



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                           |                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b><u>JOB DETAILS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                         | Dental Nurse                                 |
| <b>Pay Band:</b>                                                                                                                                                                                                                                                                                                                                                                                                          | 4                                            |
| <b>Hours of Work and Nature of Contract:</b>                                                                                                                                                                                                                                                                                                                                                                              | To be completed on recruitment               |
| <b>Service Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                     | Primary and Community Care                   |
| <b>Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                        | Dental                                       |
| <b>Base:</b>                                                                                                                                                                                                                                                                                                                                                                                                              | To be completed on recruitment               |
| <b><u>ORGANISATIONAL ARRANGEMENTS</u></b>                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| <b>Managerially Accountable to:</b>                                                                                                                                                                                                                                                                                                                                                                                       | Clinical Dental Director/Senior Dental Nurse |
| <b>Professionally Accountable to:</b>                                                                                                                                                                                                                                                                                                                                                                                     | Clinical Dental Director/Senior Dental Nurse |
| <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p><b><u>VALUES &amp; BEHAVIOUR</u></b></p> </div> <div style="flex: 2; padding-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div> |                                              |

**JOB SUMMARY / PURPOSE:**

The Community Dental Service comprises of a wide range of locations, specialities and services which involve primary dental care, Consultant led secondary care, special needs and priority patient groups in the surgery and domiciliary, dental screening in schools and residential homes, epidemiological surveys and oral health promotion/education.

The post holder will be expected to provide a comprehensive, high quality care to a wide spectrum of patients across Powys within the Community Dental Service clinics, including mobile dental clinics and/or external sites such as Schools and Nursing homes as required.

The Dental Nurse will work as part of the team, providing assistance to clinicians within the Dental Service, plus arranging and supporting the clinician with any domiciliary visits, screening, epidemiology and research programmes. They will be expected to work autonomously, seeking advice when required. The post holder will be expected to carry out all related clerical and administrative duties to ensure efficient operation of the clinic/department.

Dental Nurses will be provided with a base clinic/department when appointed and will be expected to work flexibly across different sites where dental treatment is provided.

They will be expected to establish strong links and effective working relations with the whole Dental team as well as patient, parents, guardians, education providers, day centres for Adults/Children with special needs, Social services, other Dental services, GDP's, Hospitals, Medical practitioners and Dental material suppliers.

**DUTIES & RESPONSIBILITIES**

Prepare and monitor patients for and during their dental treatment, providing pre and post-operative instructions for procedures.

Responsible for creating and maintaining an environment to provide a high standard of care for patients. This includes general care of surgery including dental equipment/instruments and reporting of any defects or necessary repairs to senior member of staff.

Ensure medical emergency and equipment are available and in date, reporting any issues to a senior member of staff.

Responsible for carrying out all periodic clinical and Infection Prevention and Control checks and testing as identified, such as waterlines and autoclaves, adhering to protocol and policy.

Working autonomously when anticipating instruments required during procedures carried out by clinician, mixing materials and holding instruments in position for clinician.

Responsible for ensuring correct instruments/equipment/lab work/medicaments are available for session and the clinical area is set up appropriately prior to treatment, adhering to infection prevention and control guidelines.

Assemble and utilise equipment as required, including specialist equipment e.g. Implant med.

Works with others in the team to meet the needs of patients and families. Conveying complex/routine information using tact and diplomacy.

Excellent communication skills especially with anxious/nervous patients prior to and during dental procedures e.g. reassure and overcome communication difficulties such as special needs and language barriers.

Establish and maintain effective communication with public, patients, carers and relatives with special needs.

Deal with enquiries from those who may be irate or distressed and may be of a sensitive nature using tact and persuasive skills.

Responsible for undertaking the decontamination process of dental instruments and clinical areas, complying with Infection Prevention and Control policy and WG guidance. Responsible for ensuring correct patient records are available prior to treatment and updated on paper and electronically e.g. EXACT software.

Recording of charting from clinician's instructions and maintaining patient record cards to ensure information is accurate and up to date, both on paper and electronically e.g. using EXACT software.

Responsible for ensuring correct disinfection of impressions before dispatch to laboratory, and correct procedure is implemented for postage for impressions and biopsies.

Responsible for disposing of clinical/non-clinical waste as required, including safe disposal of sharps in line with policy.

Demonstrate oral hygiene techniques to patients under the direction and supervision of clinician.

Process dental radiographs using the relevant processing systems in accordance with local protocols and IRMER regulations.

Responsible for stock control/rotation and the ordering of Dental consumables, ensuring stock supplies are maintained.

Support the induction of new staff and demonstrate tasks to less experienced staff.

Take part in clinical governance tasks and comply with standards set by the Dental Service, including Audit.

Effectively deal with day to day enquires and telephone calls from patients and the public. Triage emergency patients when required.

Responsible for efficient, functional and up to date filing, both electronic and paper of patient records.

Ensuring appointments and recalls are undertaken as required.

Handling small amounts of cash/card payments for patient charges.

Action patient referrals where necessary following local protocol.

Maintain appropriate ICT skills e.g. Microsoft Office.

Ensure any advice given to staff and public is consistent with Health Board policy, procedure and WG guidelines.

Ensure all clinic policies are followed and any legislation complied with such as COSHH regulations, especially the use of all chemicals and procedures for any spillage that may occur.

The post holder will be expected to participate in continuing professional development (CPD) and maintain General Dental Council (GDC) registration.

To achieve the required CPD hours as specified by GDC.

| <b><u>PERSON SPECIFICATION</u></b>     |                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                  |                                                                      |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                     | <b>DESIRABLE</b>                                                                                                                                                                                 | <b>METHOD OF ASSESSMENT</b>                                          |
| <b>Qualifications and/or Knowledge</b> | <p>Registered with the GDC as a Dental Nurse with knowledge of range of dental procedures; acquired through NVQ 3 or equivalent experience / training plus experience to diploma level or equivalent</p> <p>Evidence of continuing professional development, continuing training and personal development</p>                                        | <p>Knowledge of the role of the Community Dental Service</p> <p>Post basic certificate in any of the following Sedation, Special care, Radiography, Oral Health, Orthodontics</p>                | <p>Application Form &amp; pre-employment checks</p> <p>Interview</p> |
| <b>Experience</b>                      | <p>Keyboard skills to be proficient in the use of Microsoft Office (Outlook, Word, Excel etc)</p> <p>Experience of being competent in Dental administration, with experience of prioritising tasks and managing deadlines</p>                                                                                                                        | <p>Experience of working with the public, special care patients, including the elderly</p> <p>Experience of working in an environment where tact, diplomacy and confidentiality are required</p> | <p>Interview / Application Form</p>                                  |
| <b>Aptitude &amp; Abilities</b>        | <p>Ability to work and relate with children and special needs</p> <p>Able to use initiative in emergency situations</p> <p>Ability to develop good working relationships</p> <p>Teams player</p> <p>Ability to prioritise and organise clinic/surgery</p> <p>Self-motivated and able to motivate patients, particularly in advice on dental care</p> | <p>Ability to speak Welsh</p> <p>Experience of self- management and planning skills</p> <p>Experience of commitment to QA and Audit</p>                                                          | <p>Interview</p> <p>Training in date for CPR and cross infection</p> |

| ATTRIBUTES    | ESSENTIAL                                                                                                                                                                                                                                            | DESIRABLE | METHOD OF ASSESSMENT                      |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------|
| <b>Values</b> | Demonstrate PTHB Values<br><br>Excellent communicator at all levels including ability to communicate effectively with patient and members of the public<br><br>Able to work autonomously<br><br>Support and demonstrate PTHB's values and behaviours |           | Interview / Application Form / References |
| <b>Other</b>  | Ability to travel in a timely manner                                                                                                                                                                                                                 |           | Application Form and Interview            |

**GENERAL REQUIREMENTS**

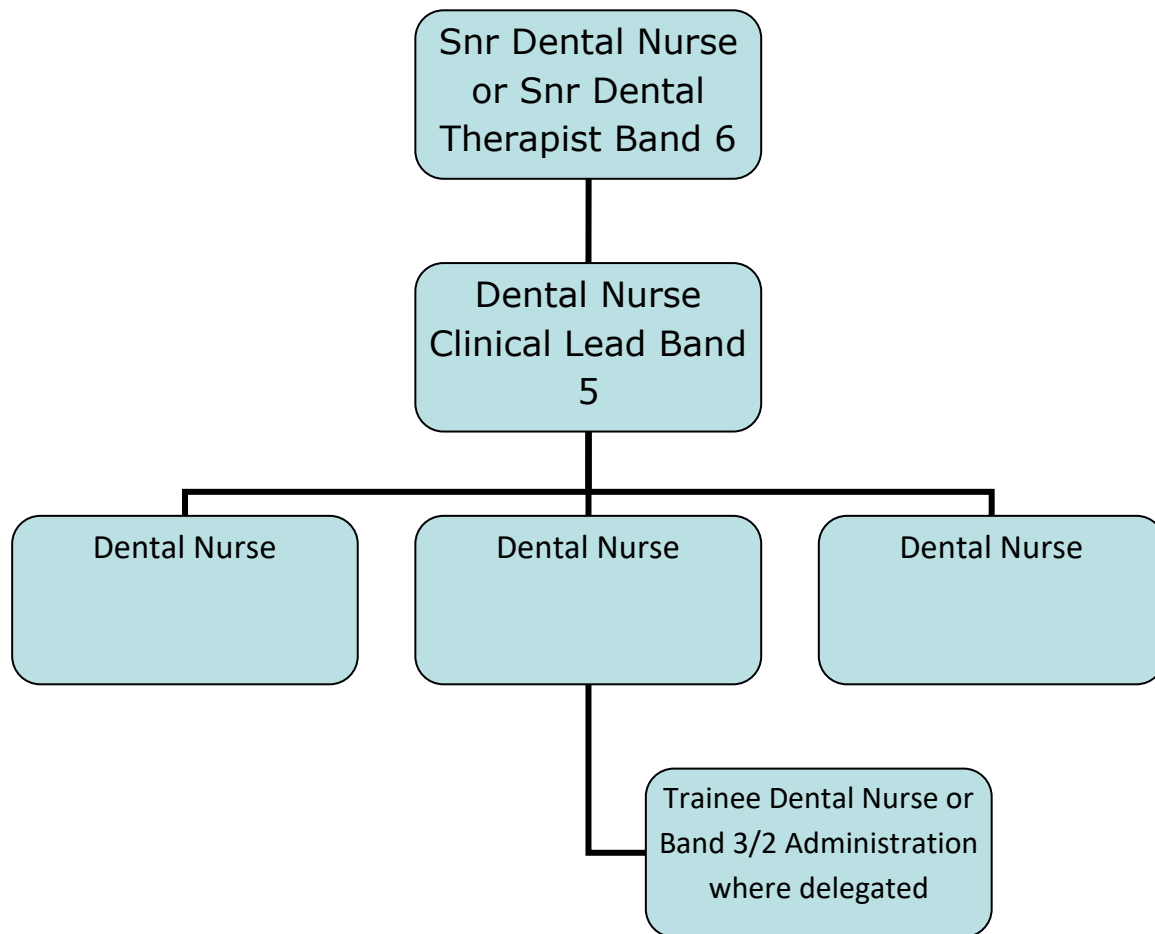
Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding

training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Organisational Chart**

## BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

|                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b><u>MANYLION Y SWYDD:</u></b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                         |
| <b>Teitl Swydd:</b>                                                                                                                                                                                                                                                                                                                                                                                                     | Nyrs Ddeintyddol                                        |
| <b>Band cyflog:</b>                                                                                                                                                                                                                                                                                                                                                                                                     | 4                                                       |
| <b>Oriau Gwaith a Natur y Contract:</b>                                                                                                                                                                                                                                                                                                                                                                                 | I'w gwblhau ar ôl recriwtio                             |
| <b>Is-adran/Cyfarwyddiaeth:</b>                                                                                                                                                                                                                                                                                                                                                                                         | Gofal Sylfaenol a Chymunedol                            |
| <b>Adran:</b>                                                                                                                                                                                                                                                                                                                                                                                                           | Deintyddol                                              |
| <b>Safle:</b>                                                                                                                                                                                                                                                                                                                                                                                                           | I'w gwblhau ar ôl recriwtio                             |
| <b><u>TREFNIADAU SEFYDLIADOL:</u></b>                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |
| <b>Yn Rheolaethol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                         | Cyfarwyddwr Clinigol Deintyddol / Uwch Nyrs Ddeintyddol |
| <b>Yn Broffesiynol Atebol i:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Cyfarwyddwr Clinigol Deintyddol / Uwch Nyrs Ddeintyddol |
| <b><u>GWERTHOEDD AC YMDDYGIAD</u></b>                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |
| <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p> </div> </div> |                                                         |

**CRYNODEB O'R SWYDD / EI NOD :**

Mae'r Gwasanaeth Deintyddol Cymunedol yn cwmpasu amrywiaeth eang o leoliadau, arbenigeddau a gwasanaethau sy'n cynnwys gofal deintyddol sylfaenol, gofal eilaidd dan arweiniad ymgynghorwyr, anghenion arbennig a grwpiau cleifion â blaenoriaeth yn y ddeintyddfa a'r cartref, sgrinio deintyddol mewn ysgolion a chartrefi preswyl, arolygon epidemiolegol a hybu/ addysg iechyd y geg.

Bydd disgwyl i ddeiliad y swydd ddarparu gofal cynhwysfawr, o ansawdd uchel i sbectwm eang o gleifion ledled Powys yng nghlinigau'r Gwasanaeth Deintyddol Cymunedol, gan gynnwys clinigau deintyddol symudol a/ neu safleoedd allanol fel ysgolion a chartrefi nyrsio, yn ôl y galw.

Bydd y Nyrs Ddeintyddol yn gweithio fel rhan o'r tîm, yn cynorthwyo clinigwyr yn y Gwasanaeth Deintyddol, yn ogystal â threfnu a chefnogi'r clinigydd ag unrhyw ymweliadau â'r cartref, sgrinio, epidemioleg a rhaglenni ymchwil. Bydd disgwyl iddo/ iddi weithio'n annibynnol, gan geisio cyngor lle bo angen. Bydd disgwyl i ddeiliad y swydd wneud yr holl ddyletswyddau clercaidd a gweinyddol cysylltiedig i sicrhau bod y clinig/ yr adran yn gweithredu'n effeithlon.

Dynodir clinig/ adran sylfaen i Nyrsys Deintyddol wrth eu penodi a bydd disgwyl iddyn nhw weithio'n hyblyg ar draws gwahanol safleoedd lle darperir triniaeth ddeintyddol.

Bydd disgwyl iddyn nhw sefydlu cysylltiadau cryf a pherthnasoedd gweithio effeithiol â'r tîm Deintyddol cyfan, yn ogystal â chleifion, rhieni, gwarcheidwaid, darparwyr addysg, canolfannau dydd ar gyfer Oedolion/ Plant ag anghenion arbennig, Gwasanaethau Cymdeithasol, gwasanaethau deintyddol eraill, Ymarferwyr Deintyddol Cyffredinol, Ysbytai, Ymarferwyr Meddygol a chyflenwyr deunyddiau deintyddol.

**DYLETSWYDDAU A CHYFRIFOLDEBAU :**

Paratoi a monitro cleifion ar gyfer eu triniaeth ddeintyddol ac yn ystod y driniaeth, gan ddarparu cyfarwyddiadau cyn gweithdrefnau ac ar eu hôl.

Bod yn gyfrifol am greu a chynnal amgylchedd i ddarparu gofal o safon uchel i gleifion. Mae hyn yn cynnwys gofal cyffredinol am y ddeintyddfa, gan gynnwys offer/ offerynnau deintyddol ac adrodd ar unrhyw ddiffygion neu atgyweiriadau angenrheidiol i uwch aelod o staff.

Sicrhau bod deunyddiau ac offer meddygol ar gyfer argyfwng ar gael ac o fewn eu dyddiad, gan roi gwybod am unrhyw broblemau i uwch aelod o staff.

Bod yn gyfrifol am gynnal yr holl wiriadau clinigol a gwiriadau Atal a Rheoli Haint cyfnodol a gwneud unrhyw brofion y nodir bod eu hangen, fel llinellau dŵr ac awtoclafau, gan lynu at y protocol a'r polisi.

Gweithio'n annibynnol wrth ragweld yr offerynnau sydd eu hangen yn ystod gweithdrefnau y mae'r clinigydd yn eu gwneud, gan gymysgu deunyddiau a dal offerynnau yn eu lle ar gyfer y clinigydd.

Bod yn gyfrifol am sicrhau bod yr offerynnau/ offer/ gwaith labordy/ meddyginiaethau cywir ar gael ar gyfer y sesiwn a bod ardal y clinigydd wedi'i gosod yn briodol cyn y driniaeth, gan lynu at ganllawiau atal a rheoli haint.

Cydosod a defnyddio offer yn ôl y galw, gan gynnwys offer arbenigol e.e. offer ar gyfer impiadau.

Gweithio gydag eraill yn y tîm i ddiwallu anghenion cleifion a theuluoedd. Cyfleu gwybodaeth gymhleth/ gyffredin gan ddefnyddio tact a thringarwch.

Meddu ar sgiliau cyfathrebu rhagorol, yn enwedig gyda chleifion pryderus/ nerfus cyn gweithdrefnau deintyddol ac yn ystod y gweithdrefnau hyn e.e. cysuro, a goresgyn anawsterau cyfathrebu fel anghenion arbennig a rhwystrau ieithyddol.

Sefydlu dulliau cyfathrebu effeithiol a'u defnyddio â'r cyhoedd, cleifion, gofalmwr a pherthnasau ag anghenion arbennig.

Delio ag ymholiadau oddi wrth y rheini a allai fod yn ddig neu'n ofidus ac ymholiadau a allai fod yn sensitif eu natur, gan ddefnyddio tact a sgiliau perswadio.

Bod yn gyfrifol am ddilyn y broses ddiheintio ar gyfer offerynnau deintyddol ac ardaloedd clinigol, gan gydymffurfio â'r polisi Atal a Rheoli Haint a chanllawiau Llywodraeth Cymru. Bod yn gyfrifol am sicrhau bod y cofnodion cywir ar gyfer cleifion ar gael cyn y driniaeth a'u bod yn cael eu diweddarau ar bapur ac yn electronig e.e. meddalwedd EXACT.

Cofnodi'r siartio'n unol â chyfarwyddiadau'r clinigydd a chynnal cardiau cofnodion cleifion i sicrhau bod y wybodaeth yn fanwl gywir ac yn gyfoes, ar bapur ac yn electronig e.e. gan ddefnyddio meddalwedd EXACT.

Bod yn gyfrifol am sicrhau bod argraffion o siâp dannedd yn cael eu diheintio'n gywir cyn eu hanfon i labordy, a bod y weithdrefn gywir yn cael eu rhoi ar waith ar gyfer postio argraffion a biopsïau.

Bod yn gyfrifol am gael gwared â gwastraff clinigol/ anghlinigol yn ôl y galw, gan gynnwys cael gwared â chyfarpar miniog yn unol â'r polisi.

Dangos technegau hylendid y geg i gleifion, dan gyfarwyddyd a goruchwyliaeth clinigydd.

Prosesu radiograffau deintyddol gan ddefnyddio'r systemau prosesu perthnasol, yn unol â phrotocolau lleol a rheoliadau IRMER.

Bod yn gyfrifol am reoli/ cylchdroi stoc ac archebu deunyddiau traul deintyddol, gan sicrhau bod cyflenwadau stoc yn cael eu cynnal ar y lefel ofynnol.

Cefnogi gwaith cynefino staff newydd a dangos tasgau i staff llai profiadol.

Cymryd rhan mewn tasgau llywodraethu clinigol a chydymffurfio â'r safonau sydd wedi'u gosod gan y Gwasanaeth Deintyddol, gan gynnwys archwilio.

Delio'n effeithiol ag ymholiadau a galwadau ffôn o ddydd i ddydd oddi wrth gleifion a'r cyhoedd. Brysbennu cleifion brys, yn ôl y galw.

Bod yn gyfrifol am ffeilio cofnodion cleifion yn effeithlon fel bod modd eu defnyddio ac fel eu bod yn gyfoes, yn electronig ac ar bapur.

Sicrhau bod apwyntiadau a gwaith adalw cleifion yn digwydd yn ôl y galw.

Trin symiau bach o arian parod/ taliadau â cherdyn am ffioedd cleifion.

Dilyn y camau gweithredu ar gyfer atgyfeirio cleifion lle bo angen, gan ddilyn y protocol lleol.

Cynnal sgiliau TGCh priodol e.e. Microsoft Office.

Sicrhau bod cyngor a roddir i staff a'r cyhoedd yn gyson â pholisi a gweithdrefn y Bwrdd Iechyd a chanllawiau Llywodraeth Cymru.

Sicrhau bod yr holl bolisiau clinigol yn cael eu dilyn ac y cydymffurfir ag unrhyw ddeddfwriaeth fel rheoliadau COSHH, yn enwedig o ran defnyddio unrhyw gemegion neu weithdrefnau ar gyfer unrhyw hylifau sy'n cael eu colli.

Bydd disgwyl i ddeiliad y swydd gymryd rhan mewn datblygiad proffesiynol parhaus a bod â chofrestriad cyfredol â'r Cyngor Deintyddol Cyffredinol (GDC).

Cyflawni'r oriau datblygiad proffesiynol parhaus gofynnol, yn unol â'r hyn y mae'r GDC yn manylu arno.

| <b>MANYLEB Y PERSON</b>              |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                             |                                                                                                      |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>RHINWEDDAU</b>                    | <b>HANFODOL</b>                                                                                                                                                                                                                                                                                                                     | <b>DYMUNOL</b>                                                                                                                                                                              | <b>DULL ASESU</b>                                                                                    |
| <b>Cymwysterau a / neu Wybodaeth</b> | <p>Wedi cofrestru â'r GDC fel Nyrs Ddeintyddol, gan fod yn gyfarwydd ag amrywiaeth o weithdrefnau deintyddol; wedi'i ddysgu trwy NVQ 3 neu brofiad/ hyfforddiant cyfwerth, yn ogystal â phrofiad i lefel diploma neu gyfwerth</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus, hyfforddiant parhaus a datblygiad personol</p> | <p>Gwybodaeth o rôl y Gwasanaeth Deintyddol Cymunedol</p> <p>Tystysgrif ôl-sylfaenol yn unrhyw un o'r canlynol:<br/>Tawelyddu, Gofal Arbennig, Radiograffeg, Iechyd y Geg, Orthodonteg</p>  | Gwiriadau cyn cyflogi<br>Cyfweliad<br>Ffurflen Gais                                                  |
| <b>Profiad</b>                       | <p>Sgiliau bysellfwrdd i allu defnyddio Microsoft Office (Outlook, Word, Excel ac ati) yn fedrus</p> <p>Profiad o fod yn weinyddwr Deintyddol medrus, gyda phrofiad o flaenoriaethu tasgau a rheoli dyddiadau cau</p>                                                                                                               | <p>Profiad o weithio gyda'r cyhoedd a chleifion gofal arbennig, gan gynnwys yr henoed</p> <p>Profiad o weithio mewn amgylchedd sy'n galw am ddefnyddio tact, tringarwch a chyfrinachedd</p> | Ffurflen gais a Chyfweliad                                                                           |
| <b>Doniau a Galluedd</b>             | <p>Gallu gweithio gyda phlant ag anghenion arbennig ac ymdeimlo â nhw</p> <p>Gallu gweithio ar eich liwt eich hun mewn sefyllfaoedd argyfwng</p> <p>Gallu datblygu perthnasoedd gweithio da</p> <p>Chwaraewr tîm</p> <p>Gallu blaenoriaethu a threfnu clinig/ llawdriniaeth</p>                                                     | <p>Gallu siarad Cymraeg</p> <p>Profiad o hunanreoli a sgiliau cynllunio</p> <p>Profiad o ymrwymiad i Sicrhau Ansawdd ac Archwilio</p>                                                       | <p>Cyfweliad</p> <p>Hyfforddiant cyfoes ar gyfer adfywio cardio-pwlmonaidd ac atal croes-heintio</p> |

| <b>RHINWEDDAU</b>         | <b>HANFODOL</b>                                                                                                                                                                                                                              | <b>DYMUNOL</b> | <b>DULL ASESU</b>                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------|
| <b>Doniau a Galluoedd</b> | Llaw cymhellant a gallu ysgogi cleifion, yn enwedig wrth gynghori ar ofal deintyddol                                                                                                                                                         |                | Ffurflen gais a Chyfweliad                     |
| <b>Gwerthoedd</b>         | <p>Dangos Gwerthoedd BIAP</p> <p>Cyfathrebwr rhagorol ar bob lefel, gan gynnwys gallu cyfathrebu'n effeithiol â chleifion ac aelodau'r cyhoedd</p> <p>Gallu gweithio'n annibynnol</p> <p>Cefnogi a dangos gwerthoedd ac ymddygiadau BIAP</p> |                | <p>Cyfweliad</p> <p>Ffurflen Gais Geirdaon</p> |
| <b>Arall</b>              | Gallu teithio mewn modd amserol                                                                                                                                                                                                              |                | Ffurflen gais a Chyfweliad                     |

**GOFYNION CYFFREDINOL**

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisïau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

**Siart Sefydliadol:**

