

# Royal College of Psychiatrists (RCPsych) Job description (JD) checklist

A completed checklist is required to accompany each JD submitted for approval (please do not overwrite old forms). The sections you (the employer) should complete are shaded in  below. Please ensure All sections in the Checklist Criteria section and the ‘employer’ columns **including page/section numbers** are completed to ensure all required items are included in your JD for swift approval.

Once completed please submit **this checklist, plus your JD (in Word doc.x format)** and any supporting documents via our [JD Portal.](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process/job-description-form) Full guidance on how to do this is available on our [guidance platform.](https://rise.articulate.com/share/BLknQ5i2w3RcL3ahLyEFbEfa4U2l4-r0)

For any further queries please email the

[your local JD Team](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process/regional-office-contacts) or the Job Description Co-ordinator

Please see further information, supporting documents and JD exemplar templates on our [JD approvals web page](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process) as our checklist is based on the information provided in these.

For RCPsych admin use only

|  |  |
| --- | --- |
| Date Received | **Click or tap to enter a date** |
| Royal College Reference Number |  |
| Region/Nation | **Choose an item** |
| Version History date | **V1 Click or tap to enter a date.** | **V2 Click or tap to enter a date.** | **V3 Click or tap to enter a date.** | **V4 Click or tap to enter a date.** |
| Royal College Checker/RSRs |  |
| Royal College RAs/DRAs |  |
| Date Approved | **Click or tap to enter a date***Insert RCPSych Approval Stamp* |

Basic information about the post – to be completed by Employer

|  |  |
| --- | --- |
| **Employer/Health Board** |  |
| **Employer vacancy reference number***(if applicable)* |  |
| **Type of post***(choose one type)* | **Choose a Post type** |
| *If post type is other please state here:* |  |
| **Post Title**(*Please make unique to this job & include Service/Ward name to avoid duplication)* |  |
| **Specialty (main)** | **Choose specialty** |
| **Contract type:** *eg substantive/fixed term* |  |
| **Does this post have a trainee attached?** | **Choose an item.** |
| **Programmed Activities (PAs)***The standard for full-time (10 PA) posts would be an allocation of 2.5 SPAs, with all less-than-full-time posts having a proportionate allocation of direct clinical care and SPAs, with a minimum of 1.5 SPAs for the purposes of appraisal and revalidation* | **No. of PAs: Choose No.****DCC: Click to enter decimal number****SPA: Click to enter decimal number** |
| **On Call requirement****Details of rota and payment** | **Yes ☐ No ☐****Option to participate ☐** |
|  | **On Call rota** |  |  |
| **Availability %** |  |
| **Additional PA** |  |
| **Service/Network/Locality information** |  |
| **Full address of main work base** |  |

|  |  |
| --- | --- |
|  |  |
| **Reason for vacancy** |  |
| **Date of proposed AAC Panel (if known)** | **Choose Date** |
| **Job Description author and title** | **Name:****Job Title:** |
| **Primary contact for this JD** | **Name:****E-mail: Tel:** |
| **Secondary contact (if appropriate)** | **Name: E-mail: Tel:** |

Checklist Criteria – For completion by the Employer and Royal College

For each criterion, the employer should tick the relevant **GREY shaded box** to confirm that the detail is included in the JD and enter the relevant page number(s). If the criteria are not covered the employer should not tick the box but add a comment in the Comments (Employer) column explaining why.

The Royal College RSR/RA/DRA/Checker should tick the peach shaded boxes of the form to indicate that the criteria is covered in line with our [guidance.](https://rise.articulate.com/share/SgedtgPaFLbVhF5aF1wbiK-XhYmq4SnY%23/lessons/uzAOaHZcIclgKKz94QzSB-_ooSI8YiFW) Please detail any amendments required in the RH general comments column if missing or unclear, adding any extra comments or summary or updates needed, in Sections 24./25.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Employer checked | Page/Section Nos | Comments (Employer) | RCPsych checked asincluded | Comments (RCPsych) |
| **1. Title of Post and Specialty** | ☐ |  |  | ☐ |  |
| **2. Full address of base** | ☐ |  |  | ☐ |  |
| **3. Total number of PAs** | ☐ |  |  | ☐ |  |
| **4. Professional Accountability (e.g.****clinical/medical director)** | ☐ |  |  | ☐ |  |
| **5. Operational Accountability (e.g.****Service Manager/Chief Exec)** | ☐ |  |  | ☐ |  |
| **6. Health Board Details** | ☐ |  |  | ☐ |  |
| **7. Service Details** |  |  |  |  |  |
| * Replacement/new post
 | ☐ |  |  | ☐ |  |
| * Rationale for post development
 | ☐ |  |  | ☐ |  |
| * Local population needs/demographics
 | ☐ |  |  | ☐ |  |
| * Workload assessment/referral rates/referral protocols/caseload numbers/other team members responsibilities to manage referrals/caseloads
 | ☐ |  |  | ☐ |  |
| * Role of this post in relation to the

local service (i.e. community/inpatients/liaison etc) | ☐ |  |  | ☐ |  |
| * Any special responsibilities and details of this role
 | ☐ |  |  | ☐ |  |
| * Detail of other local mental health services
 | ☐ |  |  | ☐ |  |
| **8. Support to the post** |  |  |  |  |  |
| * Team composition
 | ☐ |  |  | ☐ |  |
| * CT1-3/Spec Dr/ST4-6 support
 | ☐ |  |  | ☐ |  |
| * Dedicated secretarial/admin support

[(See RCPSych Guidance Document)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| * Office arrangements

[(See RCPSych Guidance Document)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| * Access to PC/laptop/phone

[(See RCPSych Guidance Document)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |

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| Criteria | Employer checked | Page/Section Nos | Comments (Employer) | RCPsychchecked as included | Comments (RCPsych) |
| * IT support/informatics

[(See RCPSych Guidance Document)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| 9. **CPD and Supervision** |  |  |  |  |  |
| * Name of Supervising Consultant for SAS posts
 | ☐ |  |  | ☐ |  |
| * Name of the Health Board SAS lead/SAS Tutor for SAS posts
 | ☐ |  |  | ☐ |  |
| * Local arrangements for peer review group
 | ☐ |  |  | ☐ |  |
| * Statement of expectation of good standing for CPD
 | ☐ |  |  | ☐ |  |
| * Statement and details of Health Board support for CPD
 | ☐ |  |  | ☐ |  |
| * Study Leave details
 | ☐ |  |  | ☐ |  |
| * Local arrangements for supervision of post holder
 | ☐ |  |  | ☐ |  |
| **10. Clinical Leadership** |  |  |  |  |  |
| * Health Board management/medical management structure
 | ☐ |  |  | ☐ |  |
| * Local clinical leadership arrangements
 | ☐ |  |  | ☐ |  |
| * Role of this post in terms of strategic service development/business

planning | ☐ |  |  | ☐ |  |
| **11. Appraisal/re-validation****arrangements** | ☐ |  |  | ☐ |  |
| **12. Job planning arrangements**Bilateral consultation and negotiation in the event of job content changing | ☐ |  |  | ☐ |  |
| **13. Teaching and Training** |  |  |  |  |  |
| * For SAS posts - details of opportunities for progression of career including access to local

MRCPsych/CESR courses | ☐ |  |  | ☐ |  |
| * Detail of any teaching commitments
 | ☐ |  |  | ☐ |  |
| * Teaching resources available
 | ☐ |  |  | ☐ |  |
| * Details of educational/clinical supervision responsibilities
 | ☐ |  |  | ☐ |  |
| * Educational supervision arrangements in the Health Board/tutor role, state name of DME

etc. | ☐ |  |  | ☐ |  |
| * Medical School details (if applicable)
 | ☐ |  |  | ☐ |  |
| **14. Research/Academic** |  |  |  |  |  |
| * Support/availability/resources
 | ☐ |  |  | ☐ |  |
| * Academic department details
 | ☐ |  |  | ☐ |  |
| **15. Clinical Governance** |  |  |  |  |  |
| * Management arrangements
 | ☐ |  |  | ☐ |  |
| * Audit resources/expectations
 | ☐ |  |  | ☐ |  |
| **16. Clinical Duties** | ☐ |  |  | ☐ |  |
| * Details of Clinical duties
 | ☐ |  |  | ☐ |  |
| * No of OP clinics per week and ratio of new patients: follow ups per clinic
 | ☐ |  |  | ☐ |  |
| * No of day patients and other day care services
 | ☐ |  |  | ☐ |  |
| * No of beds to cover- is it considered reasonable?
 | ☐ |  |  | ☐ |  |
| * Any requirement for Section 12 status and /or A/C status or DOL

assessor | ☐ |  |  | ☐ |  |

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| Criteria | Employer checked | Page/Section Nos | Comments (Employer) | RCPsychchecked as included | Comments (RCPsych) |
| **17. On Call Arrangements** | ☐ |  |  | ☐ |  |
| * Frequency and remuneration/banding
 | ☐ |  |  | ☐ |  |
| * Detail of rota and specialties covered
 | ☐ |  |  | ☐ |  |
| **18. Leave and cover arrangements** | ☐ |  |  | ☐ |  |
| **19. Statement on Equality and Diversity** | ☐ |  |  | ☐ |  |
| **20. Wellbeing fully covered** |  |  |  |  |  |
| * Local Occupational Health (OH) support -

(should include - brief service details including: location, contact details, modalities of access/ self-referral option, confidentiality, resources available via OH)Plus details about OH aredisseminated at induction and regularly when in post. | ☐ |  |  | ☐ |  |
| * Local organisational systems in place to support doctor's wellbeing following serious incidents that involve their patients (e.g. nominated senior colleague support,

Balint Groups for consultants, etc) | ☐ |  |  | ☐ |  |
| * Timely job plan review with the line manager when there are proposed workload changes to support safe working and identify the need for any additional support (eg. unexpected request to cover a unit/ward/service in addition to

current workload) | ☐ |  |  | ☐ |  |
| * Local initiatives/resources that promote wellbeing

(Include examples of local initiatives/resources that promote wellbeing (eg. stress management courses, resilience training, burnout awareness, mindfulness, physicalexercise resources, etc) | ☐ |  |  | ☐ |  |
| **21. Timetable/Job Plan**Clearly outlining daily activities and SPA/DCC[(See RCPSych Guidance Document)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/better-mh-policy/college-reports/college-report-cr207.pdf?sfvrsn=b2229b95_4) | ☐ |  |  | ☐ |  |
| * Ring fenced time for weekly supervision of others
 | ☐ |  |  | ☐ |  |
| * Ring fenced time for CPD at least 1 session
 | ☐ |  |  | ☐ |  |
| * Ring fenced time for Audit
 | ☐ |  |  | ☐ |  |
| * Ring fenced time for Admin
 | ☐ |  |  | ☐ |  |
| **22. Person Specification** | ☐ |  |  | ☐ |  |
| 1. [**For Welsh posts**](https://www.rcpsych.ac.uk/members/devolved-nations/rcpsych-in-wales/supporting-recruitment/)

**Under the statutory duty to comply with standards 106 and 106A of the Welsh Language Standards (No.7) Regulations 2018:*** + Have you assessed the need for Welsh language skills when assessing the requirements for a new or vacant post?
 | ☐ |  |  | ☐ |  |

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| --- | --- | --- | --- | --- | --- |
| Criteria | Employer checked | Page/Section Nos | Comments (Employer) | RCPsychchecked as included | Comments (RCPsych) |
| * Have you identified the post as one where Welsh language is essential, desirable, where Welsh language skills need to be learnt when appointed, or where Welsh language

skills are not necessary? | ☐ |  |  | ☐ |  |
| * **For Northern Ireland Consultant posts**

JDs in Northern Ireland must refer to Consultants having adequate time to fulfil duties under both the MHO(1986) and the MCA (2016) | ☐ |  |  | ☐ |  |

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| **24. Additional Comments Review section - to be completed by RCPsych Checker/Representatives/Assessor(s)***Please add any additional comments regarding points not covered in the JD in conjunction with the checklist above including the* ***number of the checklist criteria/page section no’s*** *you are commenting on, as required.*Does the Checker/RSR/DRA/RA feel this is a feasible job?Yes ☐ No ☐**RSR additional comments (V1)** |
| **25. Summary of Feedback for amendment RA additional comments (V1)** |
| **Date of Approval:****0000000** | **Approver *(please add your name here)*:** |



# Coleg Brenhinol y Seiciatryddion (RCPsych) Disgrifiad swydd (JD) rhestr wirio

Mae angen rhestr wirio wedi'i chwblhau i gyd-fynd â phob JD a gyflwynir i'w gymeradwyo (peidiwch â gorysgrifennu hen ffurflenni). Mae'r adrannau y dylech chi (y cyflogwr) eu cwblhau wedi'u cysgodi yn  isod. Sicrhewch fod pob adran yn yr adran Meini Prawf Rhestr Wirio a'r colofnau 'cyflogwr' **gan gynnwys rhifau tudalen/adran yn** cael eu cwblhau i sicrhau bod yr holl eitemau gofynnol yn cael eu cynnwys yn eich JD i'w cymeradwyo'n gyflym.

Ar ôl ei gwblhau, cyflwynwch **y rhestr wirio hon, ynghyd â'ch JD (yn Word doc.x fformat)** ac unrhyw ddogfennau ategol trwy ein [Porth JD.](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process/job-description-form) Mae canllawiau llawn ar sut i wneud hyn ar gael ar ein [platfform canllawiau.](https://rise.articulate.com/share/BLknQ5i2w3RcL3ahLyEFbEfa4U2l4-r0)

Am unrhyw ymholiadau pellach, e-bostiwch y [Eich Tîm JD lleol](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process/regional-office-contacts) neu'r Cydlynydd Disgrifiad Swydd

Gweler rhagor o wybodaeth, dogfennau ategol a thempledi enghreifftiol JD ar ein [tudalen we cymeradwyo JD](https://www.rcpsych.ac.uk/improving-care/workforce/job-description-approval-process) gan fod ein rhestr wirio yn seiliedig ar y wybodaeth a ddarperir yn y rhain.

Ar gyfer defnydd gweinyddol RCPsych yn unig

|  |  |
| --- | --- |
| Dyddiad Derbyn | **Cliciwch neu tapiwch i roi dyddiad** |
| Rhif Cyfeirnod y Coleg Brenhinol |  |
| Rhanbarth/Cenedl | **Dewiswch eitem** |
| Dyddiad Hanes y Fersiwn | **V1 Cliciwch neu tapiwch i roi dyddiad.** | **V2 Cliciwch neu tapiwch i roi dyddiad.** | **V3 Cliciwch neu****tapiwch i roi dyddiad.** | **V4 Cliciwch neu tapiwch i roi dyddiad.** |
| Royal College Checker/RSRs |  |
| RAs/DRAs Coleg Brenhinol |  |
| Dyddiad Cymeradwy | **Cliciwch neu tapiwch i roi dyddiad***Mewnosod Stamp Cymeradwyo RCPSych* |

Gwybodaeth sylfaenol am y swydd – i'w chwblhau gan Gyflogwr

|  |  |
| --- | --- |
| **Bwrdd Cyflogwr/Iechyd** |  |
| **Rhif cyfeirnod swyddi gwag i gyflogwyr***(os yw'n berthnasol)* |  |
| **Math o swydd***(Dewiswch un math)* | **Dewis math o swydd** |
| *Os yw'r math o bost yn un arall, nodwch yma:* |  |
| **Teitl Post**(*Gwnewch yn unigryw i'r swydd hon a chynnwys Enw'r Gwasanaeth / Ward er mwyn osgoi dyblygu)* |  |
| **Arbenigedd (prif)** | **Dewiswch arbenigedd** |
| **Math o gontract:** *e.e. cyfnod sefydlog / sefydlog* |  |
| **A oes gan y swydd hon hyfforddai ynghlwm?** | **Dewiswch un eitem.** |
| **Gweithgareddau wedi'u Rhaglennu (PAs)***Byddai'r safon ar gyfer swyddi llawn amser (10 PA) yn ddyraniad o 2.5 AGA, gyda phob swydd lai na llawn amser â dyraniad cymesur o ofal clinigol uniongyrchol ac AGA, gydag o leiaf 1.5 AGA at ddibenion arfarnu ac ailddilysu* | **Na. O PAs: Dewiswch Na.****DCC: Cliciwch i nodi rhif degol****SPA: Cliciwch i nodi rhif degol** |
| **Gofyniad Ar Alwad****Manylion rota a thalu** | **Nac oes ☐ ☐****Opsiwn i gymryd rhan ☐** |
|  | **On Call rota** |  |  |
| **Argaeledd %** |  |
| **PA ychwanegol** |  |
| **Gwybodaeth gwasanaeth/rhwydwaith/ardal** |  |

|  |  |
| --- | --- |
| **Cyfeiriad llawn prif sylfaen gwaith** |  |
| **Rheswm dros swydd wag** |  |
| **Dyddiad y Panel AAC arfaethedig (os yw'n hysbys)** | **Dewiswch ddyddiad** |
| **Awdur a theitl Disgrifiad Swydd** | **Enw:****Teitl Swydd:** |
| **Cyswllt sylfaenol ar gyfer y JD hwn** | **Enw:****E-bost:****Ffôn:** |
| **Cyswllt eilaidd (os yw'n briodol)** | **Enw:****E-bost:****Ffôn:** |

Meini Prawf Rhestr Wirio – I'w cwblhau gan y Cyflogwr a'r Coleg Brenhinol

Ar gyfer pob maen prawf, dylai'r cyflogwr dicio'r **blwch cysgodol LLWYD** perthnasol i gadarnhau bod y manylion wedi'u cynnwys yn y JD a nodi'r rhif (au) tudalen perthnasol. Os na chynhwysir y meini prawf, ni ddylai'r cyflogwr dicio'r blwch ond ychwanegu sylw yn y golofn Sylwadau (Cyflogwr) yn esbonio pam.

Dylai'r Coleg Brenhinol RSR/RA/DRA/Checker ticio blychau cysgodol y ffurflen i ddangos bod y meini prawf yn cael eu cynnwys yn unol â'n [canllawiau.](https://rise.articulate.com/share/SgedtgPaFLbVhF5aF1wbiK-XhYmq4SnY%23/lessons/uzAOaHZcIclgKKz94QzSB-_ooSI8YiFW) Rhowch fanylion unrhyw welliannau sy'n ofynnol yng ngholofn sylwadau cyffredinol yr RH os ydynt ar goll neu'n aneglur, gan ychwanegu unrhyw sylwadau neu grynodeb neu ddiweddariadau ychwanegol sydd eu hangen, yn Adrannau 24./25.

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| Meini prawf | Cyflogwr Gwirio | Tudalen/Adran Nos | Sylwadau (Cyflogwr) | RCPsychGwirio fel y cynhwysir | Sylwadau (RCPsych) |
| **1. Teitl y Post ac Arbenigedd** | ☐ |  |  | ☐ |  |
| **2. Cyfeiriad llawn y Sylfaen** | ☐ |  |  | ☐ |  |
| **3. Cyfanswm nifer y cysylltiadau****cyhoeddus** | ☐ |  |  | ☐ |  |
| **4. Atebolrwydd Proffesiynol (e.e.****cyfarwyddwr clinigol/meddygol)** | ☐ |  |  | ☐ |  |
| **5. Atebolrwydd Gweithredol (e.e. Rheolwr Gwasanaeth / Prif****Swyddog Gweithredol)** | ☐ |  |  | ☐ |  |
| **6. Manylion y Bwrdd Iechyd** | ☐ |  |  | ☐ |  |
| **7. Manylion y Gwasanaeth** |  |  |  |  |  |
| * Disodli/swydd Newydd
 | ☐ |  |  | ☐ |  |
| * Rhesymeg dros ôl-ddatblygu
 | ☐ |  |  | ☐ |  |
| * Anghenion / demograffeg poblogaeth leol
 | ☐ |  |  | ☐ |  |
| * Asesiad llwyth gwaith / cyfraddau atgyfeirio / protocolau atgyfeirio / rhifau llwyth achos / cyfrifoldebau aelodau eraill y tîm i reoli atgyfeiriadau/llwythi achos
 | ☐ |  |  | ☐ |  |
| * Rôl y swydd hon mewn perthynas â'r gwasanaeth lleol (h.y. cymuned/cleifion mewnol/cyswllt ac

ati) | ☐ |  |  | ☐ |  |
| * Unrhyw gyfrifoldebau arbennig a manylion am y rôl hon
 | ☐ |  |  | ☐ |  |
| * Manylion gwasanaethau iechyd meddwl lleol eraill
 | ☐ |  |  | ☐ |  |
| **8. Cefnogaeth i'r swydd** |  |  |  |  |  |
| * Cyfansoddiad tîm
 | ☐ |  |  | ☐ |  |
| * CT1-3 / Spec Dr/ST4-6 cefnogaeth
 | ☐ |  |  | ☐ |  |
| * Cefnogaeth gyfrinachol / gweinyddol ymroddedig

[(Gweler Canllawiau RCPSych)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |

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| --- | --- | --- | --- | --- | --- |
| Meini prawf | Cyflogwr Gwirio | Tudalen/Adran Nos | Sylwadau (Cyflogwr) | RCPsychGwirio fel y cynhwysir | Sylwadau (RCPsych) |
| * Trefniadau swyddfa

[(Gweler Canllawiau RCPSych)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| * Mynediad i PC/gliniadur/ffôn

[(Gweler Canllawiau RCPSych)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| * Cymorth TG/gwybodeg

[(Gweler Canllawiau RCPSych)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/workforce/rcpsych-office-accomodation-admin-jd-guidance-ps06_16-july21.pdf?sfvrsn=54b4a7d8_2) | ☐ |  |  | ☐ |  |
| 9. **DPP a Goruchwylio** |  |  |  |  |  |
| * Enw'r Ymgynghorydd Goruchwylio ar gyfer swyddi SAS
 | ☐ |  |  | ☐ |  |
| * Enw'r Bwrdd Iechyd Arweinydd SAS/Tiwtor SAS ar gyfer swyddi SAS
 | ☐ |  |  | ☐ |  |
| * Trefniadau lleol ar gyfer grŵp

adolygu cymheiriaid | ☐ |  |  | ☐ |  |
| * Datganiad o ddisgwyliad o statws da i CPD
 | ☐ |  |  | ☐ |  |
| * Datganiad a manylion cefnogaeth y Bwrdd Iechyd ar gyfer DPP
 | ☐ |  |  | ☐ |  |
| * Manylion Gadael Astudio
 | ☐ |  |  | ☐ |  |
| * Trefniadau lleol ar gyfer goruchwylio deiliad swydd
 | ☐ |  |  | ☐ |  |
| **10. Arweinyddiaeth Glinigol** |  |  |  |  |  |
| * Strwythur rheoli/rheoli meddygol y Bwrdd Iechyd
 | ☐ |  |  | ☐ |  |
| * Trefniadau arweinyddiaeth glinigol lleol
 | ☐ |  |  | ☐ |  |
| * Rôl y swydd hon o ran datblygu

gwasanaethau strategol/cynllunio busnes | ☐ |  |  | ☐ |  |
| **11. Trefniadau gwerthuso/ail-ddilysu** | ☐ |  |  | ☐ |  |
| **12. Trefniadau cynllunio swyddi**Ymgynghori a thrafod dwyochrog os bydd cynnwys swydd yn newid | ☐ |  |  | ☐ |  |
| **13. Addysgu a Hyfforddiant** |  |  |  |  |  |
| * Ar gyfer swyddi SAS - manylion cyfleoedd i ddatblygu gyrfa gan gynnwys mynediad at gyrsiau

MRCPsych/CESR lleol | ☐ |  |  | ☐ |  |
| * Manylion unrhyw ymrwymiadau addysgu
 | ☐ |  |  | ☐ |  |
| * Adnoddau addysgu ar gael
 | ☐ |  |  | ☐ |  |
| * Manylion cyfrifoldebau goruchwylio addysgol/clinigol
 | ☐ |  |  | ☐ |  |
| * Trefniadau goruchwylio addysgol yn

rôl y Bwrdd Iechyd/tiwtor, enw cyflwr DME ac ati. | ☐ |  |  | ☐ |  |
| * Manylion yr Ysgol Feddygaeth (os yw'n berthnasol)
 | ☐ |  |  | ☐ |  |
| **14. Ymchwil/Academaidd** |  |  |  |  |  |
| * Cymorth/argaeledd/adnoddau
 | ☐ |  |  | ☐ |  |
| * Manylion adran academaidd
 | ☐ |  |  | ☐ |  |
| **15. Llywodraethu Clinigol** |  |  |  |  |  |
| * Trefniadau rheoli
 | ☐ |  |  | ☐ |  |
| * Adnoddau/disgwyliadau archwilio
 | ☐ |  |  | ☐ |  |
| **16. Dyletswyddau Clinigol** | ☐ |  |  | ☐ |  |
| * Manylion dyletswyddau clinigol
 | ☐ |  |  | ☐ |  |
| * Dim clinigau OP yr wythnos a chymhareb cleifion newydd: dilynol

fesul clinig | ☐ |  |  | ☐ |  |
| * Dim cleifion dydd a gwasanaethau gofal dydd eraill
 | ☐ |  |  | ☐ |  |

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| Meini prawf | Cyflogwr Gwirio | Tudalen/Adran Nos | Sylwadau (Cyflogwr) | RCPsychGwirio fel y cynhwysir | Sylwadau (RCPsych) |
| * Dim gwely i'w orchuddio - a yw'n cael ei ystyried yn rhesymol?
 | ☐ |  |  | ☐ |  |
| * Unrhyw ofyniad am statws Adran 12 a/neu statws A/C neu asesydd DOL
 | ☐ |  |  | ☐ |  |
| **17. Trefniadau Ar Alwad** | ☐ |  |  | ☐ |  |
| * Amlder a thâl / bandio
 | ☐ |  |  | ☐ |  |
| * Manylion rota ac arbenigeddau a gwmpesir
 | ☐ |  |  | ☐ |  |
| **18. Gadael a thalu trefniadau** | ☐ |  |  | ☐ |  |
| **19. Datganiad ar Gydraddoldeb ac****Amrywiaeth** | ☐ |  |  | ☐ |  |
| **20. Lles wedi'i orchuddio'n llawn** |  |  |  |  |  |
| * Cefnogaeth Iechyd Galwedigaethol Lleol (OH) -

(Dylai gynnwys - manylion gwasanaeth byr gan gynnwys: lleoliad, manylion cyswllt, dulliau mynediad/hunan-atgyfeirio opsiwn, cyfrinachedd, adnoddau sydd ar gael drwy OH)Hefyd, mae manylion am OH yn caeleu lledaenu wrth sefydlu ac yn rheolaidd pan fyddant yn y swydd. | ☐ |  |  | ☐ |  |
| * Systemau trefnu lleol ar waith i gefnogi lles meddygon yn dilyn digwyddiadau difrifol sy'n cynnwys eu cleifion (e.e. cefnogaeth cydweithiwr hŷn, Balint Groups ar

gyfer ymgynghorwyr, ac ati) | ☐ |  |  | ☐ |  |
| * Adolygiad cynllun swyddi amserol gyda'r rheolwr llinell pan fo newidiadau llwyth gwaith arfaethedig i gefnogi gweithio'n ddiogel a nodi'r angen am unrhyw gymorth ychwanegol (e.e. cais annisgwyl i gwmpasu uned/ward/gwasanaeth yn ogystal â

llwyth gwaith cyfredol) | ☐ |  |  | ☐ |  |
| * Mentrau/adnoddau lleol sy'n hyrwyddo lles

(Cynnwys enghreifftiau o fentrau/adnoddau lleol sy'n hyrwyddo lles (e.e. cyrsiau rheoli straen, hyfforddiant cydnerthedd, ymwybyddiaeth o losgi, ymwybyddiaeth ofalgar, adnoddauymarfer corff, ac ati) | ☐ |  |  | ☐ |  |
| **21. Amserlen/Cynllun Swydd**Yn amlinellu'n glir weithgareddau dyddiol a SPA / DCC[(Gweler Canllawiau RCPSych)](https://www.rcpsych.ac.uk/docs/default-source/improving-care/better-mh-policy/college-reports/college-report-cr207.pdf?sfvrsn=b2229b95_4) | ☐ |  |  | ☐ |  |
| * Neilltuo amser wedi'i ffensio ar gyfer goruchwylio pobl eraill yn wythnosol
 | ☐ |  |  | ☐ |  |
| * Neilltuo amser wedi'i ffensio ar gyfer CPD o leiaf 1 sesiwn
 | ☐ |  |  | ☐ |  |
| * Neilltuo amser wedi'i ffensio ar gyfer Archwilio
 | ☐ |  |  | ☐ |  |
| * Neilltuo amser wedi'i ffensio ar gyfer Admin
 | ☐ |  |  | ☐ |  |
| **22. Manyleb Person** | ☐ |  |  | ☐ |  |

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| Meini prawf | Cyflogwr Gwirio | Tudalen/Adran Nos | Sylwadau (Cyflogwr) | RCPsychGwirio fel y cynhwysir | Sylwadau (RCPsych) |
| 1. [**Am swyddi Cymraeg**](https://www.rcpsych.ac.uk/members/devolved-nations/rcpsych-in-wales/supporting-recruitment/)

**O dan y ddyletswydd statudol i gydymffurfio â safonau 106 a 106A o Reoliadau Safonau'r Gymraeg (Rhif 7) 2018:*** + Ydych chi wedi asesu'r angen am sgiliau iaith Gymraeg wrth asesu'r gofynion ar gyfer swydd newydd neu wag?
 | ☐ |  |  | ☐ |  |
| * Ydych chi wedi nodi'r swydd fel un lle mae'r Gymraeg yn hanfodol, yn ddymunol, lle mae angen dysgu sgiliau Cymraeg pan gânt eu penodi, neu lle nad oes angen sgiliau

Cymraeg? | ☐ |  |  | ☐ |  |
| * **Ar gyfer swyddi Ymgynghorydd Gogledd Iwerddon**

Rhaid i JDs yng Ngogledd Iwerddon gyfeirio at Ymgynghorwyr yn cael digon o amser i gyflawni dyletswyddau o dan yr MHO (1986)a'r MCA (2016). | ☐ |  |  | ☐ |  |

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| **24. Adran Adolygu Sylwadau Ychwanegol - i'w gwblhau gan RCPsych Checker/Representatives / Aseswr(au)***Ychwanegwch unrhyw sylwadau ychwanegol ynghylch pwyntiau nad ydynt wedi'u cynnwys yn y JD ar y cyd â'r rhestr wirio uchod gan gynnwys* ***nifer meini prawf y rhestr wirio/adran tudalen rhif yr*** *ydych yn gwneud sylwadau arnynt, yn ôl yr angen.*A yw'r Gwiriwr / RSR / DRA/RA yn teimlo bod hon yn swydd ymarferol?Nac oes ☐ ☐**Sylwadau ychwanegol RSR (V1)** |
| **25. Crynodeb o'r adborth ar gyfer gwelliant RA sylwadau ychwanegol (V1)** |
| **Dyddiad cymeradwyo:****0000000** | **Ymddiheuriad *(ychwanegwch eich enw yma):*** |