

Manylion Person Cynorthwydd Radiograffeg

HANFODOL	DYMUNOL	DULL ASESU
Addysg/Cymwysterau/ ☐ Gallu defnyddio Saesneg a Mathemateg i safon TGAU/Lefel O	- NVQ Lefel 2 neu debyg mewn pwnc yn ymwneud â gofal iechyd - Trwydded Yrru Gyfrifiadurol Ewropeaidd (ECDL)	- Tystysgrifau - Geirdaon - Ffurflen gais - Gwirio dogfen
Gwybodaeth a Phrofiad - Profiad o ddelio ag aelodau o'r cyhoedd - Profiad o Gofalu am Bobl - Sgiliau cyfrifiadurol a bysellfwrdd	- Profiad mewn adran ddelweddu neu amgylchedd gofal iechyd - Profiad o glercio/gwaith swyddfa	- Ffurflen gais - Cyfweliad - Geirdaon
Sgiliau a Gallu - Hunan frwdfrydig - Sgiliau cyfathrebu ysgrifenedig a llafar da - Gallu derbyn a chyflwyno gwybodaeth yn glir a rhesymegol - Cydweithio mewn tîm - Gallu dilyn cyfarwyddyd - Gallu gweithio ar eich liwt eich hun. - Agwedd hyblyg at waith - Gweithio o fewn holl bolisiau a phrotocolau BIPBC a GRhG Radioleg	- Siarad Cymraeg - Sgiliau trefnu	- Ffurflen gais - Cyfweliad - Geirdaon - Meddygol
Rhinweddau Personol - Gofalgar a dangos empathi - Gweithio'n effeithlon mewn amgylchedd anodd ac anrhagweladwy - Gwneud sawl tasg ar unwaith - Safon uchel o ymddangosiad a phrydlondeb	- Cefnogi aelodau eraill y tîm - Gallu canolbwyntio a pheidio â chynhyrfu mewn sefyllfaoedd anodd	- Ffurflen gais - Cyfweliad - Geirdaon
Arall ☐ Gweithio'n hyblyg ar draws sawl safle o fewn GRhG Radioleg BIPBC		- Ffurflen gais - Cyfweliad - Geirdaon - Gwirio dogfen

Personal Specification Radiographic Assistant

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/Qualifications ☐ Able to demonstrate English and Mathematics to GCSE/'O' level standard	- NVQ Level 2, or equivalent, in health care related subject - European Computer Driving Licence (ECDL)	- Certificates - References - Application form - Document check
Knowledge and experience - Experience in dealing with members of the public - Experience in caring for people - Keyboard and computer skills	- Experience in an imaging department or health care environment - Clerical/office experience	- Application form - Interview - References
Skills and Abilities - Self-motivated - Good verbal and written communication skills - Able to receive and present information in a clear and logical manner - Team player - Ability to follow instruction - Ability to work using own initiative - Flexible approach to work - Work within all BCUHB and Radiology CPG specific policies and protocols	- Welsh speaker - Organisational skills	- Application form - Interview - References - Medical
Personal qualities - Caring and empathetic - Work efficiently within a stressful and unpredictable environment - Multi-tasking - High standard of appearance and punctuality	- Supportive of other team members - Remain calm and focussed in difficult/stressful situations	- Application form - Interview - References
Other ☐ Flexible working across multiple sites within the BCU HB Radiology CPG		- Application form - Interview - References - Document check