



Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Sicrhau Ansawdd
Trefniadau Diogelu wrth Amddifadu o Ryddid
(DoLS) - y Ddeddf Galluedd Meddyliol

Post Title – MCA Deprivation of Liberty
Safeguards (DoLS) Quality Assurance Officer

Adran	Cymunedau
Department	Communities

Is-adran/Adain	Gofal Cymdeithasol i Oedolion (Diogelu / Trefniadau Diogelu rhag Colli Rhyddid)
Is-adran/Adain	Adult Social Care (Safeguarding/ Deprivation of Liberty Safeguards)

Gradd/Grade	J
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Rhif y Swydd/Post Number	033883
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Paratowyd Gan/Prepared By	Cathy Richards
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Dyddiad/Date	Ionawr/January 2024
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Prif Ddiben y Swydd

Sicrhau bod unrhyw berson y nodir ei fod wedi'i amddifadu o'i ryddid yn cael y Trefniadau Diogelu wrth Amddifadu o Ryddid (DoLS) priodol fel y nodir yn Neddf Galluedd Meddyliol 2005 a'i Chôd Ymarfer DoLS cysylltiedig.

Bydd gofyn i ddeiliad y swydd sicrhau ansawdd Asesiadau Amddifadu o Ryddid (DoLS) i sicrhau cydymffurfiaeth lawn â dyletswyddau cyfreithiol a safonau o ansawdd uchel.

Darparu cyngor, arweiniad a hyfforddiant i staff (gan gynnwys Awdurdodau Rheoli) ar bob agwedd ar Ddeddf Galluedd Meddyliol 2005 (DoLS) yn y gyfraith ac wrth ymarfer, hyrwyddo safonau proffesiynol uchel a chydymffurfio â'r Ddeddf Galluedd Meddyliol, Côt Ymarfer Trefniadau Diogelu wrth Amddifadu o Ryddid a gweithdrefnau lleol, hwyluso datblygu arfer gorau ymhlith aseswyr proffesiynol a rhanddeiliaid allweddol eraill.

Y Prif Ddyletswyddau

1. Asesu ceisiadau DoLS sy'n dod i law (gan gynnwys ceisiadau awdurdodi pellach ac Adolygiadau Rhan 8) i sicrhau eu bod yn bodloni'r meini prawf statudol ac yn cael eu cwblhau i safon o ansawdd uchel.
2. Blaenoriaethu ceisiadau asesu DoLS, penderfynu pa asesiadau sydd eu hangen a nodi/dyrannu i aseswyr priodol sydd ar gael.
3. Cysylltu ag aseswyr i fynd i'r afael yn brydlon ag unrhyw faterion sicrhau ansawdd a nodir, gan gynnwys cadw at amserlenni statudol. Cynnal Asesiadau Budd Pennaf pan fo angen
4. Craffu a sicrhau ansawdd asesiadau wedi'u cwblhau gan sicrhau bod yr holl ofynion cyfreithiol a safonau o ansawdd uchel yn cael eu bodloni ar gyfer Awdurdodiad gan Gorff Goruchwyllo (h.y. Adolygiad cyn-awdurdodi).
5. Cynghori'r Corff Goruchwyllo ar agweddau o asesiadau wedi'u cwblhau y gall fod angen sylw penodol arnynt a chynghori'r Uwch-reolwr/Rheolwr y Tîm DoLS am unrhyw feysydd sy'n achosi pryder brys neu bryder cynyddol.
6. Cysylltu'n rheolaidd ag awdurdodau rheoli i adolygu cydymffurfiaeth â'r amodau a'r argymhellion a bennir gan y Corff Goruchwyllo.
7. Darparu cyngor, arweiniad a hyfforddiant i staff a rhanddeiliaid allweddol eraill (gan gynnwys Awdurdodau Rheoli) ar bob agwedd ar y Ddeddf Galluedd Meddyliol yn y gyfraith ac wrth ymarfer. Hyrwyddo safonau proffesiynol uchel a chydymffurfio â'r Ddeddf, y Côt Ymarfer Diogelu wrth Amddifadu o Ryddid a gweithdrefnau lleol a hwyluso gwelliannau i wasanaethau a datblygu arfer gorau ymhlith ymarferwyr.
8. Cysylltu â'r fîm cymorth busnes i sicrhau penodiad priodol a phrydlon o wasanaethau eiriolaeth a dosbarthu gohebiaeth/dogfennau cywir a phriodol. Cynnal cronfa ddata wedi'i diweddarau ar gyfer olrhain ceisiadau DoLS gan gynnwys DoLS Cymunedol ac achosion Llys Gwarchod a chasglu a dadansoddi data perfformiad DoLS.
9. Cynorthwyo gydag adolygu systemau, prosesau a dogfennau DoLS yn rheolaidd, a chymryd rhan mewn ymgynghoriadau Cenedlaethol, Rhanbarthol a lleol.
10. Cysylltu â thîm cyfreithiol yr Awdurdod Lleol i gael cyngor ac arweiniad lle bo angen a darparu gwybodaeth a chymorth yn ôl y gofyn.

Yn gyfrifol am staff/offer
Gliniadur/Ffôn Symudol
Yn atebol i
Rheolwr Tîm Trefniadau Diogelu wrth Amddifadu o Ryddid (DoLS)/Diogelu Oedolion

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Gweithiwr Cymdeithasol Cymwysedig
Asesydd Budd Pennaf wedi'i Hyfforddi (DoLS - Deddf Galluedd Meddyliol)
Wedi cofrestru â Gofal Cymdeithasol Cymru

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

Bydd deiliad y swydd hon yn ymarferydd arbenigol cymwys iawn

Sgiliau cyfathrebu a rhyngpersonol rhagorol, gan gynnwys meithrin perthynas â rhanddeiliaid allweddol a darparu cyngor hawdd ei ddeall.

Sgiliau rhagorol o ran ysgrifennu adroddiadau |

Sylw ardderchog i fanylion

Gwybodaeth

Gwybodaeth fanwl am Ddeddf Galluedd Meddyliol 2005 a'i chôd ymarfer/rheoliadau DoLS cysylltiedig (Cymru)

Gwybodaeth gyfredol am gyfraith y Ddeddf Galluedd Meddyliol/DoLS (gan gynnwys cyfraith achosion), y côd ymarfer, gweithdrefnau a pholisïau

Gwybodaeth gadarn am Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.

Dealltwriaeth gadarn o Weithdrefnau Diogelu Cymru

Gwybodaeth gadarn am asesiadau anghenion gofal a chymorth.

Profiad

Ymarferydd Asesydd Budd Pennaf/Gwaith Cymdeithasol profiadol gyda phrofiad sylweddol o weithio mewn amgylchedd heriol, lle mae angen cynnal safonau uchel a chyflawni lefel uchel o gywirdeb.

Profiad o weithio gyda phobl heb y gallu angenrheidiol i gydsynio i'w llety, eu gofal neu eu triniaeth

Rhinweddau Personol

Yn frwdfrydig iawn ac yn wydn.

Y gallu i weithio'n llwyddiannus fel rhan o dîm, gan hyrwyddo cydberthnasau cydweithredol, ond hefyd yn gallu defnyddio menter eich hun.

Y gallu i nodi meysydd o anghywirdeb neu ddifffyg cydymffurfio a mynd i'r afael yn hyderus a pharchus ag ymarferwyr proffesiynol.

Meini Prawf Dymunol

Tystiolaeth o ddatblygiad/cymwysterau Ôl-gymhwyso e.e. Asesu'r Gallu i Wneud Penderfyniadau (lefel 7)

Siaradwr Cymraeg rhugl

Profiad archwilio / sicrhau ansawdd blaenorol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Beth yw lefel eich gallu?](#)

Cymraeg	Sgiliau Llafar Lefel 3	Sgiliau Ysgrifennu Lefel 1
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu oedolion**

Y RHESWM

Gweithio gydag oedolion agored i niwed a'u teuluoedd

UNRHYW WYBODAETH ARALL

Main Purpose of Job

To ensure any Person identified as deprived of liberty is afforded the appropriate Deprivation of Liberty Safeguards (DoLS) as set out in the Mental Capacity Act (2005) and its associated DoLS Code of Practice.

The post holder will be required to quality assure Deprivation of Liberty Assessments (DoLS) to ensure full compliance with legal duties and high-quality standards.

To provide advice, guidance, and training to staff (including Managing Authorities) on all aspects of the Mental Capacity Act 2005 (DoLS) in law and practice, promoting high professional standards and compliance with the MCA, Deprivation of Liberty Safeguards Code of Practice and local procedures, facilitating development of best practice amongst professional assessors and other key stakeholders.

Key responsibilities

11. To assess DoLS applications received (including further authorisation requests and Part 8 Reviews) to ensure they meet the statutory criteria and completed to a high-quality standard.
12. To prioritise DoLS assessment applications, determine which assessments are required, and identify/allocate to appropriate and available assessors.
13. To liaise with assessors to promptly address any quality assurance issues identified, including adherence with statutory timescales. To undertake Best Interest Assessments when required
14. To scrutinise and quality assure completed assessments ensuring all legal requirements and high-quality standards are met for Supervisory Body Authorisation (i.e. Pre-authorisation review).
15. To advise the Supervisory Body on aspects of completed assessments which may require particular attention and to advise DoLS Team Manager/ Senior manager of any identified areas of immediate or emerging concern.
16. To liaise with managing authorities to regularly review compliance with the conditions and recommendations set by the Supervisory Body.
17. To provide advice, guidance and training to staff and other key stakeholders (including Managing Authorities) on all aspects of the Mental Capacity Act in law and practice. Promoting high professional standards and compliance with the Act, Deprivation of Liberty Safeguards Code of Practice and local procedures and facilitating service improvements and development of best practice amongst practitioners.
18. To liaise with the business support team to ensure appropriate and prompt appointment of advocacy services and distribution of accurate and appropriate correspondence/documentation. To maintain updated database for tracking DoLS applications including Community DoLS and Court of Protection cases and to collate and analyse DoLS performance data.
19. To assist with regular review of DoLS systems, processes and documentation, and participation in National, Regional and local consultation.
20. To liaise with the Local Authority legal team for advice and guidance where necessary and provide information and assistance when requested.

Responsible for staff/equipment
Laptop/ Mobile phone
Reporting to
Adult Safeguarding /DoLS Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Qualified Social Worker
Trained (MCA DoLS) Best Interests Assessor (BIA)
Registered with Social Care Wales

Job Related Skills and Competencies

This post holder will be a highly competent specialist practitioner

Excellent communication and interpersonal skills, including building rapport with key stakeholders and providing easily understandable advice.

Excellent report writing skills

Excellent attention to detail

Knowledge

Detailed knowledge of the **Mental Capacity Act 2005** and its associated DoLS code of practice/regulations (Wales)

Up to date knowledge relating to MCA/DoLS law (including case law), code of practice, procedures and policies

Sound knowledge of the Social Services and Well- Being (Wales) Act 2014.

Sound understanding of the Wales Safeguarding Procedures

Sound knowledge of Care and support needs assessments.

Experience

An experienced Social Work/Best Interest Assessor practitioner with significant experience working in a demanding environment, where delivering high standards and achieving a high degree of accuracy have been necessary.

Experience of working with people lacking the requisite capacity to consent to their accommodation, care or treatment

Personal qualities

Highly motivated and resilient.

Ability to work successfully as part of a team, promoting collaborative relationships, but also able to use own initiative.

Ability to identify areas of inaccuracy or non-compliance and confidently and respectfully address with professional practitioners.

Desirable Criteria

Evidence of Post qualifying development/qualifications eg Assessing Decision Making Capacity (level 7)

Fluent Welsh Speaker

Previous auditing/ quality assurance experience

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 3	Written level 1
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Adult Workforce**

JUSTIFICATION

Working with vulnerable Adults, and their families

ANY OTHER INFORMATION