

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Addysgwr Iechyd y Geg
Band Cyflog	Band 5
Oriau Gwaith a Natur y Contract	37.5 awr yr wythnos
Uwch Adran / Cyfarwyddiaeth	Ardal y Canol (Darparwr)
Adran	Gwasanaethau Deintyddol Cymuned
Lleoliad	Lleoliad - Glannau Dyfrdwy, yn gwasanaethu Sir y Fflint a'r ardaloedd cyfagos.

TREFNIADAU SEFYDLIADOL:

Yn atebol yn rheolaethol i:	Cyfarwyddwr Clinigol
Yn adrodd i: Enw'r Rheolwr Llinell	Rheolwr Hyrwyddo Iechyd y Geg
Yn gyfrifol ar lefel broffesiynol i:	Cyfarwyddwr Clinigol Cynorthwyol GDC / HIG a Rheolwr Datblygu Gwasanaeth

Crynodeb/Pwrpas y swydd:

- Cyflwyno rhaglenni Hyrwyddo Iechyd y Geg a'u hwyluso, mewn amrywiaeth o leoliadau, ac yn ddibynnol ar y rhaglen ddynodedig, gall hyn gynnwys meithrinfeydd, ysgolion, lleoliadau yn y gymuned, cartrefi gofal, iechyd a lleoliadau eraill.
- Cefnogi gwaith y Gwasanaeth Deintyddol Cymuned Gogledd Cymru a'i hyrwyddo a darparu gwybodaeth am fynediad at wasanaethau deintyddol cyffredinol.
- Ymddwyn fel cynrychiolwyr Gwasanaeth Deintyddol Cymuned Gogledd Cymru mewn lleoliadau addysg, iechyd a chymuned ac ymddwyn mewn modd addas at

arfer proffesiynol prosiect.

DYLETSWYDDAU/CYFRIFOLDEBAU:

DYLETSWYDDAU A CHYFRIFOLDEBAU

Hyrwyddwr Iechyd y Geg/ Rôl Ymarferydd Gwella Iechyd

- Gweithredu holl agweddau'r rhaglenni Gwella Iechyd y Geg o fewn yr ardal leol ddynodedig, o dan gyfarwyddyd y Rheolwr Hyrwyddo Iechyd y Geg.
- Meddu ar ddealltwriaeth eang o holl elfennau Rhaglenni Hyrwyddo Iechyd y Geg a'r rolau a chyfrifoldebau pob un o'r chwaraewyr allweddol.
- Cynnal goruchwyliaeth ddyddiol y Gweithiwr Cefnogi Iechyd y Geg.
- Gallu hwyluso gwaith y Gweithiwr Cefnogi Gofal y Geg, fel sy'n ofynnol oherwydd diffyg staff, salwch ayyb.
- Hyfforddi gweithwyr proffesiynol eraill (er enghraifft, o fewn addysg ac iechyd a gofal cymdeithasol), i roi negeseuon Iechyd y Geg yn unol â'r rhaglenni Hyrwyddo Iechyd y Geg eraill.
- Bod yn rhan yn natblygiad adnoddau/rhaglenni Iechyd y Geg a'u cynhyrchu.
- Hyrwyddo a hwyluso defnydd o ddeunydd adnoddau Iechyd y Geg i unigolion ac asiantaethau.
- Bod yn ymwybodol o lenyddiaeth ac adnoddau Iechyd y Geg presennol.
- Casglu gwybodaeth addas a'i gyfuno at ddibenion monitro a dadansoddi.
- Cadw'n gyfredol â negeseuon Iechyd y Geg presennol a deall sut mae'r rhain yn gweddu i'r cyd-destun ehangach o negeseuon Iechyd cyffredinol.

Cyswllt Proffesiynol

Gweithio gyda chwaraewyr allweddol i ennill cymorth lleol ar gyfer y Rhaglenni Hyrwyddo Iechyd y Geg dynodedig, er enghraifft gall gynnwys unrhyw un o'r canlynol:

- Staff Gwasanaeth Deintyddol Cymuned Gogledd Cymru
- Prif Athrawon ac athrawon
- Nyrsys meithrinfa ac arweinwyr cylch chwarae.
- Gweithwyr Proffesiynol Iechyd o fewn y Gymuned/Adrannau Llym, megis Ymwelwyr Iechyd, Gweithwyr Cynorthwyol Gofal Iechyd, Deintyddion, Nyrsys, Dietegwyr, Gweithwyr Cymdeithasol.
- Gweithwyr Cefnogi Gofal, yn y Gymuned ac mewn Ysgolion Preswyl.
- Staff cartref gofal

Cymryd rhan mewn gweithio amlddisgyblaethol gydag asiantaethau eraill i weithredu camau a gytunwyd arnynt, er enghraifft

- Cychwyn Cadarn, Dechrau'n Deg
- Canolfannau Byw'n Iach
- Cymdeithasau Grwpiau Chwarae Cyn Ysgol.
- Gwasanaethau Cymdeithasol
- Nyrsys Datblygu Arferion
- Gwasanaethau Anabledd Dysgu
- Asiantaethau eraill, a all godi o fentrau iechyd newydd.

Adnoddau Gwybodaeth

- Bod yn gyfrifol am gynnal cofnodion gwaith at ddibenion monitro a dadansoddi ac i gyflwyno'r rhain mewn modd cywir ac amserol.
- Darparu gwybodaeth ystadegol fel y dynodwyd gan y Rheolwr Hyrwyddo Iechyd Deintyddol neu aelodau eraill o'r Uwch Dîm Rheoli Gogledd Cymru.

Cynllunio a Threfnu

- Bod yn gymwys i weithio'n annibynnol a gwneud penderfyniadau addas o fewn terfynau gallu.
- Cynllunio a threfnu amserlenni gwaith dyddiol yn hyblyg.
- Cynllunio ymlaen llaw i sicrhau bod adnoddau addas ar gael i gwblhau amserlenni gwaith wythnosol.
- Cysylltu â'r Cynorthwydd Gweinyddol Uned Hyrwyddo Iechyd Deintyddol ynglŷn â lleoliadau a chysylltiadau dyddiol, i alluogi olrhain dyddiadau, gan ddangos amserlen fisol ymlaen llaw.
- Sicrhau darparu rhaglen yn llyfn, yn cynnwys cynllunio wrth gefn, cadw rhifau ffôn a manylion o geisiadau ad hoc, ac adrodd arnynt yn ôl i'r Rheolwr Hyrwyddo Iechyd y Geg.
- Casglu manylion gweithgareddau a'u cyfuno at ddibenion monitro a gwybodaeth berthnasol sydd ei angen ar gyfer dadansoddi proses a chanlyniad.
- Bod yn gyfrifol am drefnu eich apwyntiadau eich hun gydag amryw o gleientiaid/asiantaethau.
- Dilyn ymholiadau i fyny a gwneud trefniadau i fodloni anghenion ar gyfer e.e. adnoddau, hyfforddiant ayyb.

Cyfathrebu

- Chwarae rôl ehangach mewn gwyliadwriaeth ac yn adrodd yn ôl i'r rheolwyr am unrhyw bryderon ynglŷn â materion amddiffyn plant, safonau gofal/sicrwydd ansawdd sy'n gostwng ayyb.
- Dangos sgiliau cyfathrebu ysgrifenedig a llafar ardderchog.
- Dehongli ymholiadau a cheisiadau yn briodol.
- Darparu adroddiad cryn o weithgaredd OHP/OHIP i alluogi'r Rheolwr Hyrwyddo lechyd y Geg i gasglu adroddiadau.
- Rhoi gwybodaeth gywir sy'n seiliedig ar wyddoniaeth i amryw o asiantaethau, grwpiau ac unigolion.
- Gallu dangos ystod o dechnegau addysgu a/neu dechnegau cyflwyno.
- Gallu ateb cwestiynau ar gyngor lechyd y Geg o fewn terfynau gallu.
- Cynorthwyo gyda rhaglen gynefino aelodau o staff newydd a myfyrwyr a'u hyfforddiant pan fo angen.
- Delio ag ymddygiad heriol gan gleientiaid yn addas.
- Gallu i dawelu dadleuon, os byddai'r sefyllfa yn codi.
- Dangos y gallu i gyfathrebu ag eraill lle gall fod rhwystrau i gyfathrebu; amgylcheddol, meddyliol, corfforol ac emosiynol.
- Sicrhau cyfathrebu effeithiol gyda chleientiaid gan ystyried ffactorau megis iaith, amrywiaeth ethnig ac ystod amrywiol o anghenion arbennig.

Ymdrech, Gorfforol, Meddyliol ac Emosiynol

Cynnal asesiad risg pan wynebir compromising conditions pan nad ydych ar

- safleoedd Bwrdd lechyd.
- Sicrhau cydymffurfio â pholisi Gweithiwr Annibynnol y Bwrdd lechyd

Mae'r swydd yn gofyn am allu'r OHP/OHIP i yrru o fewn Gogledd Cymru, mewn rhai achosion pellteroedd hir, i chwilio am safleoedd anghyfarwydd. Mae OHP/OHIP yn aml yn cwrdd â grwpiau neu unigolion lle nad oes unrhyw gyswllt personol blaenorol wedi bod. Efallai bydd gofynion achlysurol i weithio gyda'r nosweithiau i gysylltu â nosweithiau rhieni ysgol, er enghraifft.

- Sicrhau cydymffurfio â pholisi trin â llaw'r Bwrdd lechyd. Efallai bydd disgwyl i'r OHP/OHIP i ddanfod adnoddau a all greu problemau posibl i'w cludo hyd yn oed gyda chymorth troli, e.e. Trosglwyddo offer mewn amodau tywydd gwael, diffyg cymorth, pellter parcio o'r lleoliad, mynediad gwael a thir garw.

Efallai bydd Addysgwyr/Hyrwyddwyr yn gweithio mewn ysgolion lle gall diffyg disgyblaeth dosbarth fod yn anodd. Gall cleientiaid sydd ag anableddau dysgu ddangos ymddygiad heriol. Mae angen sgiliau doethineb a pherswadiol i ennill cydweithrediad eraill.

- Delio ag ymddygiad herion gan gleientiaid a grwpiau.

- Ysgogi eraill a'u perswadio i weithredu ymddygiad sy'n gydnaws â chynnydd lechyd y Geg Unigolion a chymuned.
- Dangos y gallu i gyfathrebu ag eraill lle gall fod rhwystrau i gyfathrebu; amgylcheddol, meddyliol, corfforol ac emosiynol.
- Sicrhau cyfathrebu effeithiol gyda chleientiaid gan ystyried ffactorau megis iaith, amrywiaeth ethnig ac anghenion arbennig.
- Datrys dadlau a chwynion llafar, gan ddangos sensitifrwydd, ac adrodd ar ddigwyddiadau'n gywir i'r Rheolwr Hyrwyddo lechyd Deintyddol, a drwy'r systemau Adrodd ar Ddigwyddiadau a Chwynion y Bwrdd lechyd,

Llywodraethu Clinigol

- Sicrhau cydymffurfio â pholisïau, gweithdrefnau a chanllawiau clinigol ar gyfer eich hunan ac eraill lle bo'n addas.
- Cymryd rhan mewn monitro safonau ac ansawdd gwasanaeth drwy feincnodi, ac archwilio.
- Cynorthwyo wrth gasglu data at ddibenion monitro/dadansoddi.
- Cadw'n gyfredol â datblygiadau mewn Hyrwyddo lechyd y Geg a Hyrwyddo lechyd a mathau o driniaeth a darpariaeth ddeintyddol.
- Mynychu diwrnodau hyfforddi Llywodraethu Clinigol CDS Gogledd Cymru a chyfarfodydd Llywodraethu Clinigol Uned DHP.



Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF:NWT/2016/0595

JOB DESCRIPTION

JOB DETAILS:

Job Title	Oral Health Educator
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 hours per week
Division/Directorate	Central Area (Host)
Department	Community Dental Services
Base	Base- Deeside, covering Flintshire and surrounding areas.

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Director
Reports to: Name Line Manager	Oral Health Promotion Manager
Professionally Responsible to:	Asst. Clinical Director CDS / OHP & Service Development Manager

Job Summary/Job Purpose:

- To introduce and facilitate Oral Health Promotion programmes, at a variety of settings, dependent on the assigned programme, this may include nurseries, schools, community, care home, health and other settings.
- To support and promote the work of the North Wales Community Dental Service and to provide information about access to General Dental Services.
- To act as a representative of the North Wales Community Dental Service in educational, health, care and community settings and act in an appropriate manner

to project professional practice.

DUTIES/RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES

Oral Health Promoter/Health Improvement Practitioner Role

- To implement all aspects of the assigned Oral Health Improvement programme/s within designated locality area, under the direction of the Oral Health Promotion Manager.
- To have a wide understanding of all elements of the assigned Oral Health Promotion Programme/s and the roles and responsibilities of each of the key players.
- To undertake the daily supervision of the Oral Health Support Worker.
- To be able to facilitate the work of the Oral Health Support Worker, as may be required due to staff shortages, sickness etc.
- To train other professionals (for example, within education, health and social care), to impart Oral Health messages in line with the assigned Oral Health Promotion programme.
- To be involved with the development of Oral Health resources/programmes and their production.
- To promote and facilitate the use of Oral Health resource material to individuals and agencies.
- To be conversant with current Oral Health literature and resources.
- To collect and collate appropriate information for monitoring and evaluation purposes.
- To keep up to date with current oral health messages and to understand how these fit into the wider context of general health messages.

Professional Liaison

To work with key players to gain local support for the assigned Oral Health Promotion Programme/s, for example this may include any of the following:

- Staff of the North Wales Community Dental Service
- Head Teachers, teachers
- Nursery nurses and playgroup leaders
- Health Professionals within the Community/Acute sectors, such as Health Visitors, Health Care Assistants, Dentists, Nurses, Dieticians, Social Workers

- Care Support Workers, both in the Community and in Residential Schools.
- Care Home Staff

Participate in multi- disciplinary working with other agencies to implement agreed actions, for example

- Sure Start, Flying Start
- Health Living Centre
- Pre-School Play Group Associations
- Social Services
- Practice Development Nurses
- Learning Disability Services
- Other agencies, which may emerge from new health initiatives

Information Resources

- To be responsible to maintain records of work for monitoring and evaluation purposes and to submit these in an accurate and timely manner.
- To provide other statistical information as identified by the Dental Health Promotion Manager or other member of the North Wales Senior Management Team.

Planning and Organisation

- To be competent to work alone and make appropriate decisions within the limits of competency.
- To flexibly plan and organise daily work schedules.
- To plan in advance to ensure appropriate resources are available to complete weekly work schedule.
- To liaise with the Dental Health Promotion Unit Administration Assistant regarding daily whereabouts and contact, to enable diary tracking, presenting a monthly timetable in advance.
- To ensure smooth delivery of the assigned programme, including contingency planning, keeping contact numbers and details of ad hoc requests, and reporting these back to Oral Health Promotion Manager.
- To collect and collate details of activity for monitoring purposes and relevant information needed for process and outcome evaluation.
- To be responsible for arranging own appointments with a variety of

clients/agencies.

- To follow up enquiries and make arrangements to meet needs for e.g. resources, training etc.

Communication

- To play a wider role in vigilance and reporting back to management any concerns regarding child / adult safeguarding issues, falling standards of care/quality assurance etc.
- Display excellent communication skills, both written and verbally.
- To interpret enquiries/queries and requests appropriately.
- Provide concise accounts of OHP/OHIP activity to enable the Dental Health Promotion Manager to compile reports.
- To impart accurate scientifically based information to a variety of agencies, groups and individuals.
- To be able to demonstrate a range of teaching and/or presentation techniques.
- To be able to answer questions on Oral Health advice within the limits of competency.
- Assist in the induction and training of new staff members and students as required.
- To deal with challenging behaviour from clients appropriately.
- Ability to defuse heated debates/arguments, should the situation arise.
- To demonstrate the ability to communicate with others where there may be barriers to communication; environmental, mental, physical and emotional.
- Ensure effective communication with clients taking into consideration factors such as language, ethnic diversity and a wide variety of special needs.

Effort, Physical, Mental and Emotional

- To undertake risk assessment when faced with compromising conditions when not on Health Board sites.
- Ensure compliance with Health Board's Lone Worker policy.

The post requires the ability of the OHP/OHIP to drive within North Wales, in some cases long distances, to locate unfamiliar sites. OHP/OHIPs often meet groups or individuals where there has been no previous personal contact. There may be Occasional requirements for Evening work to tie in with, for example, schools' parent's evenings.

- Ensure compliance with the Health Boards non-patient manual handling policy. The OHP/OHIPs may be required to transport resources which can pose potential problems in transfer even with the assistance of a trolley, e.g. Transfer of equipment in poor weather conditions, lack of assistance, parking distant to venue, poor access and rough ground.

Educators/Promoters may work in schools where lack of classroom discipline can prove difficult. Clients who have learning disabilities can display challenging behaviour. Tact and persuasive skills are required to gain the co-operation of

others.

- Deal with challenging behaviour from clients and groups.
- Motivate and persuade others to implement behaviours conducive to individual and community Oral Health gain.
- Demonstrate the ability to communicate with others where there may be barriers to communication; environmental, mental, physical and emotional.
- Ensure effective communication with clients taking into consideration factors such as language, ethnic diversity and special needs.
- Resolve conflict and verbal complaints, displaying sensitivity, and report accurately incidents to the Dental Health Promotion Manager, and via the Health Boards Incident Reporting and Complaints systems.

Clinical Governance

- Ensure compliance with policies, procedures and where appropriate, clinical guidelines for self and others.
- Participate in the monitoring of standards and quality of service through benchmarking and audit.
- Assist in the collection of data for monitoring/evaluation purposes.
- Keep up to date with developments in Oral Health Promotion and Health Promotion and with dental treatment types and provision.
- Attend North Wales CDS Clinical Governance training days and DHP Unit Clinical Governance meetings.