

MANYLEB BERSONOL

Yr wybodaeth i'w mesur fel y lleiafswm sydd ei hangen i gynnal dyletswyddau llawn y swydd at y safonau gofynnol. Dylid defnyddio cymwysterau i roi dangosydd o lefel y wybodaeth angenrheidiol. Mae hyfforddiant a phrofiad hefyd yn ffordd o gael y wybodaeth angenrheidiol ar gyfer swydd, megis hyfforddiant mewn swydd, cyrsiau byr a phrofiad hyd at lefel cyfatebol o wybodaeth y dylid ei nodi.

SYLWER: Peidiwch â defnyddio hyn a hyn o flynyddoedd o brofiad gan fod hyn yn gallu bod yn wahaniaethu a bydd y rhain yn cael eu dychwelyd. Mae'n hanfodol bod rheolwyr yn canolbwyntio ar y mathau o sgiliau a rhinweddau sydd eu hangen i wneud dyletswyddau'r swydd.

PERSONOL	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Sgiliau rhifedd a llythrennedd sylfaenol Lefel 2 mewn Iechyd a Gofal Cymdeithasol neu brofiad cyfwerth.	Cwblhau Fframwaith Gynefino Cymru gyfan	Ffurflen gais a gwiriadau cyn dechrau gweithio
Profiad	Profiad sy'n ofynnol i gyflawni gofynion y swydd. Profiad o ddelio â'r cyhoedd.	Profiad clinigol blaenorol	Ffurflen Gais a chyfweliad
Cymhwyster a Galluoedd	Gallu aros yn ddigynnwrf ac yn broffesiynol mewn amgylchiadau heriol	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Rhinweddau amlwg ychwanegol a all fod o fudd i'r swydd e.e. gofal, cydymdeimlad, galluoedd, cyfathrebu, gwroldeb ac ymroddiad. Dangos ymrwymiad i weithio'n gyson yn unol â'n Gwerthoedd Sefydliadol, a galluogi eraill o fewn y gweithlu i wneud hyn, fel y dangosir yn y gwaith o ddydd i ddydd a drwy drafodaeth yn y PADR.		Ffurflen Gais Cyfweliad Geirdaon

	<p>Parchu eraill</p> <p>Arddangos natur ofalgar</p>		
Arall	<p>Gofynion arbennig i wneud y swydd e.e. gallu teithio o fewn ardal ddaearyddol.</p> <p>Gallu gweithio oriau hyblyg.</p>		<p>Ffurflen Gais a chyfweliad</p>

PERSON SPECIFICATION

The knowledge to be measured as a minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Basic numeracy and literacy skills Level 2 in health and social care or equivalent experience	Completion of all Wales Induction Framework	Application form and pre-employment checks
Experience	Experience required to fulfil the requirements of the post. Experience of dealing with the public	Previous clinical experience	Application form and interview
Aptitude and Abilities	Ability to remain calm and professional in challenging circumstances	Ability to speak Welsh	Interview
Values	Additional demonstrable qualities that may be beneficial to the role, e.g. care, compassion, competence, communication, courage and commitment Demonstrate a commitment to working consistently in line with our Organisational Values, and enabling others within the workforce to do so to as evidenced in day to day work and through discussion at PADR		Application Form Interview References

	Respectful of others Demonstrable caring nature		
Other	Special requirements to perform in the role e.g. Ability to travel within geographical area. Able to work hours flexibly.		Application form and interview

Betsi Cadwaladr University Health Board

EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title:

Base / Ward:

CPG / Department:

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Skills e.g. clinical skills (e.g. intubation, venepuncture) or non-clinical skills (e.g. high speed accurate typing).

Please detail the physical skills required to fulfil the duties of the job. Take into account:

- Hand-eye co-ordination such as may be required for audio typing or manipulation of materials/tools***
- Sensory skills (sight, hearing, touch, taste, smell) such as those required for listening for speech and language defects***
- Dexterity such as those required for use of fine tools/laying out of instruments, manipulation***

- *Requirements for speed and accuracy such as advanced keyboard use/high speed driving.*
- *Highly developed physical skills as may be required for e.g. performing surgical interventions, suturing, intubation or a range of manual physiotherapy treatments or carrying out endoscopies.*

Nature of skills required:

Perform patient observations, temperature, pulse & respirations.
Assist in the moving and handling of patients

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

Kneels, crouches, twists, bending, stretching on daily basis
Stands and walks for substantial time.
Lifts weights with/without mechanical aids on daily basis
Operates equipment/ machinery on daily basis

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments. Is the post predictable or unpredictable in nature? Give details of interruptions that require the post holder to change from one task to another.

Nature & Frequency:

Maintains charts.

Accurately documents care.

Perform observations and accurately records information

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Cares for terminal patients, patient deaths.

Deals with difficult situations/ circumstances.

Provide psychological support to patients during procedures.

Cares for confused patients.

Exposed to aggressive verbal behaviour where there is little support.

Deals with people with challenging behaviour.

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

Daily:

Bodily fluids.

Smells.

Infectious material/foul linen

Contaminated work areas or equipment.