

Atebion datblygu'r gweithlu yng Nghymru



Rhai o'r prif heriau sy'n wynebu'r sector iechyd yng Nghymru yw poblogaeth hŷn sy'n cynyddu'n gyflym, mwy o bobl yn byw â chyflyrau cronig, heriau o ran darparu gwasanaethau amserol ac effeithiol mewn lleoliadau gwledig, cyfraddau gordewdra cynyddol a hinsawdd ariannol anodd.

Gan mai ni yw'r awdurdod, dan arweiniad cyflogwyr, ar ddatblygu sgiliau ar gyfer y gweithlu gofal iechyd cyfan ac wedi ein trwyddedu gan y llywodraeth fel y Cyngor Sgiliau Sector ar gyfer sector iechyd y DU, rydym yn bodoli i gynorthwyo cyflogwyr gyda'u heriau o ran y gweithlu.

Rydym yn cynnig cyngor arbenigol ac amrywiaeth o atebion ymarferol i ddatblygu'r gweithlu a sefydliadau y mae cyflogwyr yng Nghymru yn eu defnyddio i ddatblygu gweithlu hyblyg a chynhyrchiol trwy ddefnyddio'r gweithlu presennol yn fwy effeithiol, creu gwasanaethau mwy cysylltiol rhwng iechyd a gofal cymdeithasol, ac ailgynllunio gwasanaethau i wella canlyniadau iechyd. Mae gennym gyfoeth o brofiad o weithio gyda chyflogwyr ledled Cymru, yn darparu'r gwasanaethau canlynol:

Adnabod sgiliau, trwy wybodaeth am y farchnad lafur genedlaethol a lleol, ymchwil a gwasanaethau cynllunio'r gweithlu.

Datblygu sgiliau, trwy waith strategol ar ddatblygu prentisiaethau, manylebau fframweithiau ar gyfer hyfforddiant sgiliau hanfodol, a chynllunio cymwysterau

Cyflwyno sgiliau, trwy ddefnyddio dull wedi'i brofi, sy'n seiliedig ar gymhwysedd, i unioni sgiliau a rolau gyda llwybrau cleifion, a chynllunio rolau newydd. Rydym hefyd yn cyflenwi gwasanaeth amserlennu meddygon electronig, i sicrhau bod y sgiliau meddygol cywir yn y man cywir ar yr amser iawn, ac yn unol â'r Gyfarwyddeb Oriau Gwaith Ewropeaidd.

Dyma rai o'r offer a'r atebion sydd ar gael gan Sgiliau Iechyd ac a amlinellir yn y pamffled hwn:

- Cynllunio'r gweithlu
- Ailgynllunio rolau
- Dadansoddi anghenion dysgu
- Gwasanaethau prentisiaethau
- E-ddysgu
- Systemau amserlennu meddygon

Cynllunio'r gweithlu

Rydym yn arbenigwyr mewn newid y gweithlu'n strategol, ac rydym yn cynnig amrywiaeth o wasanaethau i'ch helpu chi i amlygu a gweithredu'r ffyrdd mwyaf cynhyrchiol o gyflwyno gofal o ansawdd uchel. Pan rydych yn ceisio cyflwyno gwasanaethau mewn ffyrdd newydd neu wahanol, gallwn eich helpu i ddeall ffurf a statws presennol eich gweithlu. Gallwn roi dewisiadau i chi ynglŷn â sut y gellir ei wella, a rhoi cynlluniau gweithredu ymarferol i'ch helpu i gyflawni'r safon aur. Rydym yn arbenigwyr mewn defnyddio gwybodaeth am y farchnad lafur i lywio prosesau cynllunio a datblygu'r gweithlu yn strategol a gweithredol. Rydym yn defnyddio System Gwybodaeth Ddaearyddol i helpu i lywio gwneud penderfyniadau yn y sector iechyd, gan gynnwys Ymddiriedolaeth GIG Gwasanaethau Ambiwlans Cymru, a ddefnyddiodd y wybodaeth a gynhyrchom ar eu cyfer, i benderfynu ble yw'r lle gorau i osod eu hambiwlsys bariatric.

Rydym yn cynnig:

- Hyfforddiant ac addysg er mwyn i staff fod yn rhan o gynllunio'r gweithlu a chynyddu eu sgiliau a'u gwybodaeth er mwyn cyflawni cynllunio'r gweithlu'n effeithiol. Bydd ein hyfforddiant yn rhoi i chi a'ch staff y sgiliau sydd eu hangen arnoch i wneud yn siŵr bod eich cynlluniau ar gyfer y gweithlu yn unioni â'ch cynlluniau busnes
- Cymorth ymgynghorol sy'n rhoi cyngor ac arweiniad ymarferol i staff wrth ddatblygu eu gweithlu presennol
- Sicrwydd ansawdd allanol o gynlluniau eich gweithlu
- Cymorth ymgynghorol cynhwysfawr a fyddai'n cyflawni'r gwaith o ymchwilio, dadansoddi, cwmpasu a datblygu cynllun eich gweithlu, neu feysydd gwasanaeth penodol sy'n arwain at argymhellion ar gyfer newid a gwella'r gweithlu

Gellir gweithredu'r ddewislen fel system gyfan neu ddewislen bwrsol, a gallwn eich helpu i ddewis yr elfennau mwyaf perthnasol ohoni ar gyfer eich sefydliad



“ Mae gweithlu medrus a chymwys yn hanfodol i sicrhau llwyddiant yn yr ymgyrch i gael gwell ansawdd ac effeithlonrwydd. Gall Sgiliau Iechyd gefnogi sefydliadau i sylweddoli manteision ailgynllunio ac ychwanegu gwerth i'r broses o newid.”

Allison Williams
Prif Weithredwr, Bwrdd Iechyd Cwm Taf
Aelod o Fwrdd Sgiliau Iechyd

Ailgynllunio rolau

Mae ein methodoleg sefydledig yn gwaredu unrhyw ddyfalu wrth gynllunio ac ailgynllunio rolau, ac yn egluro'r sgiliau a'r cymwyseddau sydd eu hangen ar ddeiliad swydd. Rydym yn defnyddio safonau cenedlaethol i ddiffinio rolau, sy'n ei gwneud hi'n haws i chi amlygu hyfforddiant priodol a chydymffurfio â gofynion llywodraethu. Rydym yn gweithio gyda chi i gynnig argymhellion, gweithredu a gwerthuso rolau y credwn fydd yn mynd i'r afael â'ch anghenion lleol penodol, o leihau amserau aros i gyflwyno arbedion costau penodol.

Trwy ddadansoddi a mapio eich llwybrau gofal, gallwn eich helpu i'w disgrifio mewn modd eglur, gwrthrychol ac ymarferol. Mae hyn yn hanfodol er mwyn comisiynu gwasanaethau'n effeithiol, archwilio dewisiadau gwahanol o ran y gweithlu, ac amlygu dulliau cost effeithiol newydd o ddarparu gwasanaethau. Gallwn eich helpu i gymryd camau ar unrhyw un o'r dewisiadau, p'un ai eu bod nhw'n rolau newydd, yn gyfuniad newydd o dîm neu'n datblygu sgiliau targedig.

Dadansoddi anghenion dysgu

Mae rhaglen Dadansoddi Anghenion Dysgu Sgiliau Iechyd yn ddull deublyg i fynd i'r afael ag anghenion datblygu gweithlu sefydliad. Mae'n helpu i amlygu ble y gellir gwneud gwelliannau i broses dadansoddi anghenion dysgu'r sefydliad, a chynnig pecyn gwybodaeth hawdd i'w ddefnyddio i goladu anghenion dysgu staff ar draws y sefydliad.

“ O ganlyniad i 'Fframwaith Sgiliau Craidd a Hyfforddi' Sgiliau Iechyd, mae GIG Cymru wedi mabwysiadu safonau hyfforddi cenedlaethol ar gyfer cymhwysedd statudol a gorfodol. Mae adleoli'r cymwyseddau hyn drwy gofnod staff electronig nid yn unig yn darparu Ymddiriedolaethau Cymreig a Byrddau Iechyd â sicrwydd gweledol o gydymffurfiaid, ond hefyd yn manteisio i'r eithaf ar y defnydd o adnoddau gan na fydd ar y staff angen hyfforddiant ailadroddus diangen wrth newid gyrfaoedd o fewn y GIG.”

Hazel Robinson
Cyfarwyddwr (y Gweithlu a Datblygu Sefydliadol)
Partneriaeth Cydwasanaethau, GIG Cymru

“ Mae cryfhau datblygiad y gweithlu a chefnogi cynnydd gyrfaoedd i sicrhau darpariaeth gweithlu sy'n gymwys, yn hyblyg ac yn gynaliadwy yn flaenoriaeth allweddol yng Nghymru. Mae Sgiliau Iechyd yn cefnogi'r agenda yma drwy eu harbenigedd a'u gwybodaeth.”

Mandy Hughes
Rheolwr Moderneiddio'r Gweithlu
Datblygu Sgiliau
Bwrdd Iechyd Prifysgol Betsi Cadwaladr



Gwasanaethau prentisiaethau

Mae dros 80 o fframweithiau prentisiaethau gwahanol ar gyfer mwy na 100 o rolau gwahanol yn y sector iechyd ar gael, felly mae cwmpas gwirioneddol i ddefnyddio'r prentisiaethau lle gallant fodloni eich anghenion orau. Gallwn eich helpu i sefydlu a rheoli rhaglenni prentisiaethau ar gyfer staff newydd a phresennol a fydd yn helpu i ddod â sgiliau newydd a chyflawni cynhyrchiol cynyddol. Hefyd, gallwn eich helpu i wneud y mwyaf o brentisiaethau ar gyfer eich sefydliad, trwy:

- Amlygu'r fframweithiau prentisiaethau cywir i fodloni eich anghenion
- Datblygu achos busnes cadarn
- Datblygu eich strategaeth prentisiaethau
- Dewis a sicrhau'r ddarpariaeth hyfforddiant gorau
- Amlygu ffynonellau ariannu
- Recriwtio a dewis prentisiaid

Ar gyfer y sefydliadau hynny nad ydynt yn dymuno cynnal eu cynlluniau prentisiaethau eu hunain, gallwn ddarparu prentisiaid o gynlluniau rydym ni'n eu cynnal.

Rhaglenni e-ddysgu

Bydd ein hamrywiaeth o raglenni e-ddysgu yn eich helpu i leihau eich costau hyfforddi ar gyfer sgiliau craidd gorfodol a hanfodol, a chynnal gweithlu diogel a chymwys. Mae ein rhaglenni e-ddysgu yn rhoi fframwaith i gyflogwyr asesu a chyflwyno hyfforddiant statudol, gorfodol a sgiliau craidd.

Mae'r cyrsiau'n cynnig ffordd hyblyg a chost-ffeithiol o hyfforddi, gan y gellir cynnal e-ddysgu unrhyw le ar unrhyw adeg.

Mae'r systemau'n caniatáu i sefydliadau olrhain pa hyfforddiant sydd wedi cael ei gynnal, monitro cynnydd eu dysgwyr, a gwerthuso effaith yr hyfforddiant.

Dyma rai o'n cyrsiau e-ddysgu mwyaf poblogaidd:

- Rheoli heintiau
- Imiwneiddio a brechu
- Trafod â llaw
- Ymwybyddiaeth o ddiogelwch tân
- Ymwybyddiaeth o iechyd a diogelwch
- Maeth bwyd a hydradu mewn iechyd a gofal cymdeithasol



System amserlennu meddygon

Mae DRS Realtime, sef system amserlennu meddygon arobryn gan Sgiliau Iechyd, yn ateb cost-ffeithiol, ar-lein i greu amserlenni cydsyniol i feddygon, a chyflawni gwaith llyfn o ddydd i ddydd i staff meddygol. Mae DRS Realtime yn system ddibynadwy, hawdd i'w defnyddio, sy'n weithredol mewn dros 150 o ysbytai.

Gyda swyddogaeth ychwanegol Digwyddiadau Rhestredig i wella cynllunio swyddi ymgynghorwyr, mae DRS Realtime yn cynnig ateb sy'n wirioneddol bwrpasol ar gyfer eich gofynion trefnau gwaith chi.

Trwy ddefnyddio DRS Realtime, gall sefydliadau greu amserlenni sy'n effeithiol o ddydd i ddydd, hyd at flwyddyn ymlaen llaw, i sicrhau bod cydbwysedd gwell o staff ar gael trwy gydol y dydd.

Mae DRS Realtime yn ystyried gwyliau blynyddol, cyfnewidiadau sifftiau ac absenoldebau annisgwyl, sy'n caniatáu i chi ragfynegi prinder staff, felly gellir trefnu staff dros dro mewn da bryd, ac felly lleihau eich dibyniaeth ar locwm.

Mae DRS Realtime yn ymgorffori Digwyddiadau Rhestredig, modiwl sy'n caniatáu i weithgareddau fel rhestrau llawfeddygol, clinigau, trefnau wardiau, sifftiau locwm, ac unrhyw weithgareddau eraill wedi'u rhaglenni, gael eu hintegreiddio mewn amserlenni, a darparu un pwynt cyfeirio i glinigwyr a'r staff hynny sy'n cynorthwyo eu gwaith dyddiol.

Neu cysylltwch â Chyfarwyddwr Cymru:

Anne Clarke

07795 612 688
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Cysylltwch â ni

I gael mwy o wybodaeth ynglŷn â sut y gall Sgiliau Iechyd eich helpu chi â heriau eich gweithlu, ewch i:

skillsforhealth.org.uk



Using DRS Realtime organisations can create effective day-to-day rosters, up to a year in advance, ensuring a better balance of staff are available throughout the day.

DRS Realtime takes into account annual leave, shift swaps and unexpected absences allowing you to predict staffing shortfalls so cover can be arranged in good time, thus reducing your reliance on locums.

DRS Realtime incorporates Scheduled Events, a module allowing activities such as surgical lists, clinics, ward rounds, locum shifts and any other programmed activities to be integrated within rotas, providing a single reference point for clinicians and those staff who support their solution for your rostering requirements.

With the added functionality of Scheduled Events to improve consultant job planning, DRS Realtime offers a truly bespoke solution for your rostering requirements.

DRS Realtime, the award winning doctors rostering system from Skills for Health, is a cost effective online solution for creating compliant doctors rotas and delivering smooth day to day working for medical staff. DRS Realtime is an easy to use, tried and tested system operational in over 150 hospitals.

Or contact the Director for Wales:

Anne Clarke

07795 612 688
anne.clarke@skillsforhealth.org.uk

Doctors rostering system

E-learning programmes

Our range of e-learning programmes will help you minimise your training costs for mandatory and essential core skills, and maintain a safe, competent workforce. Our e-learning programmes give employers a framework within which to assess and deliver statutory, mandatory and core skills training. Courses offer a flexible and cost-effective way to train, as e-learning can be carried out anywhere, any time. The systems allow organisations to track what training has taken place, to monitor the progress of their learners, and evaluate the impact of the training.

Some of our most popular e-learning courses are:

- Infection control
- Immunisation and vaccination
- Manual Handling
- Fire Safety Awareness
- Health and Safety Awareness
- Food nutrition and hydration in health and social care

Contact us

For more information about how Skills for Health can help you with your workforce challenges visit our website:

skillsforhealth.org.uk

Workforce planning

As experts in strategic workforce change, we offer a menu of services to help you identify and implement the most productive ways to deliver high quality care. When you are looking to deliver services in a new or different way, we can help you understand the current shape and status of your workforce. We can present you with options on how it could be improved, and provide practical implementation plans to help you achieve the gold standard. We are experts in using Labour Market Intelligence to inform strategic and operational workforce planning and development processes. We use a Geographic Information System to help inform decision making within the health sector, including the Welsh Ambulance Services NHS Trust, who used the information we produced for them to decide the best place to locate their barratric ambulances.



Our established methodology takes the guesswork out of designing and redesigning roles, providing clarity around the skills and competences needed by a post holder. We use national standards to define roles, making it easier for you to identify appropriate training and comply with governance requirements. We work with you to offer recommendations, implementation and evaluation of roles that we believe will address your particular local needs, from reducing waiting times to delivering specific cost savings.

We offer:

- Training and education to engage staff in workforce planning and increase their skills and knowledge in order to undertake effective workforce planning. Our training will equip you and your staff with the skills you need to make sure your workforce plans are fully aligned with your business plans
 - Consultancy support providing staff with practical advice and guidance when developing their current workforce
 - External Quality Assurance of your workforce plans
 - Comprehensive consultancy support which would undertake the research, analysis and scoping and development of your workforce plan, or particular service areas resulting in recommendations for workforce change and improvement
- The menu can be implemented as a whole system or as a bespoke selection, from which we can help you to choose the most relevant elements for your organisation

“ In the drive for improved quality and efficiency, a skilled and competent workforce is critical for success. Skills for Health can support organisations to realise the benefits of redesign and add value to the change process. ”

Allison Williams
Chief Executive, Cwm Taf Health Board
Board Member, Skills for Health

Through analysing and mapping your care pathways, we can help you describe them in clear, objective and functional terms using national standards. This is essential for the effective commissioning of services, the exploration of different workforce options and identifying new cost-effective approaches for service delivery. We can help you take action on any of the options whether they are new roles, different team composition or targeted skills development.

Learning needs analysis

Skills for Health's Learning Needs Analysis Programme is a two-fold approach to addressing an organisation's workforce development needs. It helps to identify where improvements can be made to the organisation's learning needs analysis process, whilst also offering an easy to use toolkit to collate staff learning needs across the organisation.

“ The Skills for Health 'Core Skills & Training Framework' has resulted in NHS Wales adopting national training standards for statutory and mandatory competence. Deployment of these competences via the electronic staff record not only provides Welsh Trusts and Health Boards with visible assurance of compliance, but also maximises use of resources as staff will no longer require unnecessary repeat training when changing careers within the NHS. ”

Hazel Robinson
Director (Workforce and Organisational Development)
NHS Wales Shared Services Partnership

“ Strengthening workforce development and supporting career progression to ensure the provision of a competent, flexible and sustainable workforce is a key priority in Wales. Skills for Health supports this agenda through their expertise and knowledge. ”

Mandy Hughes
Workforce Modernisation Manager -
Skills Development
Betsi Cadwaladr University Health Board

- Identifying the right apprenticeship frameworks to meet your needs
 - Developing a robust business case
 - Developing your apprenticeship strategy
 - Choosing and securing the best training provision
 - Identifying funding sources
 - Recruiting and selecting apprentices
- For organisations that don't wish to run their own apprenticeship schemes we may also be able to provide apprentices from schemes that we run.

Apprenticeship services

With over 80 different apprenticeship frameworks for more than 100 different roles within the health sector, there is real scope to use apprenticeships where they can best meet your needs. We can help you set up and manage apprenticeship programmes for both new and existing staff that will help bring in new skills and deliver increased productivity. We can also help you make the most of apprenticeships for your organisation by:





Workforce development solutions in Wales

A rapidly increasing older population, more people living with chronic conditions, challenges in providing timely and effective services in rural locations, increasing obesity rates and a tough financial climate, are just some of the major challenges faced by the health sector in Wales.

As the employer-led authority on skills development for the whole of the healthcare workforce and licensed by government as the Sector Skills Council for the UK health sector, we exist to support employers with their workforce challenges.

We offer expert advice and a range of practical workforce and organisation development solutions that can be used by employers in Wales to develop a flexible and productive workforce through more effective utilisation of the existing workforce, creating more joined up services between health and social care and the redesign of services to improve health outcomes. We have a wealth of experience of working with employers across Wales providing the following services:

Skills identification, through national and local labour market intelligence research and workforce planning services.

Skills development, through strategic work on the development of apprenticeships, framework specifications for essential skills training, and qualifications design.

Skills deployment, through the use of a proven, competence based approach to aligning skills and roles with patient pathways and the design of new roles. We also supply an electronic doctors rostering service to ensure the right medical skills are in the right place at the right time and in compliance with the European Working Time Directive.

- Some of the tools and solutions available from Skills for Health and outlined in this brochure are:
- Workforce planning
 - Role redesign
 - Learning Needs Analysis
 - Apprenticeship services
 - E-learning
 - Doctors Rostering Systems