

YMDDIRIEDOLAETH GIG IECHYD CYHOEDDUS CYMRU

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl y Swydd:	Sgriniwr Clyw Babanod
Band Cyflog:	Band Agenda ar gyfer Newid 2
Graddfa'r Band Cyflog:	
Oriau Gwaith:	
Adran:	Sgrinio Clyw Babanod Cymru
Is-adran:	Sgrinio
Safle:	
Hyd:	

TREFNIADAU SEFYDLIADOL

- Yn atebol i:
- Rheolwr Sgrinio Babanod Cynorthwyol (Rheolaethol)
 - Cydlynnydd y Rhaglen (Yn Broffesiynol)

Crynodeb o'r Swydd:

Mae Sgrinio Clyw Babanod Cymru (NBHSW) yn gweithredu fel rhwydwaith a reolir ledled Cymru sy'n darparu gwasanaeth unfurf o ansawdd uchel o fewn polisi Cymru gyfan ac yn unol â safonau a phrotocolau Cymru gyfan. Mae'r rhaglen yn cael ei rheoli gan Ymddiriedolaeth GIG Iechyd Cyhoeddus Cymru gyda threfniadau lleol ym mhob ardal.

DIBEN Y SWYDD

Gweithio fel aelod sefydledig o'r tîm sy'n darparu sgrinio clyw i fabanod newydd-anedig, o dan oruchwyliaeth glinigol Cydlynnydd y Rhaglen. Bydd deiliad y swydd yn ymgymryd â'r amrywiaeth llawn o ddyletswyddau sgrinio babanod gan gynnwys casglu a chofnodi data clinigol a phrofion sy'n berthnasol i'r broses sgrinio yn gywir. Mae darparu sgrinio'n cynnwys profi clyw babanod yn syth ar ôl eu geni mewn lleoliad ysbyty (wardiau ôl-enedigol a SCBU) ac mewn lleoliad clinig hyd at 6 wythnos oed. Mae sgrinwyr yn gyfrifol am amserlennu clinigau i fabanod nad ydynt wedi'u sgrinio yn yr ysbyty, neu y mae angen ailsgrinio arnynt.

Prif Ddyletswyddau a Chyfrifoldebau

- Gweithredu systemau gweinyddu a TG i gydlynw gwybodaeth am bob baban newydd-anedig.
- Nodi pa fabanod y mae angen sgrinio arnynt a blaenoriaethu'r llwyth gwaith dyddiol.
- Cyflawni gwiriadau offer dyddiol cyn cynnal profion clyw.
- Cysylltu'n effeithiol ag aelodau o'r tîm a gweithwyr gofal iechyd proffesiynol eraill, gan weithio ar y cyd â staff mamolaeth i sicrhau bod babanod yn cael sgrinio amserol.
- Cynnal profion sgrinio mewn ysbyty, cartref a lleoliad clinig.
- Esbonio'r broses sgrinio i rieni a chael cydsyniad ar sail gwybodaeth ar gyfer sgrinio clyw.
- Cynnal sgrinio clyw babanod a chofnodi canlyniadau'n gywir.
- Cyfathrebu canlyniadau'r sgrinio clyw yn uniongyrchol i'r teulu, gan eu cynghori ynghylch y camau nesaf os nodir atgyfeirio.
- Hyrwyddo amgylchedd proffesiynol, croesawgar a gofalgargan gymeradwyo dull ystyriol o deuluoedd o ran gofal.
- Defnyddio'r system TG yn gymwys ar gyfer cofnodi canlyniadau a throsglwyddo gwybodaeth i feysydd eraill.
- Cyflawni dyletswyddau gweinyddol arferol sy'n sicrhau cywirdeb canlyniadau a pharatoi llythyrau canlyniadau sgrinio i'w hanfon.
- Nodi pryd y mae angen apwyntiadau cymunedol a chynnal prosesau i drefnu'r apwyntiadau hynny.
- Meddu ar y wybodaeth ddiweddaraf am weithdrefnau.
- Cynnal cyfrinachedd y babanod a'u teuluoedd bob amser.
- Sicrhau diogelwch offer ar bob adeg a rhoi gwybod am unrhyw broblemau.

1. SGILIAU CYFATHREBU A PHERTHNASOEDD

- Darparu a derbyn gwybodaeth arferol sy'n gofyn am ddoethineb neu sgiliau darbwyllo neu gyda rhwystrau i ddealltwriaeth e.e. rhoi gwybod i rieni newydd yn fuan ar ôl geni am sgrinio clyw babanod mewn modd sensitif.
- Efallai y bydd angen i'r wybodaeth a ddarperir gael ei chyfleu drwy gyfieithydd ar y pryd neu ddehonglydd os byddwch yn ymdrin ag ieithoedd tramor neu rieni byddar drwy ddefnyddio Iaith Arwyddion Prydain.
- Addasu arddull cyfathrebu i sicrhau bod rhieni'n cael y wybodaeth ofynnol, ond cyflwyno hyn yn sensitif gan ystyried eu hanghenion unigol (e.e. credoau diwylliannol, achosion o eni plant ar ran pobl eraill).
- Darparu canlyniadau i rieni am ganlyniad y sgrinio clyw a'r camau nesaf; gall hyn achosi i rieni fynd yn bryderus ac yn ofidus.
- Gallu bod yn empathig wrth ymdrin â rhieni pryderus e.e. babanod mewn Unedau Gofal Arbennig Babanod (SCBU) neu fabanod sydd ag anghenion arbennig.
- Cysylltu â gweithwyr proffesiynol eraill i gael a chyfleu gwybodaeth yn yr ysbyty ac mewn lleoliad cymunedol; e.e. cadarnhau a yw'r babi'n

addas ar gyfer sgrinio, nodi materion diogelu a allai effeithio ar y cynllun cyflawni, rhoi'r wybodaeth ddiweddaraf i feddygon teulu/ymwelwyr iechyd ar statws/canlyniadau sgrinio clyw os byddant yn gwneud cais am hynny.

- Meithrin perthnasoedd rhyngbersonol effeithiol gyda chydweithwyr mewn unedau mamolaeth, Unedau Gofal Arbennig Babanod a lleoliadau clinigau cymunedol i gynorthwyo cyflawni amserol.

2. GWYBODAETH, HYFFORDDIANT A PHROFIAD

- Bydd yn ofynnol i bob deiliad swydd gwblhau dysgu achrededig lefel 2 o fewn eu 12 mis cyntaf yn y swydd; bydd hyn yn cynnwys cyfuniad o waith a dysgu yn eich amser eich hun.
- Parodrwydd ac ymrwymiad i ymgymryd â rhagor o hyfforddiant mewnol.
- Sgiliau rhyngbersonol a chyfathrebu da ar gyfer cyfathrebu â rhieni ar adeg sensitif.
- Gallu cysylltu â gweithwyr iechyd proffesiynol wrth gyfleu gwybodaeth yn yr ysbyty ac mewn lleoliadau cymunedol.
- Ymwybyddiaeth o faterion amddiffyn plant a chadw at weithdrefnau lleol.
- Ymwybyddiaeth o bolisiâu a gweithdrefnau rheoli heintiau.
- Gallu cyfathrebu â rhieni i gael gwybodaeth.
- Gallu trefnu a blaenoriaethu gwaith.
- Gallu gweithio fel tîm a chyda dull hyblyg er mwyn addasu i ofynion y rhaglen sy'n newid yn gyson.
- Sgiliau TG a chymhwysedd wrth ddefnyddio pecyn TG NBHSW.
- Sgiliau trefnu er mwyn trefnu apwyntiadau clinig.
- Gallu casglu a chofnodi data clinigol a phrofion sy'n berthnasol i'r broses sgrinio yn gywir.
- Gallu dod o hyd i namau ar offer sgrinio yn unol â phrotocolau offer.
- Gweithredu protocolau sgrinio.
- Barnu amser priodol y sgrinio e.e. i gyd-fynd ag ymwelwyr a gweithdrefnau eraill.
- Cynnal gwybodaeth gyfredol a chymhwyso polisi ac arferion atal a rheoli heintiau, drwy ddiweddariadau gorfodol blyneddol a hyfforddiant penodol i rôl sy'n cefnogi'r broses o gynnal amgylcheddau diogel, yn enwedig mewn ardaloedd lle y caiff gofal clinigol ei ddarparu.
- Mynd ati'n rheolaidd i ymgymryd â hyfforddiant statudol a gorfodol ar amrywiaeth o bynciau, gan sicrhau bod eich cydymffurfiaeth eich hun yn cael ei chynnal.

Bydd deiliaid swydd yn cael eu hannog a'u cefnogi i ymgymryd â dysgu achrededig lefel 3, sy'n cynnwys Hanfodion Sgrinio Iechyd a diplomâu penodol i wasanaeth NBHSW. I raddau helaeth bydd cwblhau'r cymwysterau hyn yn cael ei wneud yn eich amser eich hun, ond bydd yn galluogi unigolion i symud ymlaen yn uniongyrchol i swydd Sgriniwr 1 yn y gwasanaeth.

Profiad:

- Profiad o weithio gyda rhieni.
- Profiad o weithio gyda babanod bach.

- Profiad o weithio fel rhan o dîm.
 - Profiad o weithio ochr yn ochr â gweithwyr ieuchyd proffesiynol.
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3. SGILIAU DADANSODDOL A BEIRNIADOL

- Bydd disgwyl i roi barn ynghylch namau o ran offer sgrinio a phryd i ddefnyddio'r gweithdrefnau rhoi gwybod am namau.
 - Rhoi barn o amrywiaeth o opsiynau o fewn Polisiâu a Threfniadau Gweithredu Safonol (SOPPS) wedi'u diffinio'n llym, e.e. nodi rhwystriannau ar offer sgrinio i benderfynu a ddylid oedi/rhoi'r gorau i'r prawf.
 - Defnyddio barn i flaenoriaethu darparu sgrinio, e.e. penderfynu ar drefn babanod sy'n cael eu sgrinio a phryd i oedi sgrinio oherwydd dynamig teulu/pan na fydd y babi'n setlo neu'n sâl/pan fydd y fam yn sâl.
 - Defnyddio crebwyll i gadarnhau pwy sydd â chyfrifoldeb rhiant wrth geisio cydsyniad ar gyfer sgrinio. Yn ogystal, asesu a yw'r person sy'n rhoi caniatâd wedi dangos dealltwriaeth lawn o'r broses sgrinio fel y gall sgrinio barhau neu a oes angen uwchgyfeirio (e.e. ar gyfer asesiad galluedd meddyliol/budd pennaf).
 - Wrth gynllunio apwyntiadau cymunedol, rhaid i sgrinwyr benderfynu ar y llwybr gorau, gan ystyried amser a milltiroedd ac oriau gwaith y sgrinwyr dan sylw.
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4. SGILIAU CYNLLUNIO A THREFNU

- Cynllunio a blaenoriaethu'r drefn ddyddiol o sawl rhestr sgrinio i sicrhau bod yr holl fabanod cymwys yn cael eu cyfrif, a monitro/gohirio sgrinio i fabanod sy'n anaddas (e.e. babanod cynamserol iawn ar Uned Gofal Arbennig Babanod).
 - Cynllunio trefniadau teithio dyddiol i fynd i apwyntiadau cymunedol ar amser, gyda'r offer, y deunyddiau a'r cofnodion cywir sydd eu hangen.
 - Cynllunio clinigau - anfon llythyrau apwyntiad a sicrhau bod ystafelloedd ar gael.
 - Cynllunio apwyntiadau cymunedol ar gyfer cydweithwyr sgrinio. Addasu cynlluniau/trefniadau apwyntiadau os bydd apwyntiadau'n cael eu canslo ar fyr budd.
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5. SGILIAU CORFFOROL

- Sgiliau bysellfwrdd safonol ar gyfer cofnod data a llunio llythyrau apwyntiad
- Gallu teithio i'r gymuned a safleoedd sgrinio eraill fel y bo'n ofynnol, gan gludo offer.

- Defnyddio offer bach sy'n gofyn am lefel o fedrusrwydd llaw yn ddyddiol (e.e. gosod blaenau bydiau clust ar offer profi clyw ar gyfer babanod).

6. CYFRIFOLDEB AM OFAL CLEIFION/CLEIENTIAID

- Darparu gwasanaeth sgrinio clyw babanod technegol clinigol i fabanod newydd-anedig – y weithdrefn yw'r sgrinio cychwynnol yn y diagnosis o golli clyw.
- Cyfathrebu'n uniongyrchol â rhieni i ddarparu gwybodaeth ac ateb cwestiynau am sgrinio clyw babanod.
- Darparu canlyniadau sgrinio clyw i rieni a gwybodaeth am y camau a'r opsiynau nesaf pan fydd angen rhagor o brofion.
- Lle bo angen, defnyddio techneg ddiogel i drafod babanod er mwyn sicrhau'r canlyniad sgrinio gorau posibl (e.e. symud babi i osod padiau adlynnol yn gywir ar gyfer y prawf).
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- Sicrhau bod amgylchedd y clinig yn cael ei gynnal a'i gadw mewn ffordd ddiogel, gan gydnabod gofynion iechyd a diogelwch fel osgoi ceblau llusg a threfn ystafell sy'n ddigonol i gefnogi mynediad pram.
- Defnyddio cyfarpar diogelu personol (e.e. menig, ffedogau) i gefnogi sgrinio diogel yn unol â phrotocolau gwasanaeth.
- Sicrhau bod arfer da yn cael ei ddilyn unol â pholisïau a gweithdrefnau Iechyd Cyhoeddus Cymru, fel dysgu o gwynion a phryderon.
- Herio a chodi ymwybyddiaeth o unrhyw arferion atal heintiau is na'r safon, rhoi gwybod am bryderon neu ddigwyddiadau sy'n torri safonau, gan ddefnyddio polisïau perthnasol Iechyd Cyhoeddus Cymru fel y bo'n briodol (e.e. polisi rhoi gwybod am ddigwyddiadau).

7. CYFRIFOLDEB AM WEITHREDU DATBLYGU POLISI A/NEU WASANAETH

- Gweithredu polisïau ar gyfer eich meysydd eich hun a chyfrannu at newidiadau mewn arferion gwaith.
- Dilyn protocolau lleol a Chymru Gyfan ar gyfer gweithredu sgrinio clyw babanod.
- Cyfrannu at ddatblygu'r rhaglen sgrinio clyw babanod yn lleol drwy roi sylwadau ar welliannau posibl i brotocolau mewn cydweithrediad â rheolwyr lleol.

8. CYFRIFOLDEB AM ADNODDAU ARIANNOL A FFISEGOL

- Yn gyfrifol am ddefnyddio offer drud yn ddiogel a sicrhau ei ddiogelwch. Mae hyn yn cynnwys datgymalu a chydodod offer i'w ddefnyddio mewn clinigau cleifion allanol.
- Yn gyfrifol am lanhau offer i sicrhau bod polisïau rheoli heintiau yn cael eu dilyn.

- Yn gyfrifol am gynnal a chadw offer. Mae hyn yn cynnwys graddnodi dyddiol, datrys problemau a rhoi gwybod i wneuthurwyr pan fydd problem yn cael ei darganfod.
 - Cynnal rheolaeth stoc ar gyfer cyflenwadau o flaenau clust tafladwy, myffiau clust a deunydd ysgrifennu.
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9. CYFRIFOLDEB AM ADNODDAU DYNOL

- Rhoi cyngor ar sgrinio clyw babanod i staff clinigol arall sy'n gweithio yn yr uned famolaeth.
 - Cynorthwyo hyfforddi aelodau newydd o'r tîm drwy ddangos gweithgareddau sgrinio iddynt a rhoi arweiniad i'w cynorthwyo i gael y canlyniadau gorau.
 - Rheoli eich llwyth gwaith eich hun.
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10. CYFRIFOLDEB AM ADNODDAU GWYBODAETH

- Yn gyfrifol am lanlwytho canlyniadau o offer sgrinio i system TG NBHSW. Mae hyn yn cynnwys canlyniadau profion a gynhelir gennych chi a'ch cydweithwyr.
 - Yn gyfrifol am gofnodi data canlyniadau sgrinio ar system TG NBHSW. Mae cofnodi data yn cynnwys mewnbynnu nifer o ddarnau o ddata, gan gynnwys canlyniadau sgrinio yn ddyddiol.
 - Dileu cofnodion o offer sgrinio ar ôl eu lanlwytho i'r system TG yn llwyddiannus.
 - Cynnal gwiriadau cywirdeb cofnodi data gan gydweithwyr er mwyn sicrhau cywirdeb cofnodion TG.
 - Yn gyfrifol am nodi'r holl fabanod a anwyd yn yr ardal yn ddyddiol gan ddefnyddio system nodi genedlaethol.
 - Rhoi gwybod i gydweithwyr allanol (timau Iechyd Plant Byrddau Iechyd Lleol) am gofnodion system anghywir (e.e. rhyw anghywir babi wedi'i gofnodi, newid cyfeiriad) neu lle gwneir sgriniwr yn ymwybodol bod babi wedi marw.
 - Yn gyfrifol am gael cydsyniad ar sail gwybodaeth gan rieni ar gyfer cofnodi gwybodaeth am eu babi ar y system.
 - Sicrhau diogelwch a chyfrinachedd gwybodaeth cleifion h.y. dilyn y ddeddf diogelu data, y Rheoliad Cyffredinol ar Ddiogelu Data.
 - Adalw gwybodaeth am gleifion yn rheolaidd i'w throsglwyddo i weithwyr iechyd proffesiynol eraill pan fo angen.
 - Paratoi llythyrau apwyntiad yn ddyddiol.
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11. CYFRIFOLDEB AM YMCHWIL A DATBLYGU

- Cyfrannu at gasglu data i'w defnyddio mewn gwerthusiad cenedlaethol o wasanaethau sgrinio clyw babanod.
- Cymryd rhan mewn arolygon rhaglenni a staff.
- Annog rhieni i roi adborth ar ansawdd y gwasanaeth drwy arolwg NBHSW.

12. RHYDDID I WEITHREDU

- Wedi'i arwain gan brotocolau a gweithdrefnau a ddiffinnir yn glir yn lleol ac ar lefel Cymru Gyfan.
- Mae'n ofynnol i ddeiliad y swydd ddefnyddio ei fenter a dangos gallu i weithio ar ei ben ei hun ar wardiau mamolaeth ac yn y gymuned.
- Defnyddio menter, yn seiliedig ar hyfforddiant, wrth weithredu ar ganlyniadau profion neu benderfynu cymhwysedd babanod ar gyfer sgrinio.
- Mae'r swydd yn cael ei rheoli yn hytrach na'i goruchwyllo.
- Disgwylir i ddeiliad y swydd ddilyn y Cod Ymddygiad Gweithiwr Cymorth Gofal Iechyd.
- Disgwylir i ddeiliad y swydd ymgorffori gwerthoedd sefydliadol 'gweithio gyda'n gilydd, gydag ymddiriedaeth a pharch, i wneud gwahaniaeth' yn ei ymddygiad a'i ryngweithiadau â defnyddwyr gwasanaethau, cydweithwyr a phartneriaid allanol.

13. YMDRECH GORFFOROL

- Defnyddio offer sgrinio bob dydd.
- Symud offer ar droliau, gwthio troliau i wahanol rannau o'r ysbyty bob dydd am fwy nag 20 munud mewn un shift.
- Cymysgedd o eistedd, sefyll a cherdded, plygu, pwyso dros gotiau am gyfnodau hir.
- Trafod babanod i gynorthwyo'r sgrinio, gan gynnwys codi, dal a symud babanod newydd-anedig a rhoi'r babi yn y cot.
- Yn aml bydd yn cario offer cludadwy yn ofalus iawn i glinigau allgymorth a chartrefi.
- Teithio rheolaidd rhwng y ganolfan a'r gymuned.

14. YMDRECH FEDDYLIOL

- Gofyniad dyddiol i ganolbwyntio am gyfnodau wrth fewnbynnu data ar y system TG.
- Bydd yn ofynnol gweithredu offer sensitif yn gywir o dan bwysau weithiau.
- Cynnal profion sgrinio bob dydd ar fabanod newydd-anedig ac ailadrodd y prawf o fewn cyfnodau amser dynodedig.
- Bydd angen canolbwyntio wrth weithio gyda babanod i sicrhau'r amodau prawf gorau posibl a throsglwyddo canlyniadau sgrinio.
- Bydd angen i ddeiliaid swyddi jyglo cyfrifoldebau wrth ymgymryd â dyletswyddau gweinyddol a chael gwybodaeth am apwyntiadau sgrinio, e.e. cofnodi data a derbyn galwadau gan Unedau Gofal Arbennig Babanod bod angen sgrinio babi ar unwaith cyn ei ryddhau.

15. YMDRECH EMOSIYNOL

- Ymdrin â rhieni newydd bob dydd sydd mewn cyflwr emosiynol iawn ac sy'n gallu bod yn orbryderus.
 - Cyngori rhieni am yr angen i atgyfeirio o ganlyniad i brawf cychwynnol; gall hyn fod yn newyddion annisgwyl ac annymunol.
 - Ymdrin â rhieni gyda gofal ac empathi wrth atgyfeirio babi i gael asesiad clyw diagnostig neu drefnu ailsgrinio.
 - Ymdrin â rhieni sydd wedi cynhyrfu ac y mae angen ymateb tawel, calonogol arnynt.
 - Darparu sgrinio i fabanod sydd â chyflyrau meddygol, neu lle mae'r rhiant yn sâl iawn.
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16. AMODAU GWAITH

- Defnyddio cyfrifiadur bob dydd.
 - Teithio rhwng safleoedd ysbyty/clinig fwy nag unwaith yr wythnos.
 - Dod i gysylltiad â lliniau budr yn achlysurol.
 - Yn gorfforol agos at gewynnau budr, chwyd a gweddillion geni a geir mewn clustiau babanod (llysnafedd, gwaed ac ati).
 - Ymdrin â rhieni neu berthnasau sy'n gallu bod yn ddig/anghwrtais o bryd i'w gilydd, gan gynnwys pan fyddwch yn weithiwr unigol.
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GWIRIAD Y GWASANAETH DATGELU A GWAHARDD

Yn y rôl hon byddwch yn cael * cysylltiad uniongyrchol â * chleifion / defnyddwyr gwasanaethau / plant / oedolion agored i niwed yn ystod eich dyletswyddau arferol. Felly, bydd yn ofynnol i chi wneud cais am Wiriad gan y Gwasanaeth Datgelu a Gwahardd (Manwl) fel rhan o weithdrefn gwirio cyn cyflogi Iechyd Cyhoeddus Cymru.

Mae angen Gwiriad Datgeliad Manwl gan y DBS ar ddeiliad y swydd.

CYMHWYSEDD

Chi sy'n gyfrifol am gyfyngu eich gweithredoedd i'r rhai rydych yn teimlo'n gymwys i ymgymryd â nhw. Os oes gennych amheuan am eich cymhwysedd yn ystod eich dyletswyddau, dylech siarad â'ch rheolwr llinell/goruchwyliwr ar unwaith.

GWEITHIWR PROFFESIYNOL IECHYD COFRESTRDIG

Mae'n ofynnol i holl gyflogeion Iechyd Cyhoeddus Cymru y mae'n ofynnol iddynt gofrestru gyda chorff proffesiynol, i'w galluogi i ymarfer yn eu proffesiwn, i gydymffurfio â'u cod ymddygiad a gofynion eu cofrestru proffesiynol.

GORUCHWYLIAETH

Pan fo'r sefydliad proffesiynol priodol yn nodi gofyniad mewn perthynas â goruchwyliaeth, deiliad y swydd sy'n gyfrifol am sicrhau y cydymffurfir â'r gofyniad hwn. Siaradwch â'ch rheolwr os oes gennych unrhyw amheuaeth ynghylch bodolaeth gofyniad o'r fath.

RHEOLI RISG

Mae'n un o elfennau safonol y rôl ac yn gyfrifoldeb i holl staff Iechyd Cyhoeddus Cymru eu bod yn cyflawni rôl ragweithiol tuag at reoli risg yn eu holl weithredoedd. Mae hyn yn cynnwys asesu risg yr holl sefyllfaoedd, gan gymryd camau priodol a rhoi gwybod am yr holl ddigwyddiadau, damweiniau fu bron â digwydd a pheryglon.

RHEOLI COFNODION

Fel un o gyflogeion Iechyd Cyhoeddus Cymru, rydych yn gyfrifol yn ôl y gyfraith am yr holl gofnodion rydych yn eu casglu, yn eu creu neu'n eu defnyddio fel rhan o'ch gwaith yn Iechyd Cyhoeddus Cymru (gan gynnwys iechyd cleifion, ariannol,

personol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir bod yr holl gofnodion o'r fath yn gofnodion cyhoeddus, ac mae dyletswydd cyfrinachedd gyfreithiol arnoch i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i gyflogai adael Iechyd Cyhoeddus Cymru). Dylech ofyn cyngor eich rheolwr os oes gennych unrhyw amheuaeth am y ffordd gywir o reoli cofnodion rydych yn gweithio gyda nhw.

GOFYNION IECHYD A DIOGELWCH

Mae dyletswydd gofal statudol ar holl gyflogeion Iechyd Cyhoeddus Cymru am eu diogelwch personol eu hunain a diogelwch pobl eraill y gall eu gweithredoedd neu eu hanweithredoedd effeithio arnynt. Mae'n ofynnol i gyflogeion gydweithredu â rheolwyr i alluogi Iechyd Cyhoeddus Cymru i fodloni ei rwymedigaethau cyfreithiol ei hun a rhoi gwybod am sefyllfaoedd peryglus neu offer diffygiol.

DATGANIAD HYBLYGRWYDD

Mae cynnwys y disgrifiad swydd hwn yn cynrychioli amlinelliad yn unig o'r swydd ac nid yw, felly, yn gatalog manwl gywir o ddyletswyddau a chyfrifoldebau. Felly, bwriedir i'r disgrifiad swydd fod yn hyblyg a gellir ei adolygu a'i ddiwygio yn sgil amgylchiadau newidiol, yn dilyn ymgynghori â deiliad y swydd.

CYFRINACHEDD

Mae'n ofynnol i holl gyflogeion Iechyd Cyhoeddus Cymru gynnal cyfrinachedd aelodau o'r cyhoedd (cleifion, menywod iach a defnyddwyr gwasanaethau ac ati.) ac aelodau o staff yn unol â pholisïau Iechyd Cyhoeddus Cymru.

Dyddiad Adolygu: Tachwedd 2022 **Adolygwyd Gan:** Pennaeth y Rhaglen

Cytunwyd gan:
Enw'r Cyflogai:
Llofnod:

Dyddiad:

Cytunwyd gan:
Enw'r Rheolwr :
Llofnod:

Dyddiad:

Mae Ymddiriedolaeth GIG Iechyd Cyhoeddus Cymru yn amgylchedd dim smygu.

JOB DESCRIPTION

JOB DETAILS

Job Title: Newborn Hearing Screener

Pay Band: Agenda for Change Band 2

Pay Band Scale:

Hours of Work:

Department: Newborn Hearing Screening Wales

Division: Screening

Base:

Duration:

ORGANISATIONAL ARRANGEMENTS

Accountable to: 1. Assistant Newborn Screening Manager (Managerially)

3. Programme Co-ordinator (Professionally)

Job Summary:

Newborn Hearing Screening Wales (NBHSW) operates as a managed network across Wales providing a uniform service to high quality within an all Wales policy and to all Wales standards and protocols. The programme is managed by Public Health Wales NHS Trust with local arrangements in each area.

JOB PURPOSE

To work as an established member of the team delivering hearing screening to newborn babies, under the clinical supervision of the Programme Co-ordinator. The post holder will undertake the full range of newborn hearing screening duties including gathering and accurately recording clinical and test data relevant to the screening process. Screening delivery involves testing the hearing of babies immediately after birth in a hospital setting (postnatal wards and SCBU) and in clinic setting up to 6 weeks of age. Screeners are responsible for scheduling clinics for babies who have not been screened in hospital, or who require repeat screening.

Main Duties and Responsibilities

- To operate administration and IT systems to co-ordinate information on all newborn babies.
 - To identify which babies require screening and prioritise the daily work load.
 - To undertake daily equipment checks prior to conducting hearing tests.
 - To liaise effectively with team members and other health care professionals, working in conjunction with maternity staff to ensure that babies receive timely screening.
 - To undertake screening tests in a hospital, home and clinic setting.
 - To explain the screening process to parents and obtain informed consent for hearing screening.
 - To carry out the hearing screening of newborns and accurately record results.
 - To communicate the results of the hearing screen directly to the family, advising them of next steps if a referral is indicated.
 - To promote a professional, welcoming and caring environment endorsing a family friendly approach to care.
 - To competently use IT system for recording results and transferring information to other areas.
 - To undertake routine administrative duties which ensure accuracy of results and prepare screening outcome letters for dispatch.
 - To identify when community appointments are required and undertake processes to arrange and book those appointments.
 - To maintain up to date knowledge of procedures.
 - To maintain the confidentiality of the babies and their families at all times.
 - To ensure the safety and security of equipment at all times and report any problems.
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1. COMMUNICATION AND RELATIONSHIP SKILLS

- Provide and receive routine information requiring tact or persuasive skills or with barriers to understanding e.g. give information to new parents shortly after birth about newborn hearing screening with sensitivity.
- Information provided may need to be conveyed via an interpreter if dealing with foreign languages or deaf parents using British Sign Language.
- Adapt communication style to ensure that parents receive the information required, but this is delivered sensitively taking into account their individual needs (e.g. cultural beliefs, surrogacy).
- Provide results to parents about the outcome of the hearing screen and next steps; this may cause parents to become anxious and upset.
- Ability to be empathetic when dealing with anxious parents e.g. babies in Special Care Baby Units (SCBU) or babies with special needs.
- Liaise with other professionals to obtain and convey information both within the hospital and community setting; e.g. confirming if baby is suitable for screening, identifying safeguarding issues that may affect the delivery plan, providing updates to GPs/Health Visitors on status/results of hearing screening at their request.

- Build effective interpersonal relationships with colleagues in maternity units, SCBU and community clinic venues to support timely delivery.
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2. KNOWLEDGE, TRAINING AND EXPERIENCE

- All postholders will be required to complete level 2 accredited learning within their first 12 months in post; this will include a combination of work and own-time learning.
- Willingness and commitment to undertake further in house training.
- Good interpersonal and communication skills for communication with parents at a sensitive time.
- Ability to liaise with health professionals when conveying information both within the hospital and community setting.
- Awareness of child protection issues and adhere to local procedures.
- Awareness of infection control policies and procedures.
- Ability to communicate with parent to elicit information.
- Ability to organise and prioritise work.
- Ability to work as a team and with a flexible approach to adapt to the constantly changing demands of the programme.
- IT skills and competence in the use of the NBHSW IT package.
- Organisational skills to arrange clinic appointments.
- Ability to gather and accurately record clinical and test data relevant to the screening process.
- Ability to fault find on screening equipment in line with equipment protocols.
- Implementation of screening protocols.
- Judge appropriate timing of screen e.g. to fit in with visitors and other procedures.
- Maintain current knowledge and application of infection prevention and control policy and practice through annual mandatory updates and role specific training which supports the maintenance of safe environments, particularly in areas where clinical care is delivered.
- Regularly undertake statutory and mandatory in-house training on a range of topics, ensuring that own compliance is maintained.

Postholders will be encouraged and supported to undertake level 3 accredited learning, comprising of Fundamentals of Health Screening and NBHSW service specific diplomas. Completion of these qualifications will be largely undertaken in own time, but will enable individuals to progress directly to a Screener 1 post within the service.

Experience:

- Experience of working with parents.
 - Experience of working with small babies.
 - Experience of working as part of a team.
 - Experience of working alongside health professionals.
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3. ANALYTICAL AND JUDGEMENT SKILLS

- Will be expected to make judgements around faults with screening equipment and when to use the fault reporting procedures.
 - Will make a judgement from a range of options within tightly defined Standard Operating Procedures and Policies (SOPPS), e.g. observe impedances on screening equipment to determine whether to pause/cease test.
 - Use judgement to prioritise screening delivery, e.g. decide order of babies screened and when to delay screening due to family dynamic/when baby is unsettled or unwell/when mum unwell.
 - Use judgement to confirm who has parental responsibility when seeking consent for screening. Additionally, to assess whether the person consenting has demonstrated a full understanding of the screening process so that screening can continue or escalation is required (e.g. for mental capacity/best interest assessment).
 - When planning community appointments, screeners have to decide the best route, to take account of time and mileage and working hours of the screeners involved.
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4. PLANNING AND ORGANISATIONAL SKILLS

- Plan and prioritise daily routine from multiple screening lists to ensure all eligible babies are accounted for, and monitoring/deferring screening for babies who are unsuitable (e.g. very premature babies on SCBU).
 - Plan daily travel arrangements to attend community appointments on time, with correct equipment, consumables and records required.
 - Plan clinics - send out appointment letters and ensure room availability.
 - Plan community appointments for screening colleagues . Adjust plans/appointment arrangements if appointments are cancelled at short notice.
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5. PHYSICAL SKILLS

- Standard keyboard skills for entering data and producing appointment letters
 - Ability to travel to community and other screening sites as required, transporting equipment.
 - Use of small equipment requiring a level of manual dexterity on a daily basis (e.g. placing earbud tips on hearing test equipment for babies).
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6. RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Provide clinical technical newborn hearing screening service to newborn babies – the procedure is the initial screen in the diagnosis of hearing loss.
 - Direct communication to parents to provide information and answer questions about newborn hearing screening.
 - Provide hearing screening results to parents and information about next steps and options when further testing is required.
 - Where necessary, utilise safe baby handling technique to ensure best possible screening outcome (e.g. move baby to place adhesive pads correctly for test).
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 - Ensure that clinic environment is maintained in a safe manner, recognising health and safety requirements such as avoiding trailing cables and room layout sufficient to support pram entry.
 - Utilise personal protective equipment (e.g. gloves, aprons) to support safe screening delivery in line with service protocols.
 - Ensure good practice is followed in line with Public Health Wales policies and procedures, such as learning from complaints and concerns.
 - Challenge and raise awareness of any substandard infection prevention practices, report concerns or incidents which breach standards, using relevant Public Health Wales policies as appropriate (e.g. incident reporting policy).
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7. RESPONSIBILITY FOR POLICY AND/OR SERVICE DEVELOPMENT IMPLEMENTATION

- Implement policies for own areas and contribute to changes in working practice.
 - Follow local and All Wales protocols for implementing newborn hearing screening.
 - Contribute to the development of the newborn hearing screening programme locally by providing comments on possible improvements to protocols in collaboration with local managers.
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8. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Responsible for the safe use and security of expensive equipment. This includes dismantling and assembling equipment for use at outpatient clinics.
 - Responsible for cleaning equipment to ensure control of infection policies are adhered to.
 - Responsible for maintenance of equipment. This includes daily calibration, trouble shooting and reporting to manufacturers when a problem is discovered.
 - Maintain stock control for disposable ear tips, ear muffs and stationery supplies.
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9. RESPONSIBILITY FOR HUMAN RESOURCES

- Provide advice on newborn hearing screening to other clinical staff working in the maternity unit.
 - Support training of new team members by demonstrating screening activities and providing guidance to support them to get the best results.
 - Manage own workload.
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10. RESPONSIBILITY FOR INFORMATION RESOURCES

- Responsible for uploading results from screening equipment to NBHSW IT system, this includes results of tests undertaken by self and colleagues.
 - Responsible for data entry of screening results onto the NBHSW IT system. Data entry involves inputting numerous pieces of data, including screening results on a daily basis.
 - Delete records from screening equipment following successful upload to IT system.
 - Undertake checks of accuracy of data entry by colleagues to ensure integrity of IT records.
 - Responsible for identifying all babies born in the area on a daily basis using a national identification system.
 - Inform external colleagues (LHB Child Health teams) of inaccurate system records (e.g. incorrect sex of baby recorded, change of address) or where Screener is made aware that a baby has passed away.
 - Responsible for obtaining informed consent from parents for entering their baby's information on the system.
 - Ensure security and confidentiality of patient information i.e. adherence to the data protection act, General Data Protection Regulations.
 - Regularly retrieve patient information to pass to other health professionals when required.
 - Produce appointment letters on a daily basis.
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11. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Contributes to gathering of data to be used in national evaluation of newborn hearing screening services.
 - Participate in programme and staff surveys.
 - Encourage parents to provide feedback on service quality via NBHSW survey.
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12. FREEDOM TO ACT

- Guided by clearly defined protocols and procedures at a local and All Wales level.
- The post holder is required to use their initiative and demonstrate an ability to work on their own both on maternity wards and in the community.

- Use initiative, based on training, when acting on test results or determining eligibility of babies for screening.
 - Post is managed rather than supervised.
 - The post holder is expected to adhere to the Health Care Support Worker Code of Conduct.
 - The post holder is expected to embed the organisational values of 'working together, with trust and respect, to make a difference' in their behaviour and interactions with service users, colleagues and external partners.
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13. PHYSICAL EFFORT

- Use of screening equipment on a daily basis.
 - Moving equipment on trolleys, pushing trolleys to different parts of the hospital on a daily basis for more than 20 minutes in one shift.
 - Mixture of sitting, standing and walking, bending, leaning over cots for prolonged periods.
 - Handles babies to support screening delivery, including lifting, holding and moving newborn babies and placing baby in cot.
 - Frequently carries portable equipment with extreme care to outreach clinics and homes.
 - Regular travel between base and community.
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14. MENTAL EFFORT

- Required daily to concentrate for periods of time when inputting data onto the IT system.
 - Required to operate sensitive equipment with accuracy in what can be pressurised conditions.
 - Carry out screening tests daily on new born babies and repeating the test within designated time spans.
 - Concentration required when working with babies to ensure optimum test conditions and relaying screen results.
 - Postholders will need to juggle responsibilities when undertaking administrative duties and receive information about screening appointments, e.g. undertaking data entry and receive a call from SCBU that an eligible baby requires immediate screening prior to discharge.
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15. EMOTIONAL EFFORT

- Dealing with new parents everyday who are in an emotionally heightened state and can be anxious.
- Advising parents of the need to refer as a result of initial test; this can be unexpected and unwelcome news.
- Dealing with parents with care and empathy when referring a baby for diagnostic hearing assessment or arranging a re-screen.

- Deal with parents who are agitated and require a calm, reassuring response.
 - Provide screening to babies with medical conditions, or where parent is very unwell.
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16. WORKING CONDITIONS

- Use of Computer on a daily basis.
 - Travel between hospital/clinic sites more than once each week.
 - Exposure to dirty linen occasionally.
 - Close proximity to dirty nappies, vomit and birth debris found in babies ears (mucus, blood etc).
 - Dealing with occasionally angry/rude parents or relatives, including when a lone worker.
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DISCLOSURE AND BARRING SERVICE CHECK

In this role you will have direct contact with * patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure and Barring Service Check (Enhanced) as part of Public Health Wales pre-employment check procedure.

The post holder does require an enhanced DBS Check.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of Public Health Wales 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.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of PHW 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.

RECORDS MANAGEMENT

As an employee of Public Health Wales, you are legally responsible for all records that you gather, create or use as part of your work within PHW (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left PHW). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of PHW have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable PHW to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY

All employees of PHW are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with PHW policies.

Date Reviewed: November 2022

Reviewed By: Head of Programme

Agreed By:

Date:

Employee's Name:

Signature:

Agreed By:

Date:

Manager's Name :

Signature:
