddiol i sicrhau gwasanaeth o ansawdd uchel i'r cleifion a'r cleientiaid.
- Sicrhau bod cleifion a gofalwyr/perthnasau yn rhan o'r gwaith o gynllunio a darparu gofal.
- Sicrhau bod anghenion cleifion yn cael eu diwallu drwy gydweithio â gweithwyr proffesiynol ac asiantaethau eraill, yn enwedig mewn perthynas ag anghenion gofal parhaus.

- Asesu addasrwydd cleifion ar gyfer rhyddhau yn dilyn adolygiad meddygol a chychwyn trefniadau cynllunio rhyddhau. Cysylltu â thimau amlddisgyblaethol fel y bo'n briodol i gynorthwyo gyda chynllunio rhyddhau cymhleth.
- Gweinyddu meddyginiaeth e.e. meddyginiaethau mewngyhyrol / isgroenol, ac ati gan sicrhau bod gweithdrefnau yn cydymffurfio â Pholisi'r Bwrdd Iechyd.
- Cynnal gweithdrefnau mewn perthynas â gofalu am gleifion e.e. catethetereiddio, cael gwared â'r pwythau, techneg aseptig ac ati
- Cymryd rhan yn y cyfrifoldeb i gynnal amgylchedd glân a sicrhau bod pob aelod o staff yn dilyn cyfrifoldebau glanhau.

Rheolaeth, Hyfforddiant ac Arweinyddiaeth

- Datblygu sgiliau a gwybodaeth eich hun a chyfrannu at ddatblygiad pobl eraill.
- Sicrhau cydymffurfiad eich hun o ran hyfforddiant gorfodol a gofynion PREP.
- Datblygu sgiliau a gwybodaeth eich hun fel yr amlinellwyd yn y fframwaith gwybodaeth a sgiliau a'r cynllun datblygu personol fel y cytunwyd mewn adolygiad datblygiad proffesiynol blynyddol a chynnal portffolio proffesiynol.
- (yn dibynnu ar lefel profiad) i gymryd gofal o grŵp o gleifion/cleientiaid gydag arweiniad a goruchwyliaeth y person sydd â chyfrifoldeb parhaus/nyrs sy'n gyfrifol
- Cydlynu gwaith staff anghofrestredig a staff cofrestredig (yn dibynnu ar lefel y profiad) wrth ddarparu gofal nyrsio.
- Goruchwyllo aelodau anghofrestredig a staff cofrestredig (yn dibynnu ar lefel y profiad) y tîm nyrsio, a chymryd rhan yn eu haddysg a'u datblygiad.
- Cymryd rhan mewn datblygu gwasanaeth drwy gyfrannu at ddatblygu tîm, drwy gyfarfodydd uned/adrannol.
- Cyfyngu ar gamau gweithredu i'r rhai yr ydych yn teimlo'n gymwys i'w cyflawni, a chynnal statws gweithredol ar Gofrestr Cyngor Nyrsio a Bydwreigiaeth.
- Gweithredu yn unol â Chod Ymddygiad a dogfennau arweiniol Cyngor Nyrsio a Bydwreigiaeth, cynnal y sgiliau a'r wybodaeth ddiweddaraf a chynnal ymwybyddiaeth o faterion proffesiynol.
- Sicrhau bod holl Hyfforddiant Gorfodol y Bwrdd Iechyd yn cael ei gynnal

Arian a Chyllideb

- Cymryd rhan yn y defnydd effeithiol ac effeithlon o adnoddau ffisegol ac ariannol.

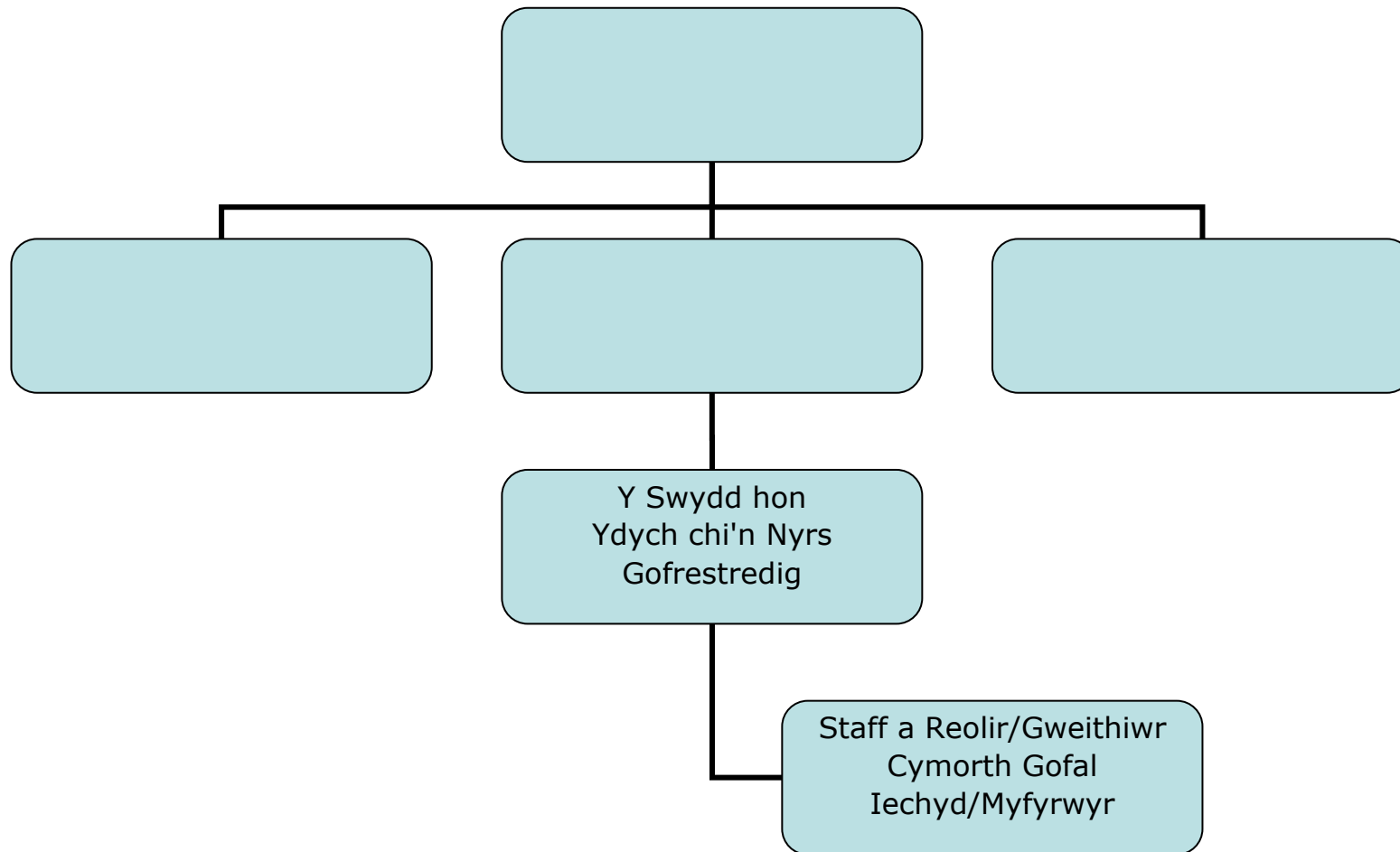
Digidol a Gwybodaeth

- Cynnal cyfrinachedd gyda gwybodaeth sensitif h.y. materion staffio, ariannol a chleifion.
- Cofnodi eiddo cleifion gan sicrhau bod gweithdrefnau yn cydymffurfio â Pholisïau a phrotocolau Bwrdd Iechyd ac yn cadw cofnodion nyrsio cleifion i sicrhau bod gwybodaeth yn gywir ac yn gyfredol

Ymchwil a Datblygu. Gwerthusiad ac Archwilio

- Defnyddio ymarfer sy'n seiliedig ar dystiolaeth mewn ymyriadau nyrsio trwy gadw'r wybodaeth ddiweddaraf yn unol â gofynion PREP Cyngor Nyrsio a Bydwreigiaeth.
- Cymryd rhan weithredol wrth reoli risg. h.y. asesiadau risg, adrodd digwyddiadau a damweiniau agos

Cymwysterau a Gwybodaeth Hanfodol	Dymunol	Profiad Hanfodol	Dymunol
Wedi cofrestru gyda Chyngor Nyrsio a Bydwreigiaeth Dealltwriaeth glir o'r broses gydsynio	Tystiolaeth o astudiaethau a hyfforddiant ôl-gofrestru, e.e. POVA Diogelu Plant Cymorth Bywyd Canolradd os oes angen mewn lleoliad clinigol	Tystiolaeth cyn-gofrestru mewn gofal nyrsio uniongyrchol Profiad o ddarparu gofal nyrsio cyfannol Diddordeb mewn datblygu sgiliau nyrsio	Dealltwriaeth glir o'r fframwaith llywodraethu clinigol Gweithredu arfer sy'n seiliedig ar dystiolaeth
Sgiliau a galluoedd Hanfodol		Dymunol	Meini Prawf Hanfodol Arall
Glynu at a gallu dangos Gwerthoedd ac Ymddygiadau BIPBA Y galluoedd sydd eu hangen i berfformio a chyfathrebu'n effeithiol yn y rôl, e.e. - Yn gallu dangos sefyllfaoedd lle mae sgiliau arwain a rheoli effeithiol wedi cael eu defnyddio, neu - Gallu dangos doethineb a diplomyddiaeth wrth weithio gyda phobl eraill, neu: Tystiolaeth o ymgymryd â chyflwyniad i grwpiau. - Y gallu i weithio dan bwysau Dealltwriaeth glir o'r contract gofal Y gallu i ddogfennu manylion yn glir ac yn gywir a meddu ar sgiliau TG		Siaradwr Cymraeg (Lefel 1)	Y gallu i deithio o fewn ardal ddaearyddol. Yn gallu gweithio oriau hyblyg.



JOB TITLE: Registered Nurse
Paediatric

Band: 5

JOB OVERVIEW:

The post holder is responsible for the assessment, planning, implementation, and evaluation of evidenced-based nursing care, working collaboratively and co-operatively with others to meet the needs of patients and their families.

Assist in the management and organisation of their clinical/specialist area participate in the education, development, and supervision of other staff members.

- Assuming all reasonable precautions for a safe and secure environment for self and others in accordance with Health and Safety legislation reporting any areas of concern to the Nurse in Charge
- Promote excellence and improve standards of nursing care by being involved in audit within the clinical area e.g. infection control audits
- Participate in the monitoring of standards and quality of nursing care, through benchmarking, audit, and research.
- Participate in patient and public involvement activities, promote people's equality, diversity, and rights.

Responsible to:

Reporting: ED Matron	Accountable: Head of Nursing	Professionally: NMC
--------------------------------	--	-------------------------------

Communication.

- Ensure that effective communication is established and maintained with patients and carers/relatives, taking accurate message information on the phone or from seniors, relaying all environmental and patient information to the nurse in charge and remain polite and courteous at all times.
- Communicate complex and sensitive information to patients/families, including patients with special needs/learning disabilities or other barriers to communication.
- Escalate to a more senior level circumstances/situations that may be detrimental to the well-being of patients or colleagues.
- Support, advice and information to carers / relatives. Encourage participation of carers in the planning of care and work in a manner which will engender trust and co-operation, thereby enhancing patient care

Planning and Design

- Ensure that the patient is safely prepared for and escorted to/from investigations.
- Recognise and respond appropriately to urgent and emergency situations.

Improvement, Monitoring, Policy/Service Development

- Adhere to Health Board Policies and Procedures.
- Ensure compliance with policies, procedures and clinical guidelines for self and others.

Clinical

- Assess the patients' nursing needs, plan, implement and evaluate nursing care in order to ensure the delivery of effective patient care.
- assist in the provision of care and treatment to meet people's physical, psychological, social, mental, and spiritual care needs.
- assist the individual to maintain and improve their health, independence, and recovery; within the clinical and / or

community setting

- Promote the health of individuals by implementing activities and groups that enhance their psychological, social, and spiritual needs by helping them to gain new skills that will promote self-direction and social inclusion as appropriate to area of practice
- Ensure the principles set out in the Fundamentals of Care are incorporated into daily practice to ensure a high-quality service for the patients and clients.
- Ensure that patients and carers/relatives are involved in the planning and delivery of care.
- Ensure patient needs are met by working collaboratively with other professionals and agencies, especially in relation to ongoing care needs.
- Assess patient's suitability for discharge following medical review and instigate discharge planning arrangements. Liaise with multidisciplinary teams as appropriate to assist in complex discharge planning.
- Administer medication e.g. intramuscular/subcutaneous medications, etc ensuring that procedures are compliant with Health Board Policy.
- Carry out procedures in relation to care of patients e.g. catheterisation, removal of sutures, aseptic technique etc as required
- Participate in the responsibility to maintain a clean environment and ensure all members of staff follow cleaning responsibilities.

Management, Training & Leadership

- Develop own skills and knowledge and contribute to development of others.
- Ensure own compliance with regard to mandatory training and PREP requirements.
- Develop own skills and knowledge as outlines in the knowledge and skills framework and personal development plan as agreed in an annual professional development review and maintain a professional portfolio.
- (dependent on level of experience) to take charge of a group of patients/clients with the guidance and supervision of the person with continuing responsibility/Nurse in charge.
- Co-ordinate the work of non-registered staff and registered staff (depending on level of experience) in the delivery of

10

V1-03/2023

Os bydd y rôl hon yn newid ac mae angen gwneud newidiadau, cysylltwch â BIPBA.GwerthusoSwyddi@wales.nhs.uk am fersiwn y gellir ei golygu

nursing care.

- Supervise non-registered members and registered staff (depending on the level of experience) of the nursing team and participate in their education and development.
- Participate in service development by contributing to the development of team, through unit/department meetings.
- Limiting one's actions to those which you feel competent to undertake and maintain active status on NMC Register.
- Act in accordance with NMC Code of Conduct and guiding documents within area of practice, maintain up to date skills and knowledge and maintain awareness of professional issues.
- Ensure that all Health Board Mandatory Training is maintained

Finance and Budget

- Participate in the effective and efficient use of physical and financial resources.

Digital and Information

- Maintain confidentiality with sensitive information i.e. staffing, financial and patient issues.
- Record patients' property ensuring that procedures are compliant with Health Board Policies and protocols and maintain patients nursing records to ensure information is accurate and up to date

Research Development. Evaluation & Audit

- Use evidence-based practice in nursing interventions by keeping self-updated in line with NMC PREP requirements.
- Take a proactive role in the management of risk. i.e. risk assessments, reporting incidents and near misses

Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
NMC registered Registered Nurse (e.g. MH or LD) Clear understanding of consent process	Evidence of post registration study and training, e.g. POVA Child/Adult Protection Intermediate Life Support if required in clinical setting	Pre-registration evidence in direct nursing care Experience of providing holistic nursing care Interest in developing nursing skills	Clear understanding of clinical governance framework Implement evidence-based practice
Essential Aptitude and abilities		Desirable	Other Essential Criteria
Adhere to and can demonstrate SBU Values & Behaviours Abilities required to perform and communicate effectively in the role, e.g. • Able to demonstrate situations where effective leadership and management skills have been used, or • Be able to demonstrate tact and diplomacy when working with others, or: Evidence of undertaking presentation to groups. • Ability to work under pressure • Clear understanding of contract of care • Ability to document details clearly and accurately and have IT skills		Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh	Ability to travel within geographical area. Able to work hours flexibly. Satisfactory Enhanced DBS clearance

Organisational Chart

