

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09753

JOB DETAILS

Job Title:	Trauma Informed Care Practitioner – Low Secure Inpatient services.
Pay Band:	Band 7
Department:	Forensic Services
Directorate:	Adult Mental Health
Clinical Board:	Adult Mental Health
Base:	Hafan Y Coed

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Senior Nurse Forensic Services
Reports to:	Senior Nurse Forensic Services
Professionally Responsible to:	Senior Nurse Forensic 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

There has been a growing acknowledgement of the contribution of adverse childhood experiences, and trauma, in the development, and maintenance of mental health difficulties, and offending behaviour. Forensic services are caring for some of the most traumatised individuals, and the services can be defined by these traumas. This can be seen in those who are working in the service and who have chosen a career in forensic mental health, the trauma for service users and staff in relation to the offences which have been committed, developmental traumas experienced by the service users, in addition to the trauma experienced by staff as a direct result of working with trauma, and its expression in the service. The interactions and systems which develop as a result of this can be re-traumatising and challenging for both staff and patients. This can lead to increases in staff absence, problems with staff retention, increases in violence and aggression, and systems that are static and potentially harmful. A lack of focus on trauma and adverse experiences can result in increased shame, difficult power dynamics, and interventions which are unable to target the very core of these individual's experiences.

The purpose of the post is to develop, alongside the ward psychologist, an inpatient system which is not only trauma aware, but trauma informed and responsive, addressing the core needs of the population we serve. The role would be to develop a service which is compassionate for the patients, and staff. The purpose of the role is for the development of improved patient care and well-being via more compassionate responses and a better understanding via robust formulation, managing and thinking about risk using compassion and a trauma focus, a reduction in the length of stay, a development in the ability of the team to work with traumatic dynamics and challenges, a reduction in violence and aggression, and subsequently improved recruitment, well-being and retention of staff.

DUTIES AND RESPONSIBILITIES

Provide specialized advice in multi-disciplinary meetings, using models, related to attachment and trauma informed care, to guide decision making regarding patient care.

Using principles of compassion, empathy, humanity and kindness to communicate with patients, staff, families and external agencies to ensure an ethos of psychological safety and authenticity.

Modelling communication that is considerate of power dynamics within the system, and levelling of power.

Communicate and engage in complex and sensitive discussions with patients, staff and families in a clear, empathic and compassionate manner.

Contribute to care plans for patients in the low secure environment, considering the principles of trauma informed care.

Deescalating patients who may be highly distressed and/or aggressive.

Developmental and delivery of stabilization resources and interventions, alongside the psychologist. Responsible for use of equipment for these interventions including sensory and relaxation and mindfulness resources. Liaise with the budget holder to maintain and order relevant equipment and resources.

Analysing complex information for purposes of supporting psychologically, trauma informed formulations, to assist in care planning and interventions.

Support patients to engage in their care planning, shared decision-making, choice, and goal setting.

Works alongside the multidisciplinary team to develop service plans, in line with principles of trauma informed care in forensic low secure settings.

Contributes to Policy development, and proposes service level change in order to develop a trauma informed forensic inpatient environment. Follows appropriate and relevant policies in relation to job role.

Encourage and involve patients with lived experience to contribute to service development and planning.

Evaluates and contributes to audit procedures designed to assess aspects of trauma informed care such as psychological safety of patients and staff.

Provides individual and group supervision in-line with specialized trauma informed principles or care.

Alongside the ward psychologist, and other members of the Multi-disciplinary team, contributes to planning and implementation of a specialized rolling programme of training for the forensic low secure services. This includes: adverse childhood experiences, realizing how widespread trauma is within the population, the signs and experiences of those who have experienced adversity; trauma; PTSD; and complex trauma; how to avoid re-traumatisation within the system; trauma, power, coercion, and control; staff well-being and compassionate self-care; and connection and co-regulation communication skills.

Use well developed IT skills routinely and frequently, following organisational guidelines. Use of IT equipment.

Gathering clinical information from electronic and personal records, in relation to patient histories in order to support formulation, intervention and care planning. Use relevant information to develop reports requiring sustained concentration.

Contributes to completion of patient records following any contact, and schedules care plan meetings with the MDT.

Works within code of practice and professional guidelines.

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: 16 June 2022

Prepared By: Emily Hill

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Trauma Informed Care Practitioner	Department:	Inpatient Forensic Services
Band:	Band 7	Clinical Board:	Adult Mental Health
Base:	HYC		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Undergraduate degree in relevant health or social care role. This may include nursing, psychology, social work, or occupational therapy.</p> <p>Masters degree in health or social care, or equivalent experience.</p>	<p>Recognised qualification, current training or commitment to undertake training or education in specific trauma therapies and approaches, or trauma informed care.</p>	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	<p>Experience of working with individuals who have been traumatised, and who have experienced high levels of adversity.</p> <p>Experience of working in inpatient forensic mental health.</p>		Application Form Interview References
SKILLS	<p>Excellent communication skills.</p> <p>Ability to connect and co-regulate with service users who are in high levels of distress.</p> <p>IT skills relevant to role.</p> <p>Ability to analyse complex needs of patient group.</p>		Application Form Interview References
SPECIAL KNOWLEDGE	Specialist knowledge of the theory and practice in relation to		Application Form Interview References

CAJE Reference: RWM/2022/0066

	working with trauma and attachment. Specialist knowledge in relation to the principles of Trauma Informed Care and implementation. Specialist knowledge in relation to mental health acquired through degree and post graduate studies and training.		
PERSONAL QUALITIES (Demonstrable)	Authenticity, the ability to model vulnerability and compassion. Respectful and responsive. The ability to respond with empathy, humanity and kindness to the emotions and needs of our service users and staff.		Application Form Interview References
OTHER (Please Specify)			Interview Document Check*

Date Prepared:		Prepared By:
Date Reviewed:		Reviewed By:

Rhif Cyfeirnod

CAJE:

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 eisai gwneud hyn hyd gorau ein gallu - ond rydym yn gwylod 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 yngylch sut rydym yn gwneud a cheisiwch ffyrdd gwell o wneud pethau.
Rydym yn cymryd cyfrifoldeb personol.	Bod yn frwd frydig ac yn cymryd cyfrifoldeb dros yr hyn rydym yn ei wneud.

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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 ddeiliad 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 blynnyddol 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 yngylch 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 personol 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 amheuon yngylch rheoli cofnodion y maen nhw'n gweithio â nhw yn gywir.

- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol o hyd o bwysigwrwydd cynnal cyfrinachedd a diogelwch gwybodaeth a ddeur 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 chyngor.
- **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 chyflogigion 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 gyflogigion 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

Rhif Cyfeirnod**CAJE:**

stopio ysmygu. Mae gwasanaeth yn yr ysbty 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 gredo, 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 cyflogion 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 ystyrr hyn fel mater difrifol dan Bolisi Disgyblu'r BIP.
- **Y Gymraeg** Rhaid i'r holl gyflogion 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 cyflogion i ddefnyddio'r sgiliau Cymraeg sydd ganddynt.
- **Disgrifiad Swydd:** Nid yw'r disgrifiad swydd yn anhyblyg ond mae'n amlinelliad 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:****Adolygyd 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 (<i>y gellir eu dangos</i>)			Ffurflen Gais Cyfweliad Geirdaon
ARALL (<i>Nodwch os gwelwch yn dda</i>)			Cyfweliad Gwirio Dogfennau*

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