



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Administration Assistant - Immunisation & Vaccination
Pay Band:	2
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Prevention and Response
Department:	Mass Vaccination
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Business Manager for Immunisation & Vaccination
Professionally Accountable to:	Business Manager for Immunisation & Vaccination

VALUES & BEHAVIOUR



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

JOB SUMMARY / PURPOSE:

The Administration Assistant will provide a comprehensive front desk/administrative support service to the department.

This will include:-

- Acting as a first point of contact for the department.
- Answering telephone calls, taking messages accurately.
- Dealing with routine and specialist enquiries in a pleasant and helpful manner, communicating relevant information to the relevant departments/person, referring to others as appropriate.
- Photocopying and word processing documents, letters, emails, minutes and reports when required.
- Updating of electronic and paper-based systems, collating of information, mail distribution and logging etc.
- To carry out data validation and data cleansing activities associated with the immunisation and vaccination programme, under the supervision of the administration team leader.
- Provide support and cross cover within the department.

DUTIES & RESPONSIBILITIES

Deal with and direct calls as necessary in a professional, courteous manner acting as an ambassador for the organisation in all aspects of communication.

This will include;

- Provide and receive routine information from staff members, patients and other external agencies. There will be circumstances where the caller is anxious, the post holder will use tact, reassurance skills and diplomacy.
- Collect, open and acknowledge post and emails within specified timescales.
- Accurately record messages and forward timely to the relevant person.
- Respond to and resolve day to day problems that arise within the department, and also respond to queries escalating where necessary.
- To respond to and communicate confidential patient information to other departments, outside agencies, patients and carers to facilitate care and support the clinical teams. Handle confidential information with discretion and in accordance with data protection requirements.
- To take minutes/action notes of ad hoc meetings as and when required.
- Work undertaken will be reviewed at agreed intervals.
- Ability to travel to vaccination clinics across Powys, including pop-up clinics and community settings such as care homes
- Same as previous

General Office Duties

Provide a high standard of administrative support to the service to;

- Produce documents, correspondence, posters, leaflets, presentations etc.
- Inputting information into electronic systems, maintaining accuracy.
- Create databases for recording information as necessary for the administrative needs of the department.
- Organising and plan workload in order to meet the needs of the service, prioritising where appropriate.
- Use initiative to deal with queries or issues, escalating when necessary.

- Photocopy, scan, file, archive, type letters, reports, notes of meetings, data entry and retrieval of information, some of which may be of a highly confidential and/or sensitive nature.
- Plan, organise meetings, events, visits, including travel/accommodation as necessary.
- Monitor and maintain adequate stationery stock levels regularly and reorder as necessary.
- The post holder is guided by clearly defined occupational policies, protocols and procedures.
- Demonstrate own role to new starters.
- Undertake surveys and audits as necessary for own role.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Educated to GCSE level or Literacy/Numeracy at L1 or equivalent RSA/OCR II qualification or equivalent demonstrable skills	NVQ Business Administration Level 2 Knowledge of the Data Protection Act	Application Form Pre-employment checks Interview

Experience	Experience of producing correspondence Experience of customer service / first point of contact support Proven proficiency in the use of IT software Knowledge of office practices and able to establish new processes	Previous experience in an office environment	Interview Application Form
Aptitude & Abilities	Ability to work as part of a team or as an individual A positive attitude and able to act on feedback Ability to communicate clearly and effectively Ability to be polite when dealing with difficult, impatient or upset people	Ability to speak Welsh	Interview Application Form
Values	Can demonstrate PTHB Values		Interview
Other	Ability to travel between PTHB sites and community settings offering vaccination clinics Able to work flexibly to the needs of the service, including weekends		Interview

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 organization'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:** 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 General Data Protection Legislation 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 and the HB or Trust 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/Trust 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/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of 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 HB/Trust's preemployment check procedure.

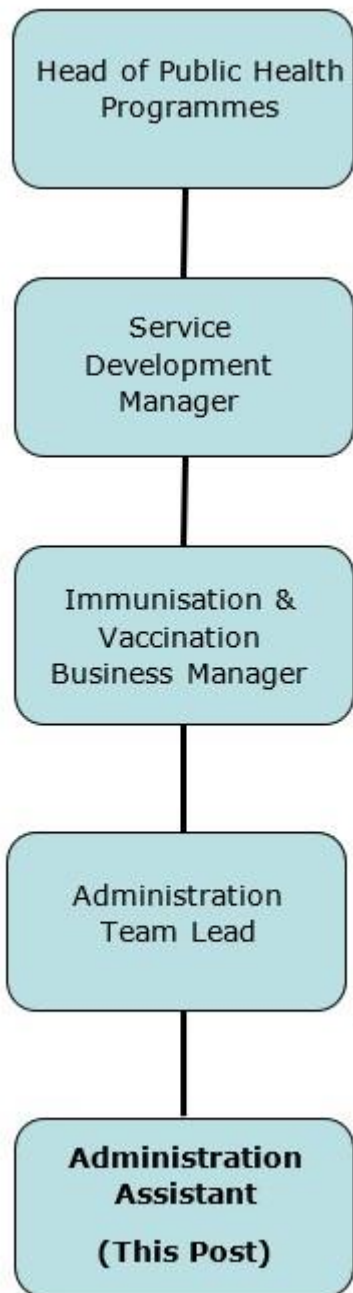
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

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/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust 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.

Organisational Chart





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Cynorthwydd Gweinyddol - Imiwneiddio a Brechu
Band cyflog:	2
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	I'w gwblhau ar ôl recriwtio
Adran:	I'w gwblhau ar ôl recriwtio
Safle:	I'w gwblhau ar ôl recriwtio
TREFNIADAU SEFYDLIADOL:	
Yn Rheolaethol Atebol i:	Rheolwr Busnes ar gyfer Imiwneiddio a Brechu
Yn Broffesiynol Atebol i:	Rheolwr Busnes ar gyfer Imiwneiddio a Brechu

GWERTHOEDD AC YMDDYGIAD

Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydwethio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.

CRYNODEB O'R SWYDD / EI NOD :

Bydd y Cynorthwydd Gweinyddol yn darparu gwasanaeth desg flaen/ cymorth gweinyddol cynhwysfawr i'r adran.

Bydd hyn yn cynnwys;

- Bod yn bwynt cyswllt cyntaf ar gyfer yr adran.
- Ateb galwadau ffôn, cymryd negeseuon yn fanwl gywir.
- Delio ag ymholiadau rheolaidd ac arbenigol mewn modd dymunol a chymwynasgar, gan gyfathrebu gwybodaeth berthnasol i'r adran/ person perthnasol a chyfeirio at eraill fel bo'n briodol.
- Llungopïo a phrosesu geiriau dogfennau, llythyrau, negeseuon e-bost, cofnodion ac adroddiadau yn ôl y galw.
- Diweddarau systemau electronig a systemau ar bapur, casglu gwybodaeth at ei gilydd, dosbarthu'r post a'i gofnodi ac ati.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Delio â galwadau a'u cyfeirio fel bo angen mewn modd proffesiynol a chwrtais, gan weithredu fel llysgennad y sefydliad ym mhob agwedd ar gyfathrebu.

Bydd hyn yn cynnwys;

- Darparu a derbyn gwybodaeth reolaidd oddi wrth aelodau o staff, cleifion ac asiantaethau allanol eraill. Fe fydd yna amgylchiadau pan fydd y galwr

yn bryderus a bydd deiliad y swydd yn defnyddio tact, sgiliau cysuro a phwyll.

- Casglu, agor a chydabod post a negeseuon e-bost o fewn terfynau amser penodedig.
- Cofnodi negeseuon yn fanwl gywir a'u hanfon ymlaen i'r person perthnasol yn brydlon.
- Ymateb i broblemau sy'n codi o ddydd i ddydd yn yr adran a'u datrys, a hefyd ymateb i ymholiadau gan eu huwchgyfeirio lle bo angen.
- Ymateb i wybodaeth cleifion gyfrinachol a'i chyfathrebu i adrannau eraill, asiantaethau allanol, cleifion a gofalwyr i hwyluso gofal a chefnogi'r timau clinigol. Trin gwybodaeth gyfrinachol yn bwyllog ac yn unol â gofynion diogelu data.
- Cymryd cofnodion/ nodiadau gweithredu mewn cyfarfodydd ad hoc, yn ôl y galw.
- Adolygir y gwaith a wneir ar adegau y cytunir arnyn nhw.

Dyletswyddau Swyddfa Eraill

Darparu cymorth gweinyddol o safon uchel i'r gwasanaeth, i;

- Gynhyrchu dogfennau, gohebiaeth, poster, taflenni, cyflwyniadau ac ati.
- Mewnbynnu gwybodaeth i systemau electronig, bob amser yn fanwl gywir.
- Creu cronfeydd data i gofnodi gwybodaeth fel bo angen ar gyfer anghenion gweinyddol yr adran.
- Trefnu a chynllunio llwyth gwaith er mwyn diwallu anghenion y gwasanaeth, gan flaenoriaethu lle bo'n briodol.
- Gweithio ar eich liwt eich hun i ddelio ag ymholiadau neu faterion, gan eu huwchgyfeirio lle bo angen.
- Llungopïo, sganio, ffeilio, archifo, teipio llythyrau, adroddiadau, nodiadau cyfarfodydd, mewnbynnu data ac adfer gwybodaeth, rhywfaint ohoni'n hynod gyfrinachol a/ neu'n sensitif ei natur o bosibl.
- Cynllunio, trefnu cyfarfodydd, digwyddiadau, ymweliadau, gan gynnwys trefniadau teithio/ llety lle bo angen.

- Monitro a chynnal lefelau stoc deunydd ysgrifennu digonol yn rheolaidd ac ailarchebu lle bo angen.
- Mae polisïau, protocolau a gweithdrefnau clir eu diffiniad yn tywys deiliad y swydd.
- Dangos eich rôl eich hun i ddechreuwr newydd.
- Gwneud arolygon ac archwiliadau fel bo angen ar gyfer eich rôl eich hun.

<u>MANYLEB Y PERSON</u>			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	Addysg i lefel TGAU neu Lythrennedd/ Rhifedd ar L1 neu gyfwerth Cymhwyster RSA/OCR II neu sgiliau dangosadwy cyfwerth	NVQ Gweinyddu Busnes Lefel 2 Gwybodaeth o'r Ddeddf Diogelu Data	Ffurflen Gais Gwiriadau cyn cyflogi
Profiad	Profiad o gynhyrchu gohebiaeth Profiad o wasanaeth cwsmeriaid/ cymorth pwynt cyswllt cyntaf Hanes profedig o ddefnyddio meddalwedd TG yn alluog Gwybodaeth o arferion swyddfa a gallu sefydlu prosesau newydd	Profiad blaenorol o amgylchedd swyddfa	Ffurflen gais a Chyfweliad

Doniau a Galluoedd	Gallu gweithio fel rhan o dîm neu fel unigolyn Agwedd bositif a gallu gweithredu mewn ymateb i adborth Gallu cyfathrebu'n clir ac yn effeithiol Gallu bod yn gwrtais wrth ddelio â phobl anodd, ddiamynedd neu ofidus	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Gallu dangos gwerthoedd BIAP		Cyfweliad
Arall	Gallu teithio rhwng safleoedd BIAP Gallu gweithio'n hyblyg, gan gynnwys penwythnosau		Cyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae

gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.

- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.
- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei

ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.

- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd
Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon ni fydd gennych chi gyswllt â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly ni fydd gofyn ichi ymgeisio am

Wiriad Datgelu'r Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.

- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart Sefydliadol:

