

Holiadur er mwyn mesur profiad cydweithwyr o ran eu lles a gweithio o gartref (ar hyn o bryd ac o bosib yn y dyfodol)

Cyflwyniad

Mae Bwrdd Iechyd Prifysgol Bae Abertawe wir yn gwerthfawrogi ei holl bobl; boed mewn cyflogaeth â thâl, yn gwirfoddoli neu'n fyfyrwyr. Chi yw enaid ein sefydliad ac fe wyddom fod y ffordd rydych yn ei deimlo wrth weithio yn effeithio ar brofiad ein cleifion a'u teuluoedd. Yn ystod yr adeg heriol a thrwblus hon, rydyn ni'n credu ei bod yn hanfodol gweld sut rydych chi'n teimlo er mwyn deall pa gymorth sydd ei angen i helpu i leihau'r straen y gallech fod yn ei brofi. Mae'r arolwg hwn yn canolbwyntio ar eich lles ac ar weithio o gartref. Bydden ni mor ddiolchgar pe gallech chi neilltuo ychydig o amser yn eich diwrnodau prysur i'w gwblhau fel bod gennym gymaint o wybodaeth ag sy'n bosibl.

Os hoffech ddarllen polisi preifatrwydd yr holiadur, cliciwch yma.

Gyda diolch,

Profiad Staff a Datblygu Sefydliadol

Q1. Mae rhan yr arolwg yn canolbwyntio ar weithio o gartref. Dewiswch yr opsiwn sy'n cynrychioli eich sefyllfa orau. (Dewiswch un)

- Rwy'n gweithio o gartref ar hyn o bryd (drwy'r amser neu ran o'r amser)
- Dydw i ddim yn gweithio o gartref

Adran 'Gweithio o gartref ar hyn o bryd'

Bydd y rhan hon o'r arolwg yn golygu y gall y sefydliad ddeall yn llawer gwell sut mae'r rheini sy'n gweithio o gartref yn teimlo. Rydyn ni eisiau gwybod sut gallwn ni wella'ch sefyllfa, a dysgu o hyn er mwyn helpu'r rheini a allai fod yn dechrau gweithio o gartref yn y dyfodol.

Q2. Oeddech chi wedi gweithio o gartref cyn COVID? (Dewiswch un)

- Yn rheolaidd
- Weithiau
- Ddim erioed

Q3. Faint o'ch gwaith sy'n digwydd gartref? (Dewiswch)

- Y cyfan
- Y rhan fwyaf
- Rhywfaint

Q4. Yn gyffredinol, sut rydych chi'n ei deimlo am weithio o gartref? (Dewiswch un)

- Rydw i wir yn ei fwynhau
- Rydw i'n ei fwynhau

- Mae'n iawn
- Dydw i ddim yn ei hoffi
- Dydw i wir ddim ei hoffi

Q5. Beth sy'n gwneud gweithio o gartref yn opsiwn gwell? (Dewiswch bob un sy'n berthnasol)

- Cydbwysedd gwell rhwng bywyd a gwaith
- Peidio â theithio i'r gwaith yn ddyddiol
- Haws gwneud galwadau
- Arbedion ariannol
- Amserlen hyblyg
- Mwy o amser gydag anwyliaid
- Dim amgylchedd swyddfa i dynnu sylw oddi ar y gwaith
- Arall (nodwch):

Q6. Beth sy'n gwneud gweithio o gartref yn opsiwn llai dymunol? (Dewiswch bob un sy'n berthnasol)

- Cyfathrebu â chydweithwyr
- Pethau'n tynnu fy sylw gartref
- Efallai ddim mor hawdd anghofio am y gwaith
- Pethau ddim wedi eu gosod yn eu lle yn iawn
- Teimlo'n ynysig yn gymdeithasol
- Arall (nodwch):

Q7. Ydych chi'n teimlo eich bod yn ymwybodol o'r hyn sy'n digwydd yn y Bwrdd Iechyd yn gyffredinol (h.y. Cyfathrebu gan Gyfarwyddwyr, Rheolwyr, ac ati)? (Dewiwch un)

- Ydw – mae digon o wybodaeth yn cael ei rhoi i mi
- Ydw – ond hoffwn ychydig yn fwy
- Nac ydw – rwy'n ymwybodol o rai pethau ond nid yw'n ddigon
- Nac ydw – rwy'n teimlo wedi fy ynysu o'r hyn sy'n digwydd y tu hwnt i'r gwaith rydw i'n ei wneud fy hun

Os ydych chi wedi dewis 'Ydw, ond hoffwn ychydig yn fwy', nodwch beth yn benodol.

Q8. Sut rydych chi'n ei deimlo am weithio o gartref yn y dyfodol? (Dewiswch un)

- Hoffwn i weithio o gartref yn amlach
- Hoffwn i weithio o gartref yn llai aml
- Does dim ots gen i
- Yn ansicr (nodwch)

Q9. Ydych chi'n cytuno neu'n anghytuno â'r datganiadau canlynol (Graddfa Cytuno'n Gryf i Anghytuno'n Gryf. Dewiswch un opsiwn ar gyfer pob llinell)

- Rwy'n gallu cyfrannu mewn cyfarfodydd tîm
- Rwy'n gallu cael cydbwysedd iach rhwng bywyd a gwaith tra ydw i'n gweithio o gartref
- Rwy'n cymryd rhan mewn cyfarfodydd tîm yn rheolaidd
- Rwy'n dal yn gallu rhyngweithio'n gymdeithasol gyda chydweithwyr
- Rwy'n cymryd egwyl o'r gwaith yn rheolaidd
- Rwy'n credu bod y Bwrdd Iechyd yn gefnogol
- *Rwy'n gallu defnyddio ein systemau / seilwaith TG er mwyn gallu defnyddio'r feddalwedd a'r rhaglenni sydd eu hangen arnaf i wneud fy swydd
- Rwy'n teimlo fy mod i'n fwy cynhyrchiol
- Rwy'n teimlo yr ymddiriedir ynof i weithio o gartref
- Mae gen i'r holl offer sydd ei angen arnaf i weithio o gartref
- Rydw i wedi creu lle addas lle gallaf weithio ar fy mhen fy hun

- Rydw i wedi gosod trefn weithio dda yn ei lle
- Mae fy rheolwr yn cadw mewn cysylltiad â fi'n rheolaidd
- Mae fy rheolwr yn holi am fy lles

*Os na allwch chi gael mynediad i'n systemau TG, beth na allwch chi gael mynediad ato?

Q10. A oes gennych chi'r pethau canlynol yn eich cartref? (Oes, Nac oes, Amherthnasol. Dewiswch un opsiwn ar gyfer pob llinell)

- Offer clywedol (naill ai'n rhan o liniadur, neu ficroffon a seinydd ar wahân)
- Desg
- Cyfrifiadur personol / Gliniadur
- Ffôn â chyswllt dibynadwy
- Cadair swyddfa
- Cyswllt addas â'r we
- Gwe-gam (naill ai'n rhan o liniadur neu gamera ar wahân)

A oes angen unrhyw offer arall arnoch chi? Rhestrwch nhw os gwelwch yn dda.

Q11. Ydych chi'n ymdrin â deunydd gwaith sensitif gartref, naill ai drwy systemau'r swyddfa, drwy gopi caled neu drwy'r ddau? (Dewiswch un)

- Yn aml iawn
- Weithiau
- Byth

Q12. A oes angen i chi gael mynediad at ddeunydd gwaith sensitif gartref drwy systemau'r swyddfa? (Dewiswch un)

- Yn aml iawn
- Weithiau
- Byth

Q13. Oes gennych chi unrhyw bryderon am ddiogelwch data yn sgil gweithio o gartref? (Dewiswch un)

- Oes
- Nac oes

Q14. Os oes, nodwch bob un sy'n berthnasol:

- Torri i mewn a chael mynediad
- Gwaredu nodiadau'n ddiogel
- Hacio
- Pobl eraill yn clywed / gweld gwybodaeth gyfrinachol
- Arall (nodwch)

Q15. Ydych chi'n defnyddio unrhyw feddalwedd newydd? (Dewiswch un)

- Ydw
- Nac ydw

Os 'Ydw', rhestrwch:

Q16. Oes angen hyfforddiant ar gyfer unrhyw feddalwedd neu gynnyrch? (Dewiswch un)

- Oes
- Nac oes

Os 'Oes', rhestrwch:

Q17. Beth yw'r un peth gallen ni ei wneud fel ei bod yn haws i chi weithio o gartref?

Q18. Defnyddiwch y rhan hon i ychwanegu unrhyw sylwadau eraill am weithio o gartref.

Adran 'Opsiwn i weithio o gartref'

Bydd y rhan hon o'r arolwg yn golygu y gall y sefydliad ddeall yn llawer gwell faint o gydweithwyr sydd â diddordeb mewn gweithio o gartref. Cadwch mewn cof na fydd gweithio o gartref / o bell yn addas ar gyfer pob swydd. Mewn rhai achosion, gallai fod yn bosib cyfuno elfennau o weithio o bell a gweithio yn y swyddfa / ar y safle.

Q19. Oeddech chi wedi gweithio o gartref cyn COVID? (Dewiswch un)

- Yn rheolaidd
- Weithiau
- Ddim erioed

Q20. Allech chi weithio o gartref petai'n opsiwn? (Dewiswch un)

- Gallwn
- Na allwn

Q21. Yn ansicr

Q22. Ers COVID, ydych chi wedi gwneud cais i weithio o gartref? (Dewiswch un)

- Ydw, a chafodd ei wrthod
- Nac ydw

Os cafodd y cais ei wrthod, esboniwch y rheswm a roddwyd

Q23. Beth fyddai'n gwneud gweithio o gartref yn opsiwn gwell? (Dewiswch bob un sy'n berthnasol)

- Cydbwysedd gwell rhwng bywyd a gwaith
- Peidio â theithio i'r gwaith yn ddyddiol
- Haws gwneud galwadau
- Arbedion ariannol
- Amserlen hyblyg
- Mwy o amser gydag anwyliaid
- Dim amgylchedd swyddfa i dynnu sylw oddi ar y gwaith
- Arall (nodwch):

Q24. Beth fyddai'n gwneud gweithio o gartref yn opsiwn llai dymunol? (Dewiswch bob un sy'n berthnasol)

- Cyfathrebu â chydweithwyr
- Pethau'n tynnu fy sylw gartref
- Efallai ddim mor hawdd anghofio am y gwaith
- Pethau ddim wedi eu gosod yn eu lle yn iawn
- Teimlo'n ynysig yn gymdeithasol
- Arall (nodwch):

Q25. Pa ddewisiadau y byddai gennych chi ddiddordeb ynddyn nhw o blith y rhai canlynol? Cadwch mewn cof na fydd gweithio o gartref/o bell yn addas ar gyfer pob swydd. (Dewiswch un opsiwn ar gyfer pob llinell.)

- Hoffwn i weithio o gartref
- Hoffwn i weithio ar y safle

Q26. Oes gennych chi'r pethau canlynol yn eich cartref? (Dewiswch un opsiwn ar gyfer pob llinell)

- *Defnydd o'n systemau / seilwaith TG er mwyn i chi allu defnyddio'r feddalwedd a'r rhaglenni sydd eu hangen arnoch chi i wneud eich swydd
- Offer clywedol (naill ai'n rhan o liniadur, neu ficroffon a seinydd ar wahân)
- Desg
- Cadair swyddfa
- Cyfrifiadur personol / Gliniadur
- Ffôn â chyswllt dibynadwy
- Cyswllt addas â'r we
- Lle gweithio addas lle gallaf weithio ar fy mhen fy hun
- Gwe-gam (naill ai'n rhan o liniadur neu gamera ar wahân)

*Os na allwch chi gael mynediad i'n systemau TG, beth na allwch chi gael mynediad ato?

A oes angen unrhyw offer arall arnoch chi? Nodwch os gwelwch yn dda.

Q27. A fydddech chi'n ymdrin â deunydd gwaith sensitif gartref, naill ai drwy systemau'r swyddfa, drwy gopi caled, neu drwy'r ddau? (Dewiswch un)

- Yn aml iawn
- Weithiau
- Byth

Q28. A fyddai angen i chi gael mynediad at ddeunydd gwaith sensitif gartref, drwy systemau'r swyddfa? (Dewiswch un)

- Yn aml iawn
- Weithiau
- Byth

Q29. Oes gennych chi unrhyw bryderon am ddiogelwch data wrth weithio o gartref? (Dewiswch un)

- Oes
- Nac oes

Q30. Os oes, nodwch bob un sy'n berthnasol:

- Torri i mewn a chael mynediad
- Gwaredu nodiadau'n ddiogel
- Hacio
- Pobl eraill yn clywed / gweld gwybodaeth gyfrinachol
- Arall (nodwch)

**Q31. Ydych chi'n defnyddio unrhyw feddalwedd newydd i wneud eich swydd (e.e. WebEx, porth newydd)?
(Dewiswch un)**

- Ydw
- Nac ydw

Os 'Ydw', nodwch:

Q32. Oes angen hyfforddiant ar gyfer unrhyw feddalwedd neu gynnyrch? (Dewiswch un)

- Oes
- Nac oes

Os 'Oes', rhestrwch:

Q33. Ydych chi'n cytuno neu'n anghytuno â'r datganiadau canlynol? (Dewiswch un opsiwn ar gyfer pob llinell)

- Rwy'n credu bod fy sefydliad yn gefnogol
- Rwy'n credu y byddai eraill yn ymddiried ynof i weithio o gartref

Q34. Beth yw'r un peth gallen ni ei wneud fel ei bod yn haws i chi weithio o gartref?

Q35. Defnyddiwch y rhan hon i ychwanegu unrhyw sylwadau eraill am weithio o gartref.

Adran Lles

Q36. Pa un o'r rhai canlynol sy'n disgrifio orau ble rydych chi'n gweithio ar hyn o bryd? (Dewiswch un yn unig. Defnyddiwch y botwm 'Adnewyddu' er mwyn newid eich ateb.)

Lleoliadau	Ward COVID	Ward/Adran Glinigol Arall	Cyfleusterau / Ystadau / Gwasanaethau Cefnogi	Gweinyddol / Corfforaethol	Arall
Gweithio o gartref (cyfyngiadau symud)					
Gweithio o gartref (gwarchod)					
Baglan – Pencadlys					
Ysbyty Maes y Bae					
Clinig Caswell					
Ysbyty Cefn Coed					
Ysbyty Gorseinon					
Byngalos Anabledau Dysgu					
Ysbyty Maes Llandarsi					
Ysbyty Treforys					
Ysbyty Castell-nedd Port Talbot					
Canolfan Adnoddau Port Talbot					
Lleoliad Sylfaenol neu Gymunedol					
Ysbyty Tywysoges Cymru					
Ysbyty Singleton					
Taith Newydd					
Ysbyty Tonna					
Arall (nodwch)					

Q37. Ai dyma eich lle gwaith arferol? (Dewiswch un)

- Ie (Rydw i wedi fy nghyflogi i weithio yma)
- Nage (Rydw i wedi symud lleoliad achos COVID)
- Gwaith banc, asiantaeth neu gyfundeb tymor penodol ar gyfer COVID
- Arall (nodwch)

Meddyliwch am eich profiad o weithio dros y 7 niwrnod diwethaf.

Q38. Yn gyffredinol, pa mor dda rydych chi'n meddwl rydych chi'n ymdopi ar hyn o bryd? (Dewiswch un)

- Yn wael iawn
- Ddim yn dda iawn
- Yn weddol - cymedrol
- Yn gymharol dda
- Yn dda iawn

Q39. Nodwch yr opsiynau (sydd o fewn ein rheolaeth ni) a allai wneud y gwahaniaeth positif mwyaf i'ch profiad o weithio. (Dewiswch bob un sy'n berthnasol)

- Haws cael PPE

- Eglurder o ran patrwm gweithio / newidiadau i'r patrwm gweithio
- Bwyd neu ddŵr ar gael yn hawdd
- Gallu cael gwybodaeth o ansawdd am sut i reoli fy straen a'm pryder
- Cael mwy o amser gyda'm cydweithwyr
- Gwybod at bwy i fynd am gymorth os oes ei angen arnaf
- Mwy o gefnogaeth weithredol gan fy rheolwr
- Cyfleoedd i gymryd rhan mewn gweithgareddau eraill pan nad ydw i'n gweithio (e.e. ymarfer corff, gweddi, myfyrdod, gweithgareddau ysbrydol, celf mynegiant creadigol, cerddoriaeth, coginio, garddio, ac ati)
- Lleihau pwysau gwaith
- Rhywle i gael seibiant amser egwyl
- Cefnogaeth ar gyfer y rhai rwy'n gofalu amdanynt
- Cefnogaeth gyda materion domestig (e.e. cyllid, siopa, perthynas ag eraill, cam-drin domestig, ac ati.)
- Arall (nodwch)

Q40. Yn gyffredinol, pa mor dda rydych chi'n meddwl y mae eich cydweithwyr yn ymdopi ar hyn o bryd? (Dewiswch un)

- Yn wael iawn
- Ddim yn dda iawn
- Yn weddol - cymedrol
- Yn gymharol dda
- Yn dda iawn

Q41. Nodwch yr opsiynau (sydd o fewn ein rheolaeth) a allai wneud y gwahaniaeth positif mwyaf i brofiad eich cydweithwyr o weithio. (Dewiswch bob un sy'n berthnasol)

- Haws cael PPE
- Eglurder o ran patrwm gweithio / newidiadau i'r patrwm gweithio
- Bwyd neu ddŵr ar gael yn hawdd
- Gallu cael gwybodaeth o ansawdd am sut i reoli straen a phryder
- Cael mwy o amser gyda chydweithwyr
- Gwybod at bwy i fynd am gymorth os oes ei angen
- Mwy o gefnogaeth weithredol gan y rheolwr
- Cyfleoedd i gymryd rhan mewn gweithgareddau eraill y tu allan i'r gwaith (e.e. ymarfer corff, gweddi, myfyrdod, gweithgareddau ysbrydol, celf mynegiant creadigol, cerddoriaeth, coginio, garddio, ac ati)
- Lleihau pwysau gwaith
- Rhywle i gael seibiant amser egwyl
- Cefnogaeth ar gyfer y rhai y gofelir amdanynt
- Cefnogaeth gyda materion domestig (e.e. cyllid, siopa, perthynas ag eraill, cam-drin domestig, ac ati.)
- Arall (nodwch)

Q42. Pa rai o'r gwasanaethau neu'r adnoddau Lles Staff canlynol rydych chi wedi eu defnyddio yn ystod COVID? (Dewiswch bob un sy'n berthnasol)

- Able Futures
- Cefnogaeth mewn profedigaeth
- Caplaniaeth a gofal ysbrydol
- Wedi cysylltu â Gwasanaeth Lles Staff
- Ôl-drafodaeth ar ddiwedd shift

- FACE COVID
- Grŵp cefnogi wyneb yn wyneb ar y safle gyda Tîm Lles y Staff
- Adnoddau dynol
- Amser i feddwl
- Meddylgarwch (diweddariadau wythnosol)
- Neyber Financial
- Iechyd galwedigaethol
- Cymorth gan gydweithwyr
- Cymorth cyntaf seicolegol
- Ardaloedd i gael seibiant a dadflino / hybiau mewn Unedau Cyflawni
- 'Still Walks'
- Rowndiau Bach Cymryd Gofal Rhoi Gofal
- Cefnogaeth trawma
- Cynrychiolydd Undeb
- Hyrwyddwyr Lles
- Arall (nodwch)

Q43. Sut gwnaethoch chi glywed am y gwasanaethau Lles Staff? (Dewiswch bob un sy'n berthnasol)

- Caplaniaeth a gofal ysbrydol
- Cydweithiwr
- E-bost
- Adnoddau Dynol
- Cwrs sefydlu'r Bwrdd Iechyd
- Bwletinau'r fewnrwyd (e.e. blog Tracy)
- Rheolwr llinell
- Hysbysfwrdd
- Iechyd Galwedigaethol
- Poster
- Tudalen Lles Staff ar y fewnrwyd
- Tîm Lles y Staff
- Trydariadau / Cyfryngau cymdeithasol
- Cynrychiolydd Undeb
- Hyrwyddwyr Lles
- Clywed gan eraill ar lafar
- Hwb y Gweithlu
- Arall (nodwch)

Q44. Beth yw'r un peth rydych chi wedi ei brofi yn ystod cyfnod y COVID a fyddai'n ein helpu ni i redeg ein Bwrdd Iechyd yn y dyfodol?

[Mae Elusen Iechyd Bae Abertawe eisiau cefnogi lles](#)

Q45. Mae Elusen Iechyd Bae Abertawe wedi derbyn peth arian grant gan 'NHS Charities Together' i'w ddefnyddio ar gyfer lles staff a chleifion. Hoffen nhw glywed gennych chi ynghylch sut gallen nhw ddefnyddio'r arian hwn. Beth ydych chi'n ei awgrymu?

Q46. Defnyddiwch yr adran hon i ychwanegu unrhyw sylwadau pellach am les.

Adran Demograffeg

Q47. Beth yw eich proffesiwn/ rôl graidd (Dewiswch un)

- Gweithiwr Proffesiynol Perthynol i Iechyd
- Gweithiwr Cymorth Gofal Iechyd Clinigol
- Corfforaethol / Gweinyddol
- Meddyg / Deintydd
- Ystadau
- Cyfleusterau
- Gwyddonydd Gofal Iechyd
- Nyrsio / Bydwreigiaeth
- Myfyriwr - Meddyg
- Myfyriwr - Nyrs
- Gwasnaethau Gwirfoddoli
- Arall (nodwch):

Q48. Ar ba raddfa rydych chi? (Dewiswch un)

- Agenda ar gyfer Newid 2 , 3 neu 4
- Agenda ar gyfer Newid 5 neu 6
- Agenda ar gyfer Newid 7
- Agenda ar gyfer Newid 8a, 8b, 8c neu 8d
- Agenda ar gyfer Newid 9 neu VSM
- Ymgynghorydd
- SAS
- ST
- CT
- F1/F2
- Rôl ddi-dâl

Q49. Ers faint rydych chi'n gweithio i'r GIG? (Dewiswch un)

- Llai na 5 mlynedd
- 6-10 mlynedd
- 11-15 mlynedd
- 16-20 mlynedd
- Dros 20 mlynedd

Q50. Ym mha grŵp oedran rydych chi? (Dewiswch un)

- 20 oed neu'n iau
- 21-25
- 26-30
- 31-35
- 36-40
- 41-45
- 46-50
- 51-55
- 56-60
- 61-65
- 66-70
- 70 oed neu'n hŷn
- Byddai'n well gen i beidio â dweud

Q51. Beth yw eich rhyw? (Dewiswch un)

- Benyw
- Gwryw
- Arall / Mae'n well gen i ddefnyddio fy nherm fy hun
- Byddai'n well gen i beidio â dweud

Q52. Ydych chi'n uniaethu fel person trawsrywiol neu trawsryweddol? (Dewiswch un)

- Ydw
- Nac ydw
- Byddai'n well gen i beidio â dweud

Q53. Beth yw eich cyfeiriadedd rhywiol? (Dewiswch un)

- Deurywiol
- Hoyw
- Heterorywiol
- Lesbiad
- Arall / Mae'n well gen i ddefnyddio fy nherm fy hun
- Byddai'n well gen i beidio â dweud

Q54. Ydych chi'n feichiog neu ar gyfnod mamolaeth/tadolaeth? (Dewiswch un)

- Ydw
- Nac ydw
- Byddai'n well gen i beidio â dweud

Q55. A ydych yn ystyried bod gennych anabledd? (Dewiswch un)

- Ydw
- Nac ydw
- Byddai'n well gen i beidio â dweud

Q56. Pa un o'r canlynol sy'n disgrifio eich grŵp neu eich cefndir ethnig orau? (Dewiswch un)

Gwyn

- Cymraeg/Seisnig/Albanaidd/Gogledd Iwerddon/Prydeinig
- Gwyddelig
- Sipswn neu Deithiwr Gwyddelig
- Unrhyw gefndir gwyn arall (disgrifiwch)

Cymysg/Grwpiau Aml-ethnig

- Gwyn a Du Caribiaidd
- Gwyn a Du Affricanaidd
- Gwyn ac Asiaidd
- Unrhyw gefndir cymysg / grwpiau ethnig lluosog arall (disgrifiwch)

Asiaidd/Asiaidd Prydeinig

- Indiaidd
- Pacistanaidd
- Bangladeshaid
- Tsieineaidd
- Unrhyw gefndir Asiaidd arall (disgrifiwch)

Du/Affricanaidd/Caribiaidd/Du Prydeinig

- Affricanaidd
- Caribiaidd
- Unrhyw gefndir Du/Du Prydeinig arall (disgrifiwch)

Grŵp ethnig arall

- Arab
- Unrhyw grŵp ethnig arall
- Byddai'n well gen i beidio â dweud

Q57. Beth yw eich crefydd? (Dewiswch un)

- Dim crefydd
- Cristnogaeth (pob enwad)
- Bwdhaidd
- Hindŵ
- Iddewig
- Mwslim
- Sikh
- Unrhyw grefydd arall (disgrifiwch)

CYFLWYNO

Diolch am neilltuo'r amser i gwblhau'r arolwg hwn. Rydym yn gwerthfawrogi'ch cyfraniad a'ch amser. Os oes gennych chi unrhyw gweisiynau neu bryderon yn ymwneud â'r arolwg hwn, cysylltwch â Thîm Profiad y Staff (SBU.StaffExperienceTeam@wales.nhs.uk).

Questionnaire to measure colleagues' experience on wellbeing and working from home (current and potential)

Introduction

Swansea Bay University Health Board sincerely values all of its people; whether in paid employment, volunteering or students. All of you are the heart of our organisation and we know that how you feel whilst in work impacts on the experience of our patients and families. During this challenging and disruptive time, we feel it is essential to check in on how you are feeling to understand what support is needed to help minimise the stresses you may be under. This survey focuses on your wellbeing and working from home, and we would be so grateful if you could take some time out of your busy days to complete it so that we have as much information as possible to work with.

If you would like to read the Privacy Notice for the questionnaire, please [click here](#).

With thanks,
Staff Experience & Organisational Development

Q1. The first section of the survey focuses on working from home. Select the option that best represents your situation. (Choose one)

- I currently work from home (all or some of the time)
- I don't work from home

'Currently working from home' Section

This part of the survey will give the organisation a much better understanding of how those who work from home are doing. We want to know how/if we can improve your situation, and learn from it to help those who may start to work from home in the future.

Q2. Have you worked from home before COVID? (Choose one)

- Regularly
- Occasionally
- Never

Q3. How much of your working time is from home? (Choose one)

- All of the time
- Majority of the time
- Some of the time

Q4. Overall, how do you feel about working from home? (Choose one)

- I'm really enjoying it

- I'm enjoying it
- It's ok
- I don't like it
- I really don't like it

Q5. What makes working from home a better option? (Select all that apply)

- Better home/life balance
- Cutting out the daily commute
- Easier to make calls
- Financial savings
- Flexible schedule
- More time with loved ones
- No office distractions
- Other (please specify):

Q6. What makes working from home a less desirable option? (Select all that apply)

- Communication with colleagues
- Home distractions
- May not switch off as much
- Not properly set up
- Social isolation
- Other (please specify):

Q7. Do you feel you are aware of what is going on in the Health Board as a whole (i.e. Communication from Directors / Managers, etc.) (Choose one)

- Yes – plenty of information is being fed through to me
- Yes – but I would like a bit more
- No – I'm aware of a few things but it's not enough
- No – I feel isolated from what is going on outside the work I do myself

If you chose 'Yes, but would like a bit more', please specify.

Q8. How do you feel about working from home in the future? (Choose one)

- I would like to work more from home
- I would like to work less from home
- It does not matter to me
- Unsure, please specify

Q9. Do you agree or disagree with the following statements? (Select one option per line)

- I am able to contribute in team meetings
- I am able to maintain a healthy work life balance while working from home
- I am involved in regular team meetings
- I am still able to have social interactions with colleagues
- I am taking regular breaks from work
- I believe the Health Board is being supportive
- *I can access our IT systems / infrastructure so that I can use the software and applications I need to do my job
- I feel like I am being more productive
- I feel like I am trusted to work from home
- I have all the equipment I need to work from home
- I have created a suitable workspace where I can work on my own
- I have established a good work routine

- My manager is keeping in regular contact with me
- My manager is checking up on my wellbeing

*If you cannot access our IT systems, what can't you access? (Open text)

Q10. At home, do you have the following? (Select one option per line)

- Audio equipment (either built into a laptop or a separate microphone and speaker)
- Desk
- PC / laptop
- Phone with reliable phone connection
- Office chair
- Suitable internet connection
- Web cam (either built into a laptop or a separate camera)

Is there any other equipment that you require? Please list. (Open text)

Q11. Do you handle sensitive work material at home, via office systems, hard copy or both? (Choose one)

- A great deal
- Occasionally
- Never

Q12. Do you access sensitive work material at home, via office systems? (Choose one)

- A great deal
- Occasionally
- Never

Q13. Do you have any data security concerns relating to working from home? (Choose one)

- Yes
- No

Q14. If yes, please select all that apply:

- Breaking and entering
- Disposing of notes securely
- Hacking
- People overhearing / seeing confidential information
- Other (please specify)

Q15. Are you using any new software? (Choose one)

- Yes
- No

If yes, please list:

Q16. Do you require training with some software or products? (Choose one)

- Yes

- No

If yes, please list:

Q17. What is one thing we could do to make it easier for you to work from home? (Open text)

Q18. Please use this section to add any other comments regarding working from home. (Open text)

'Option to work from home' Section

This part of the survey will give the organisation a much better understanding of how many colleagues are interested in working from home. Please keep in mind that home/remote working will not be suitable for all jobs. In some cases, it might be possible to combine elements of remote and office/site-based working.

Q19. Have you worked from home before COVID? (Choose one)

- Regularly
- Occasionally
- Never

Q20. Could you work from home if it was an option? (Choose one)

- Yes
- No

Q21. Unsure (please specify)

Q22. Since COVID, did you request to work from home? (Choose one)

- Yes and it was refused
- No

If it was refused, please explain the reason given

Q23. What would make working from home a better option? (Select all that apply)

- Better home/life balance
- Cutting out the daily commute
- Easier to make calls
- Financial savings
- Flexible schedule
- More time with loved ones
- No office distractions
- Other (please specify):

Q24. What would make working from home a less desirable option? (Select all that apply)

- Communication with colleagues

- Home distractions
- May not switch off as much
- Not properly set up
- Social isolation
- Other (please specify):

Q25. Which of the following options would you be interested in? Please keep in mind that home/remote working will not be suitable for all jobs. (Scale All of the time / Majority of the time / Some of the time. Select one option per line)

- I would like to work from home
- I would like to work from site

Q26. At home, do you have the following? (Select one option per line)

- *Access to our IT systems / infrastructure so that you can use the software and applications you need to do your job
- Audio equipment (either built into a laptop or a separate microphone and speaker)
- Desk
- Office chair
- PC / Laptop
- Phone with reliable phone connection
- Suitable internet connection
- Suitable work space where I can work on my own
- Web cam (either built into a laptop or a separate camera)

*If you cannot access our IT systems, what can't you access? (Open text)
Is there any other equipment that you require? Please specify (Open text)

Q27. Would you handle sensitive work material at home, via office systems, hard copy or both? (Choose one)

- A great deal
- Occasionally
- Never

Q28. Would you access sensitive work material at home, via office systems? (Choose one)

- A great deal
- Occasionally
- Never

Q29. Do you have any data security concerns relating to working from home? (Choose one)

- Yes
- No

Q30. If yes, please select all that apply:

- Breaking and entering
- Disposing of notes securely
- Hacking

- People overhearing / seeing confidential information
- Other (please specify)

Q31. Are you using any new software to do your job (e.g. WebEx, new portal)? (Choose one)

- Yes
- No

If yes, please specify:

Q32. Do you require training with some software or products? (Choose one)

- Yes
- No

If yes, please list:

Q33. Do you agree or disagree with the following statements? (Select one option per line)

- I believe my organisation is being supportive
- I believe I would be trusted to work from home

Q34. What is one thing we could do to make it easier for you to work from home? (Open text)

Q35. Please use this section to add any other comments regarding working from home. (Open text)

Wellbeing Section

Q36 Which of the following best describes where you currently work? (Choose only one. Use the 'Refresh' button at the bottom if you need to correct your answer.)

Locations	COVID Ward	Other Clinical Ward / Department	Facilities / Estates / Support Services	Administrative / Corporate	Other
Working from home (lockdown)					
Working from home (shielding)					
Baglan – Head Quarters					
Bay Field Hospital					
Caswell Clinic					
Cefn Coed Hospital					
Gorseinon Hospital					
Learning Disabilities Bungalows					
Llandarcy Field Hospital					
Morrison Hospital					
Neath Port Talbot Hospital					
Port Talbot Resource Centre					
Primary or Community setting					
Princess of Wales Hospital					
Singleton Hospital					
Taith Newydd					
Tonna Hospital					
Other (Please state)					

Q37. Is this your normal place of work? (Choose one)

- Yes (I am employed to work here)
- No (I have moved location or role due to COVID)
- Bank, Agency, fixed term contract for COVID
- Other (please specify)

Please think about your experiences at work over the last 7 days.

Q38. Overall, how well do you think you are coping at the moment? (Choose one)

- Very poorly
- Not very well
- OK – averagely
- Relatively well
- Very well

Q39 Please identify the options (that are within our control) that might make the biggest positive impact on your experience of work. (Select all that apply)

- Better access to PPE

- Clarity over / changes to work pattern
- Easily accessible food or water
- Having access to quality information on how to manage my stress and anxiety
- Having more time with my colleagues
- Knowing who to go to for help if I need it
- More active support from my manager
- Opportunities to engage in other activities when not at work (e.g. exercise, meditation, prayer, spiritual activities, creative expression art, music, cooking, gardening, etc.)
- Reducing workload pressure
- Somewhere to rest when on break
- Support for those I care for
- Support with domestic issues (e.g. finance, shopping, relationships, domestic abuse, etc.)
- Other (please specify)

Q40. Overall, how well do you think your colleagues are coping at the moment? (Choose one)

- Very poorly
- Not very well
- OK – averagely
- Relatively well
- Very well

Q41. Please identify the options (that are within our control) that might make the biggest positive impact on your colleagues' experience of work. (Select all that apply)

- Better access to PPE
- Clarity over / changes to work pattern
- Easily accessible food or water
- Having access to quality information on how to manage my stress and anxiety
- Having more time with my colleagues
- Knowing who to go to for help if I need it
- More active support from their manager
- Opportunities to engage in other activities when not at work (e.g. exercise, meditation, prayer, spiritual activities, creative expression art, music, cooking, gardening, etc.)
- Reducing workload pressure
- Somewhere to rest when on break
- Support for those I care for
- Support with domestic issues (e.g. finance, shopping, relationships, domestic abuse, etc.)
- Other (please specify)

Q42. Which of the following Staff Wellbeing services or resources have you accessed during COVID? (Select all that apply)

- Able Futures
- Bereavement support
- Chaplaincy and spiritual care
- Contacted the Staff Wellbeing Service
- End of shift debrief
- FACE COVID
- Face-to-face group support on site with Staff Wellbeing Team
- Human Resources
- Headspace
- Mindfulness (weekly updates)

- Neyber Financial
- Occupational Health
- Peer support with colleagues
- Psychological first aid
- Relax and refresh spaces / hubs in Delivery Units
- Still Walks
- Taking Care Giving Care mini rounds
- Trauma support
- Union representative
- Wellbeing Champions
- Other (please specify)

Q43. How did you hear of the Staff Wellbeing services? (Select all that apply)

- Chaplaincy and spiritual care
- Colleague
- Email
- Human Resources
- Health Board induction
- Intranet bulletins (e.g. Tracy's blog)
- Line Manager
- Notice board
- Occupational Health
- Posters
- Staff Wellbeing intranet page
- Staff Wellbeing team
- Twitter posts / Social media
- Union representative
- Wellbeing Champions
- Word of mouth
- Workforce Hub
- Other (please specify)

Q44. What is one thing that you have experienced during the COVID period that would help us run our Health Board in the future? (Open text)

[Swansea Bay Health Charity wants to support wellbeing](#)

Q45. Swansea Bay Health Charity have received some grant monies from NHS Charities Together to be used for staff and patient wellbeing, and they would like to hear from you about how they could use these monies. What do you propose? (Open text)

Q46. Please use this section to add any other comments regarding wellbeing. (Open text)

Demographics Section

Q47. What is your core role/profession? (Choose one)

- Allied Healthcare Professional
- Clinical HCSW
- Corporate / Administrative
- Doctor / Dentist
- Estates
- Facilities
- Healthcare Scientist
- Nursing / Midwifery
- Student – Doctor
- Student – Nurse
- Volunteer Services
- Other (please specify):

Q48. What grade are you? (Choose one)

- Agenda for Change 2 , 3 or 4
- Agenda for Change 5 or 6
- Agenda for Change 7
- Agenda for Change 8a, 8b, 8c or 8d
- Agenda for Change 9 or VSM
- Consultant
- SAS
- ST
- CT
- F1/F2
- Unpaid role

Q49. How long have you worked for the NHS? (Choose one)

- Less than 5 years
- 6-10 years
- 11-15 years
- 16-20 years
- More than 20 years

Q50. Which age group are you in? (Choose one)

- 20 years or younger
- 21-25
- 26-30
- 31-35
- 36-40
- 41-45
- 46-50
- 51-55
- 56-60
- 61-65
- 66-70
- 70 years or older
- Prefer not to say

Q51. What is your gender? (Choose one)

- Female

- Male
- Other / I prefer to use my own term
- Prefer not to say

Q52. Do you identify as trans? (Choose one)

- Yes
- No
- Prefer not to say

Q53. What is your sexual orientation? (Choose one)

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Other / I prefer to use my own term
- Prefer not to say

Q54. Are you pregnant or on parental leave? (Choose one)

- Yes
- No
- Prefer not to say

Q55. Do you consider yourself to have a disability? (Choose one)

- Yes
- No
- Prefer not to say

Q56. Which of the following best describes your ethnic group or background? (Choose one)

White

- Welsh / English / Scottish/ Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other white background (please describe)

Mixed/Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background (please describe)

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (please describe)

Black/African/Caribbean/Black British

- African
- Caribbean
- Any other black/African/Caribbean background (please describe)

Other ethnic group

- Arab
- Any other ethnic group (please describe)
- I would prefer not to say

Q57. What is your religion? (Choose one)

- No religion
- Christian (all denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion (please describe)

SUBMIT

Thank you for taking the time to complete this survey. We appreciate your time and contribution. If you have any questions or concerns regarding this survey, please contact the Staff Experience Team (SBU.StaffExperienceTeam@wales.nhs.uk).