

Betsi Cadwaladr University Health Board

LOCUM CONSULTANT ORTHODONTIST

JOB DESCRIPTION

MARCH 2024



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

BETSI CADWALADR UNIVERSITY HEALTH BORD

JOB DESCRIPTION

CONSULTANT IN ORTHODONTICS

1. THE JOB ITSELF

1.1 Title: Consultant Orthodontist

The Betsi Cadwaladr University Health Board wishes to appoint a substantive Consultant Orthodontist. Initially for 10 sessions per week within North Wales. Additional funding is held within the department to increase the number of sessions **up to 12** subject to discussion and agreement with the appointed candidate.

Betsi Cadwaladr University Health Board is the largest health organisation in Wales, providing a full range of primary, community, mental health and acute hospital services for a population of around 676,000 people across the six counties of North Wales (Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham) as well as some parts of mid Wales, Cheshire and Shropshire.

It is responsible for the operation of three district general hospitals Ysbyty Gwynedd in Bangor, Ysbyty Glan Clwyd near Rhyl, and Wrexham Maelor Hospital, as well as 22 other acute and community hospitals, and a network of over 90 health centres, clinics, community health team bases and mental health units. It also coordinates the work of 121 GP practices and NHS services provided by North Wales dentists, opticians and pharmacies.

Clinical services are managed through a system of Integrated Health Communities (IHC's) that incorporate: Secondary Care consisting of Scheduled Care and Unscheduled Care Directorates. These groups are based on the strengths of past NHS functions and structures across North Wales but with five very important elements that define the Health Board and its approach:

They unify the functions of the previous organisations by adopting a clinically led and accountable approach with clinicians and managers developing and evolving the system.

They are based on the premise that primary care and secondary care are integral to clinical success and do not operate as separate entities but cohesive services to pathways of care.

They change the focus of delivery moving away from acute hospital dominated systems to develop and deliver services for the population providing choice, equity of provision, prevention and treatment.

The wider health, social care and citizen agenda is accounted for through the membership of their management boards bringing planning and delivery together adding support to deliver the health requirements of statutory partnerships such as Health, Social Care and Wellbeing and Children and Young People.
www.bcu.wales.nhs.uk

The North Wales Dental Academy was created in 2022 to assist in the upskilling and training of dental staff across North Wales. There is an educational facility located in Bangor which has a lecture space and video linked teaching clinic facilities. The purpose of the academy is to provide opportunities to staff in North Wales to develop their career in formal and informal ways. The academy is linked to Cardiff Dental School, Bangor University, HEIW and Welsh Government with a range of options for courses, supervision, mentorship and upskilling. As well as the facility in Bangor the academy comprises a network of practices supporting its goals, including an Orthodontic Specialist practice.

1.2 Names and locations of Consultant members of the Orthodontic Department:

Mr Benjamin Lewis, Consultant Orthodontist, Ysbyty Glan Clwyd & Wrexham Maelor Hospital
 Miss Sarah Gale, Consultant Orthodontist, Wrexham Maelor Hospital Ysbyty Glan Clwyd & Ysbyty Gwynedd
 Dr Owaise Sharif, Consultant Orthodontist, Ysbyty Glan Clwyd

Current vacant post, Consultant Orthodontist, Ysbyty Gwynedd and Ysbyty Glan Clwyd

1.3 Related Services

Mr Chris Lloyd, Consultant Maxillo Facial Surgeon, Ysbyty Gwynedd & Ysbyty Glan Clwyd
 Mr Huw Jones, Consultant Maxillo Facial Surgeon, Ysbyty Glan Clwyd
 Miss Emma Woolley, Consultant Maxillo Facial Surgeon, Ysbyty Glan Clwyd
 Mr Anil Kamisetty, Consultant Maxillo Facial Surgeon, Ysbyty Glan Clwyd & Ysbyty Gwynedd
 Mr Mazhar Iqbal, Consultant Maxillo Facial Surgeon, Ysbyty Glan Clwyd & Wrexham Maelor Hospital

Dr Gareth Brock, Consultant in Restorative Dentistry - Pan North Wales

1.4 Other Key Staff

Ysbyty Gwynedd

Dr Salah Elghenzai	Secondary Care Hospital Medical Director – Surgery, Anaesthetics & Critical Care
Mrs Rhian Hulse	Directorate General Manager – Surgery, Anaesthetics & Critical Care
Mrs Lisa Hughes	Surgical Specialty Manager

Clinically Accountable to: Dr Salah Elghenzai

Managerially Accountable to: Mrs Lisa Hughes

Ysbyty Glan Clwyd

Mr Balasundaran Ramesh	Secondary Care Hospital Medical Director & Critical Care
Mrs Elaine Hodgson	Directorate General Manager – Surgery, Anaesthetics & Critical Care
Mr Christopher Randle-Jones	Surgical Specialty Manager

Clinically Accountable to: Mr Balasundaran Ramesh
Managerially Accountable to: Mr Christopher Randle-Jones

1.5 Orthodontic Clinical Staff

Clinical care is Consultant led and Consultant delivered. In addition to the consultant body, there are the following members of the team:

Wrexham Maelor Hospital – two specialty doctors and one specialty registrar in orthodontics.

Ysbyty Glan Clwyd – an accredited Dentist with Special Interest in Orthodontics, and a trainee orthodontic therapist. A Post-CCST in Orthodontics is due to commence in post in autumn 2023.

Ysbyty Gwynedd – a qualified orthodontic therapist.

1.6 Nursing Staff

There is a team of fully qualified dental nurses working at all three District General Hospitals some with additional qualifications within the Orthodontic field. All nurses are registered with the General Dental Council and have considerable experience and expertise in the handling of fixed appliance techniques. Decontamination of instruments is carried out by Central Sterilisation.

1.7 Secretarial Support and Accommodation

There is full administrative support at all three district general hospitals including medical secretaries for the three orthodontic departments.

The Consultant will have access to a networked PC and there is OPAL digitisation and Orthognathic planning facilities housed in the Consultants office. There are departmental Digital SLR Cameras and departmental network storage.

1.8 Technical Support

The postholder will have access to the modern dental laboratory department at Ysbyty Glan Clwyd and the Wrexham Maelor which provides a full range of orthodontic, facial and restorative technical work. Technicians are employed with the skill mix covering Orthodontic, Maxillo Facial and Prosthetic work. There is scope to utilise commercial laboratories if required.

2. WORK OF THE DEPARTMENT

- 2.1 To provide Orthodontic Services within the outpatient departments as part of a network of orthodontic services across North Wales.
- 2.2 There are Consultant-led Departments at each of the three main hospitals, namely Ysbyty Gwynedd, Ysbyty Glan Clwyd and Wrexham Maelor Hospital. There are specialist orthodontic services in initial care across North Wales in the Gwynedd, Conwy, Flintshire and Wrexham areas as well as a cohort of DWSI's in Orthodontics in the GDS and CDS. The regional orthodontic practitioners are fully involved with the

Local Orthodontic Committee whose Chair is a member of the North Wales and Powys Orthodontic Managed Clinical Network.

- 2.3 The secondary care orthodontic service within North Wales provides local shared-care treatment for cleft lip and palate patients as part of the North West CLP Regional Service. Orthognathic cases are also undertaken in cooperation with Miss Emma Woolley, Oral and Maxillofacial Consultant whose specialist interest is facial deformity.
- 2.4 Dr Gareth Brock, Consultant in Restorative Dentistry, provides restorative advice and facilitates subsequent treatment.
- 2.5 The Orthodontic department uses a range functional and fixed appliances according to operator preference. Temporary Anchorage devices are available with support for their use.
- 2.6 The establishment of an Orthodontic/Paediatric Dentistry Multi-disciplinary service is also currently in development.
- 2.7 There is an ongoing Post-CCST Training Programme through Health Education England North West and Welsh Deaneries at Ysbyty Glan Clwyd.
- 2.8 There is an ongoing StR programme through HEIW at Wrexham Maelor.
- 2.9 Participation in the Mersey and North Wales Orthodontic Postgraduate training programme.
- 2.10 Regular guidance and training is provided to Accredited Dentists with Special Interest in Orthodontics. The skills gained can be transferred to general practice for treatment of simpler cases following Specialist advice and treatment planning.

3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical

- 3.1.1 You will provide, with consultant colleagues as appropriate, a high quality service in the speciality, with responsibility for the diagnosis and treatment of more complex cases and provision of advice to referring medical and dental practitioners.
- 3.1.2 To contribute to the Orthognathic surgical programme, in liaison with maxillofacial colleagues.
- 3.1.3 To contribute to the management of multidisciplinary cases with restorative and surgical colleagues
- 3.1.4 To support the North West Regional Cleft Lip and Palate service, which provides orthodontic supervision and treatment of cleft cases in the unit's catchment area, when required, as part of a joint care approach.
- 3.1.5 To provide clinical instruction, as required, to junior members of the clinical team and the Orthodontic Therapists
- 3.1.6 To provide ongoing training, as required, to primary care general dental practitioners.

- 3.1.7 You will have continuing responsibility for the care of patients in your charge in liaison with consultant colleagues along with the proper functioning of the department in line with the Operational Policy and Strategic Plan (as amended from time to time).
- 3.1.8 You will be required to participate in continuing medical / dental education in ways which are acceptable to the Chief Executive and maintain stipulated annual CPD requirements.
- 3.1.9 You will be required to participate in and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical governance. There are quarterly meetings held by the Mersey, Cheshire and North Wales Regional Audit Group, a collaboration between the Secondary and Tertiary Care Orthodontic departments within these areas.
- 3.1.10 There are no "on-call" commitments.

3.2 Teaching

- 3.2.1 You will be responsible for carrying out teaching, examination and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical and dental education activity and audit activities, locally and nationally along with the close professional links to Liverpool and the wider Mersey Region.
- 3.2.2 Consultants teach and train at postgraduate level. There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical and Dental Education.
- 3.2.3 The recently established North Wales Dental Academy provides an opportunity to be actively involved with the upskilling of the dental community within North Wales.

3.3 Research & Audit

- 3.3.1 The successful candidate will be encouraged to participate fully in current research and Audits projects (both local and regional) and to initiate projects of their own.
- 3.3.2 There are strong links with the Mersey and Cheshire orthodontic networks including quarterly Mersey, Cheshire & North Wales regional audit meetings for collaborative projects to be undertaken.
- 3.3.3 There are established research networks within North Wales and the wider North West Region which provide the opportunity for individuals to develop or continue a research interest. This would be fully supported by the Health Board.

3.4 Management

- 3.4.1 You will be required to co-operate with local management in the efficient running of services and expected to share with consultant colleagues in the clinical contribution to management. In addition, it should be noted that a system of Clinical Directorship is in operation and close liaison with appropriate colleagues will be required.
- 3.4.2 You will be required to work within the financial and other restraints decided upon by the Health Board. Additional expenses of any kind will not be committed without the approval of the appropriate manager/budget holder.

- 3.4.3 Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Health Board, drawn up in consultation with the profession where they involve clinical matters.
- 3.4.4 You will be expected to pursue local and national employment and personnel policies and procedures in the management of employees of the Health Board.
- 3.4.5 You will be required to ensure that arrangements are in place for adequate medical/dental staff to be available in relation to the treatment and care of patients.

3.5 Consultant Support

3.5.1 Continuing Professional Development (CPD)

The Health Board supports the requirements for continuing professional development (CPD) as laid down by the GDC and surgical colleges and is committed to providing time and financial support for these activities.

3.5.2 Revalidation

The Health Board has the required arrangements in place to ensure that all consultants have an annual appraisal with a trained appraiser and supports consultants going through the revalidation process (when it becomes applicable to dental registrants).

3.6.3 Mentoring

The Health Board supports the identification of a mentor for its new consultants, on taking up appointment the successful candidate will be allocated a mentor within the specialty to assist with the process of settling into work in a new hospital environment.

3.5.4 Equity within the Department

The Health Board supports the principle that the role of each consultants is intended to be as an equal senior to other consultants in the department and to others within its employment. The Health Board is committed to ensuring that new consultants have his/her needs for support met and that the Job Plan be sustainable within the needs of the service in the long term.

4. PROVISIONAL WORK PROGRAMME

(as required under paragraph 30A of the Terms and Conditions of Service)

4.1 INDICATIVE 10 SESSION WEEKLY TIMETABLE OF PROGRAMMED DUTIES

Up to 12 programmed activities are available (i.e. regular scheduled NHS activities in accordance with the criteria detailed under the Amendment of the National Consultant Contract in Wales).

The timetable has been created so that travelling between sites within the working day is not routinely required.

The duties described here are indicative and are dependent on the number of sessions taken up by potential candidate(s) and the needs of the service. The agreed sessions will form a composite part of the Job Plan which will be agreed between the post holder and the Chief Executive or a nominated deputy.

WEEK 1				
Day	Time	Work	Categorisation	PA's
Monday Glan Clwyd Hospital	09:00 – 12:30	Personal Treatment/ Review Clinic	DCC	1:00
	13:30 – 17:00	Personal Treatment / Review Clinic / Patient Administration -	DCC	1:00
Tuesday Bangor Hospital	09:00 – 12:30	Personal Treatment / Review Clinic / Patient Administration	DCC	1:00
	13:30 – 17:00	Personal Treatment / Review Clinic	DCC	1:00
Wednesday Bangor Hospital	09:00 – 12:30	New Patient Clinic	DCC	1:00
	13:30 – 17:00	Personal Treatment/ Review Clinic	DCC	1:00
Thursday Bangor Hospital	09:00 – 13:00	Supporting Professional Activity (SPA)	SPA	1:00
	13:30 – 17:00	Personal Treatment/ Review Clinic	DCC	1:00
Friday Flexible site	09:00 – 13:00	Supporting Professional Activity (SPA)	SPA	1:00
	13:30 – 17:00	Supporting Professional Activity (SPA)	SPA	1:00
Total				10:00

WEEK 2				
Day	Time	Work	Categorisation	PA's
Monday Bangor Hospital	09:00 – 12:30	Supporting Professional Activity (SPA)	SPA	1:00
	13:30 – 17:00	Personal Treatment/ Review (Multidisciplinary Clinics throughout the year)	DCC	1:00
Tuesday Bangor Hospital	09:00 – 12:30	Personal Treatment / Review Clinic / Patient Administration	DCC	1:00

	13:30 – 17:00	Personal Treatment / Review Clinic	DCC	1:00
Wednesday Glan Clwyd Hospital	09:00 – 12:30	Personal Treatment/ Review Clinic	DCC	1:00
	13:30 – 17:00	Personal Treatment/ Review Clinic	DCC	1:00
Thursday Bangor Hospital	09:00 – 13:00	New Patient Clinic	DCC	1:00
	13:30 – 17:00	Personal Treatment / Review Clinic / Patient Administration	DCC	1:00
Friday Flexible	09:00 – 13:00	Supporting Activity (SPA) Professional	SPA	1:00
	13:30 – 17:00	Supporting Activity (SPA) Professional	SPA	1:00
Total				10:00

The above is a provisional timetable and is subject to change through the job planning process and being responsive to the clinical and staffing requirements of the departments,

Direct clinical care covers:-

- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment and extra non-scheduled attendances
- Public health duties
- Multi-disciplinary clinics and meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

Supporting professional activities covers:-

- Training
- Continuing professional development
- Teaching
- Audit
- Job planning
- Appraisal
- Research
- Clinical management
- Local clinical governance activities

5. REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Director and confirmed by the Service Group General Manager. In cases where it is not possible to agree a Job Plan, either initially or at an annual review, the appeal mechanism will be as laid out in the Amendment of the National Contract in Wales.

Annual job plan reviews will also be supported by the Consultant appraisal system which reviews a Consultant's work and performance and identifies development needs as subsequently reflected in a personal development plan.

6. MAIN CONDITIONS OF SERVICE

- 6.1** This post is covered by the National Health Service Terms and Conditions of Service for Hospital Medical and Dental Staff (Wales) and General Whitley Council Conditions of Service and the Amendment of the National Consultant Contract in Wales. Details of these may be obtained from the Medical/Dental Personnel Department.
- 6.2** The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health regulations.
- 6.3** The post holder will be managerially accountable to the Hospital Director and professionally accountable to the Medical Director.
- 6.4** Candidates unable for personal reasons to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis, in consultation with consultant colleagues and the Medical Director.
- 6.5** The salary applicable is on the Consultant pay scale (Wales) and will be specified in the contract. (See also paras 6.11 and 6.17).
- 6.6** The consultant appointed will be required to live in a location which is within reasonable travelling time from the place of work as agreed with the Clinical Director.
- 6.7** The post holder is required to travel as necessary between hospitals / clinics. A planned and cost effective approach is expected.
- 6.8** The post holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- 6.9** Reimbursement of removal and associated expenses will be in accordance with the Health Board Policy.
- 6.10** There must be no conflict of interest between NHS work and private work. All Consultants undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- 6.11** You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need

to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.

- 6.12** The Health Board will require the successful candidate to have and maintain full registration with the General Dental Council and be on the Orthodontic Specialist List with Specialist Membership in Orthodontics or equivalent and to have achieved the Intercollegiate Speciality Fellowship Exit Examination in Orthodontics at the time of post commencement.
- 6.13** As you will only be indemnified for duties undertaken on behalf of the Betsi Cadwaladr University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Health Board, and for private activity within the Health Board.
- 6.14** So far as is practicable the consultant appointed will be expected to provide cover for annual and study leave of consultant colleagues.
- 6.15** When first appointed, the Health Board has discretion to fix the starting salary at any of the two next incremental points above the minimum of the scale by reasons of age, special experience, service in HM Forces or in a developing country, and qualifications.
- 6.16** **The Ionising Radiation (Medical Exposure) Regulations 2017**

The Ionising Radiation (Medical Exposure) Regulations 2017 impose a legal responsibility on Trusts for all staff that refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

6.17 Disclosure of Criminal Background of Those with Access to Patients

It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Criminal Records Bureau is authorised to disclose in confidence to the Health Board details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a CRB Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

7. GENERAL INFORMATION FOR APPLICANTS

- 7.1** Applicants who are related to any member or senior office holder of the Betsi Cadwaladr University Health Board should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- 7.2** Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the Employing organisation will disqualify them. This

should, however, not deter candidates from approaching any person for further information about the post.

- 7.3** Any offer of appointment will be subject to the receipt of three satisfactory references.
- 7.4** The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.
- 7.5** Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for interview. Shortlisted candidates, who visit the District on a second occasion, say on the evening prior to interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.

8. START DATE

The commencement date will be as soon as possible after the interview date.

9. DETAILS FOR VISITING

Candidates who may wish to see the Department or obtain further information about the post are invited to contact:-

Mr Benjamin Lewis, Consultant Orthodontist
Telephone no. 01745 448788 Ext 2617
E-mail: Benjamin.RK.Lewis@wales.nhs.uk

Mrs Rhian Hulse, Directorate General Manager – SACC, Ysbyty Gwynedd
Telephone no. 03000 840477
E- Mail: Rhian.Hulse@wales.nhs.uk

Mrs Rhian Hulse, Directorate General Manager – SACC, Ysbyty Gwynedd
Telephone no. 01745 448788 ext 3880
E- Mail: Elaine.Hodgson@wales.nhs.uk

GENERAL REQUIREMENTS

This post is subject to the Terms and Conditions of employment of the Betsi Cadwaladr University Health Board.

Competence

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line Manager/Supervisor

Registered Health Professional

All employees of the health Board 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.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the Health Board 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.

Health and Safety Requirements

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Confidentiality

All employees of the Health Board are required to maintain the confidentiality of members of the public and members of staff in accordance with Health Board policies.

Record Keeping

All employees are responsible for ensuring Departmental and Health Board Records are created and maintained in accordance with the Health Board Policy.

Bwrdd Iechyd Prifysgol Betsi Cadwaladr

LOCWM ORTHODONTYDD YMGYNGHOROL

DISGRIFIAD SWYDD

Mawrth 2024



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University Health Board

BWRDD IECHYD PRIFYSGOL BETSI CADWALADR

DISGRIFIAD SWYDD

YMGYNHORYDD MEWN ORTHODONTEG

2. Y SWYDD EI HUN

1.1 Teitl: Orthodontydd Ymgynghorol

**Ysbyty Gwynedd, Penrhosgarnedd, Bangor, LL57 2PW
â sesiynau wythnosol yn Ysbyty Glan Clwyd**

Mae Bwrdd Iechyd Prifysgol Betsi Cadwaladr yn dymuno penodi Orthodontydd Ymgynghorol parhaol. I ddechrau am 10 sesiwn yr wythnos yng Ngogledd Cymru. Delir cyllid ychwanegol o fewn yr adran i gynyddu nifer y sesiynau hyd at 12 yn amodol ar drafodaeth a chytundeb gyda'r ymgeisydd penodedig.

Bwrdd Iechyd Prifysgol Betsi Cadwaladr yw'r sefydliad iechyd mwyaf yng Nghymru, ac mae'n darparu amrediad llawn o wasanaethau ysbytai llym, sylfaenol, cymunedol ac iechyd meddwl i boblogaeth o tua 676,000 ar draws chwe sir Gogledd Cymru (Ynys Môn, Gwynedd, Conwy, Sir Ddinbych, Sir y Fflint a Wrecsam) yn ogystal â rhai rhannau o ganolbarth Cymru, Swydd Caer a Swydd Amwythig.

Mae'n gyfrifol am reoli tri ysbyty cyffredinol dosbarth (Ysbyty Gwynedd ym Mangor, Ysbyty Glan Clwyd ger y Rhyl ac Ysbyty Maelor Wrecsam) yn ogystal â 22 o ysbytai llym a chymunedol eraill a rhwydwaith o dros 90 o ganolfannau iechyd, clinigau, canolfannau timau iechyd cymunedol ac unedau iechyd meddwl. Rydym hefyd yn cydlynw gwaith 121 o bractisau meddygon teulu a Gwasanaethau'r GIG sy'n cael eu darparu gan ddeintyddion, optegwyr a fferyllwyr yng Ngogledd Cymru.

Rheolir gwasanaethau clinigol trwy system o Gymunedau Iechyd Integredig (GII) sy'n ymgorffori: Gofal Eilaidd sy'n cynnwys Cyfarwyddiaethau Gofal wedi'i Drefnu a Gofal Heb ei Drefnu. Mae'r grwpiau hyn yn seiliedig ar gryfderau swyddogaethau a strwythurau'r GIG yn y gorffennol ar draws Gogledd Cymru ond gyda phum elfen bwysig iawn sy'n diffinio'r Bwrdd Iechyd a'i ddull gweithredu: Maent yn uno swyddogaethau'r sefydliadau blaenorol trwy fabwysiadu dull dan arweiniad clinigwyr a dull sy'n atebol gyda chlinigwyr a rheolwyr yn datblygu ac yn esblygu'r system.

Maent yn seiliedig ar y cynsail bod gofal sylfaenol a gofal eilaidd yn hanfodol i lwyddiant clinigol ac nad ydynt yn gweithredu ar wahân ond fel gwasanaethau cydlynol i lwybrau gofal.

Maent yn newid canolbwynt y ddarpariaeth, gan symud o'r system a reolwyd gan ysbyty llym i ddatblygu gwasanaethau a'u darparu ar gyfer y boblogaeth gan roi dewis, tegwch o ran darpariaeth, atal a thriniaeth.

Ceir atebolrwydd am yr agenda iechyd, gofal cymdeithasol a dinasyddion ehangach drwy aelodau eu byrddau rheoli gan ddod â'r gwaith o gynllunio a darparu at ei gilydd ac ychwanegu cefnogaeth at ddarparu gofynion iechyd partneriaethau statudol fel iechyd, Gofal Cymdeithasol a Lles, a Phlant a Phobl Ifanc. www.bcu.wales.nhs.uk

Crewyd Academi Ddeintyddol Gogledd Cymru yn 2022 i gynorthwyo i uwchsgilio a hyfforddi staff deintyddol ar draws Gogledd Cymru. Mae cyfleuster addysgol wedi'i leoli ym Mangor sydd â gofod darlithio a chyfleusterau clinig dysgu cysylltiedig â fideo. Pwrpas yr academi yw rhoi cyfleoedd i staff Gogledd Cymru ddatblygu eu gyrfa mewn ffyrdd ffurfiol ac anffurfiol. Mae'r academi'n gysylltiedig ag Ysgol Ddeintyddol Caerdydd, Prifysgol Bangor, AaGIC a Llywodraeth Cymru gydag amrywiaeth o opsiynau ar gyfer cyrsiau, goruchwyliaeth, mentora ac uwchsgilio. Yn ogystal â'r cyfleuster ym Mangor mae'r academi yn cynnwys rhwydwaith o bractisau sy'n cefnogi ei nodau, gan gynnwys practis Arbenigwr Orthodontig.

1.2 Enwau a lleoliadau aelodau Ymgynghorol yr Adran Orthodonteg:

Mr Benjamin Lewis, Orthodontydd Ymgynghorol, Ysbyty Glan Clwyd ac Ysbyty Maelor Wrecsam
Miss Sarah Gale, Orthodontydd Ymgynghorol, Ysbyty Maelor Wrecsam, Ysbyty Glan Clwyd ag Ysbyty Gwynedd
Dr Owaise Sharif, , Orthodontydd Ymgynghorol, Ysbyty Glan Clwyd

Swydd wag bresennol, Orthodontydd Ymgynghorol, Ysbyty Gwynedd ag Ysbyty Glan Clwyd

1.3 Gwasanaethau Cysylltiedig

Mr Chris Lloyd, Llawfeddyg Macsilo-wynebol Ymgynghorol, Ysbyty Gwynedd ac Ysbyty Glan Clwyd
Mr Huw Jones, Llawfeddyg Macsilo-wynebol Ymgynghorol, Ysbyty Glan Clwyd
Miss Emma Wooley, Llawfeddyg Macsilo-wynebol Ymgynghorol, Ysbyty Glan Clwyd
Mr Anil Kamisetty, Llawfeddyg Macsilo-wynebol Ymgynghorol, Ysbyty Glan Clwyd
Mr Mazhar Iqbal, Llawfeddyg Macsilo-wynebol Ymgynghorol, Ysbyty Glan Clwyd ac Ysbyty Maelor Wrecsam

Dr Gareth Brock, Ymgynghorydd ym maes Deintyddiaeth Adferol

1.4 Staff Allweddol Eraill

Ysbyty Gwynedd

Dr Salah Elghenzai	Cyfarwyddwr Meddygol Ysbyty – Llawfeddygaeth, Anaestheteg a Gofal Critigol
Mrs Rhian Hulse	Rheolwr Cyffredinol y Gyfarwyddiaeth – Llawfeddygaeth, Anaestheteg a Gofal Critigol
Mrs Lisa Hughes	Rheolwr Arbenigedd Llawfeddygol

Yn atebol yn glinigol i: Dr Salah Elghenzai

Yn atebol yn rheolaethol i: Mrs Lisa Hughes

Ysbyty Glan Clwyd

Mr Balasundaran Ramesh	Cyfarwyddwr Meddygol Ysbyty – Llawfeddygaeth, Anaestheteg a Gofal Critigol
Mrs Elaine Hodgson	Rheolwr Cyffredinol y Gyfarwyddiaeth – Llawfeddygaeth, Anaestheteg a Gofal Critigol
Mr Christopher Randle-Jones	Rheolwr Arbenigedd Llawfeddygol

Yn atebol yn glinigol i: : Mr Balasundaran Ramesh
Yn atebol yn rheolaethol i: Mr Christopher Randle-Jones

1.5 Staff Clinigol Orthodontig

Mae gofal clinigol yn cael ei arwain gan Feddyg Ymgynghorol ac Ymgynghorydd yn cael ei ddarparu. Yn ogystal â'r corff ymgynghorol, mae'r aelodau canlynol o'r tîm:

Ysbyty Maelor Wrecsam – dau feddyg arbenigol ac un cofrestrydd arbenigol mewn orthodonteg.

Ysbyty Glan Clwyd – Deintydd achrededig gyda Diddordeb Arbennig mewn Orthodonteg, a therapydd orthodontig dan hyfforddiant. Disgwylir i Ôl-CCST mewn Orthodonteg ddechrau yn ei swydd yn hydref 2023.

Ysbyty Gwynedd – therapydd orthodontig cymwys.

1.6 Staff Nyrsio

Mae tîm o nyrsys deintyddol cwbl gymwys yn gweithio ym mhob un o'r tri Ysbyty Cyffredinol Dosbarth, rhai â chymwysterau ychwanegol yn y maes Orthodontig. Mae pob nyrs wedi'i chofrestru gyda'r Cyngor Deintyddol Cyffredinol ac mae ganddynt brofiad ac arbenigedd sylweddol mewn ymdrin â thechnegau cyfarpar sefydlog. Mae diheintio offer yn cael ei wneud trwy Sterileiddio Canolog.

1.7 Cefnogaeth Ysgrifenyddol ac Adeiladau

Mae cefnogaeth weinyddol lawn yn y tri ysbyty cyffredinol dosbarth gan gynnwys ysgrifenyddion meddygol ar gyfer y tair adran orthodontig.

Bydd gan yr Ymgynghorydd fynediad at gyfrifiadur personol rhwydwaith ac mae cyfleusterau digidol a chynllunio Orthognathig OPAL yn swyddfa'r Ymgynghorwyr. Mae Camerâu SLR Digidol adrannol a storfa rhwydwaith adrannol.

1.8 Cefnogaeth Dechnegol

Bydd gan ddeiliydd y swydd fynediad i'r adran labordy deintyddol fodern yn Ysbyty Glan Clwyd ag Ysbyty Maelor Wrecsam sy'n darparu ystod lawn o waith technegol orthodonteg, wynebol ac adferol. Cyflogir technegwyr gyda'r gymysgedd sgiliau sy'n ymwneud â gwaith Orthodonteg, Macsilo-wynebol a Phrosthetig. Mae lle i ddefnyddio labordai masnachol os oes angen.

2. GWAITH YR ADRAN

2.1 Darparu Gwasanaethau Orthodontig o fewn yr adrannau cleifion allanol fel rhan o rwydwaith o wasanaethau orthodontig ar draws Gogledd Cymru.

2.2 Mae Adrannau dan arweiniad Deintyddion Ymgynghorol ym mhob un o'r tri phrif ysbyty, sef Ysbyty Gwynedd, Ysbyty Glan Clwyd ac Ysbyty Maelor Wrecsam. Mae yna wasanaethau orthodontig arbenigol mewn gofal cychwynnol ar draws Gogledd Cymru yn ardaloedd Gwynedd, Conwy, Sir y Fflint a Wrecsam yn ogystal â charfan o DwSIs mewn Orthodonteg yn y GDS a'r Gwasanaeth Deintyddol Cymunedol.

2.3 Mae'r adran yn darparu triniaeth leol gofal ar y cyd i gleifion gwefus a thaflod hollt fel rhan o Wasanaeth Rhanbarthol CLP y Gogledd Orllewin. Ymglymerir ag achosion

orthognathig hefyd mewn cydweithrediad â Miss Emma Woolley, Ymgynghorydd y Geg a Macsilo-wynebol, y mae ei diddordeb arbenigol ym maes anffurfiad wyneb.

- 2.4 Mae Dr Gareth Brock, Ymgynghorydd mewn Deintyddiaeth Adferol, yn darparu cyngor adferol ac yn hwyluso triniaeth ddilynol.
- 2.5 Mae'r adran Orthodontig yn defnyddio ystod o offer swyddogaethol a sefydlog yn unol â dewis y gweithredwr. Mae dyfeisiau Angori Dros Dro ar gael gyda chefnogaeth i'w defnyddio.
- 2.6 Mae sefydlu gwasanaeth Amlddisgyblaethol Deintyddiaeth Orthodontig/Pediatreg hefyd yn cael ei ddatblygu ar hyn o bryd.
- 2.7 Mae Rhaglen Hyfforddiant Ôl-CCST barhaus trwy Addysg Iechyd Lloegr Gogledd Orllewin Lloegr a Deoniaethau Cymru yn Ysbyty Glan Clwyd.
- 2.8 Mae rhaglen StR barhaus drwy AaGIC yn Wrecsam Maelor.
- 2.9 Cymryd rhan yn rhaglen hyfforddi Ôl-raddedig Orthodontig Mersi a Gogledd Cymru.
- 2.10 Darperir arweiniad a hyfforddiant rheolaidd i Ddeintyddion Achrededig sydd â Diddordeb Arbennig mewn Orthodonteg. Gellir trosglwyddo'r sgiliau a ddatblygir i bractis cyffredinol ar gyfer trin achosion symlach yn dilyn cyngor Arbenigol a chynllunio triniaeth.

3. PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

3.1 Clinigol

- 3.1.1 Byddwch yn gyfrifol am gynnal dyletswyddau dysgu, arholi ac achrediad fel bo'r gofyn a chyfrannu at weithgaredd ôl-radd a pharhau gyda gweithgaredd addysg feddygol a deintyddol a gweithgareddau archwilio, yn lleol ac yn genedlaethol.
- 3.1.2 Cyfrannu at y rhaglen lawfeddygol Orthognathig, mewn cydweithrediad â chydweithwyr macsilo-wynebol.
- 3.1.3 Cyfrannu at reoli achosion amlddisgyblaethol gyda chydweithwyr adferol a llawfeddygol
- 3.1.4 Cefnogi gwasanaeth Gwefus a Thafod Holtt Rhanbarthol Gogledd Orllewin Lloegr, sy'n darparu goruchwyliaeth orthodontig a thrin achosion o holltau yn nalgylch yr uned, pan fo angen, fel rhan o ddull gofal ar y cyd
- 3.1.5 Darparu cyfarwyddyd clinigol, yn ôl yr angen, i aelodau iau'r tîm clinigol a'r Therapyddion Orthodontig
- 3.1.6 Darparu hyfforddiant parhaus, fel bod angen, i ymarferwyr deintyddol cyffredinol gofal sylfaenol.
- 3.1.7 Bydd gennych gyfrifoldeb parhaus ar gyfer gofal cleifion sydd dan eich gofal ar y cyd â chydweithwyr ymgynghorol ac ar gyfer gweithredu priodol yr adran yn unol â Pholisi Gweithredol a Chynllun Strategol (fel y diwygir o dro i dro).

3.1.8 Bydd angen i chi gymryd rhan mewn addysg feddygol/ddeintyddol barhaus mewn ffyrdd sy'n dderbyniol i'r Prif Weithredwr a chynnal gofynion DPP blynyddol penodedig.

3.1.9 Mae'n rhaid cymryd rhan mewn Archwiliad Clinigol, a chyfrannu ato, yn unol â pholisi'r Bwrdd Iechyd ar weithredu Llywodraethu Clinigol. Cynhelir cyfarfodydd chwarterol gan Grŵp Archwilio Rhanbarthol Mersi, Swydd Gaer a Gogledd Cymru, cydweithrediad rhwng adrannau Orthodonteg Gofal Eilaidd a Thrydyddol yn yr ardaloedd hyn.

3.2 Addysgu

3.2.1 Byddwch yn gyfrifol am gyflawni dyletswyddau addysgu, arholi ac achredu yn ôl yr angen ac am gyfrannu at a chymryd rhan mewn gweithgareddau addysg feddygol a deintyddol ôl-raddedig a pharhaus a gweithgareddau archwilio, yn lleol ac yn genedlaethol ynghyd â chysylltiadau proffesiynol agos â Lerpwl a Rhanbarth Merswy ehangach..

3.2.2 Mae Meddygon Ymgynghorol yn dysgu a hyfforddi ar lefel ôl-raddedig. Mae yna adran hyfforddiant ôl-raddedig actif, sy'n trefnu addysg feddygol a deintyddol dan arweiniad Deon Addysg Meddygol a Deintyddol Ôl-raddedig.

3.2.3 Mae Academi Ddeintyddol Gogledd Cymru a sefydlwyd yn ddiweddar yn rhoi cyfle i fod yn rhan weithredol o uwchsgilio'r gymuned ddeintyddol yng Ngogledd Cymru.

3.3 Ymchwil ac Archwilio

3.3.1 Bydd yr ymgeisydd llwyddiannus yn cael ei annog i gymryd rhan lawn mewn prosiectau ymchwil ac archwiliadau cyfredol (lleol a rhanbarthol) ac i ddechrau prosiectau ei hun.

3.3.2 Mae cysylltiadau cryf â rhwydweithiau orthodontig Mersi a Swydd Gaer gan gynnwys cyfarfodydd archwilio rhanbarthol chwarterol Merswy, Swydd Gaer a Gogledd Cymru ar gyfer prosiectau cydweithredol.

3.3.3 Mae rhwydweithiau ymchwil sefydledig o fewn Gogledd Cymru a Rhanbarth ehangach y Gogledd Orllewin sy'n rhoi'r cyfle i unigolion ddatblygu neu barhau â diddordeb ymchwil. Byddai hyn yn cael ei gefnogi'n llawn gan y Bwrdd Iechyd.

3.4 Rheoli

3.4.1 Bydd gofyn i chi gydweithredu â rheolwyr lleol i gynnal gwasanaethau'n effeithiol a bydd disgwyl i chi rannu gyda chydweithwyr ymgynghorol i wneud cyfraniad clinigol at reoli. Yn ychwanegol, dylid nodi bod system o Gyfarwyddiaeth Glinigol ar waith a bydd angen cyswllt agos â chydweithwyr priodol.

3.4.2 Bydd gofyn i chi weithio yn unol â chyfyngiadau ariannol a chyfyngiadau eraill y bydd y Bwrdd Iechyd yn eu pennu. Ni fydd treuliau ychwanegol o unrhyw fath yn cael eu cyflawni heb gymeradwyaeth y rheolwr / deilydd cyllideb priodol.

3.4.3 Yn amodol ar Amodau a Thelerau'r Gwasanaeth, bydd disgwyl i chi gadw at bolisiau a gweithdrefnau'r Bwrdd Iechyd, sy'n cael eu llunio wrth ymgynghori â'r proffesiwn lle maent yn cynnwys materion clinigol.

3.4.4 Bydd disgwyl i chi ddilyn polisiau a gweithdrefnau cyflogaeth a phersonél lleol a chenedlaethol o ran rheoli gweithwyr y Bwrdd Iechyd.

- 3.4.6 Bydd angen i chi sicrhau bod trefniadau ar waith i staff meddygol/deintyddol fod ar gael o ran triniaeth a gofal cleifion.

3.5 Cymorth Meddygon Ymgynghorol

3.5.1 Datblygiad Proffesiynol Parhaus (DPP)

Mae'r Bwrdd Iechyd yn cefnogi'r gofynion ar gyfer datblygiad proffesiynol parhaus (DPP) fel y nodir gan y GMC a cholegau llawfeddygol ac mae'n ymrwymedig i ddarparu amser a chymorth ariannol ar gyfer y gweithgareddau hyn.

3.5.2 Ailddilysu

Mae gan y Bwrdd Iechyd y trefniadau gofynnol ar waith i sicrhau bod pob Meddyg Ymgynghorol yn cael arfarniad blynyddol gydag arfarnwr hyfforddedig ac mae'n cefnogi Feddygon Ymgynghorol sy'n mynd drwy'r broses ailddilysu (pan ddaw'n berthnasol i unigolion cofrestredig deintyddol).

3.6.3 Mentora

Mae'r Bwrdd Iechyd yn cefnogi canfod mentor ar gyfer ei feddygon ymgynghorol newydd, ar adeg derbyn y penodiad, caiff mentor ei ddyrannu i'r ymgeisydd llwyddiannus o fewn yr arbenigedd i roi cymorth o ran y broses o ymsefydlu i weithio mewn amgylchedd ysbyty newydd.

3.6.4 Tegwch yn yr Adran

Mae'r Bwrdd Iechyd yn cefnogi'r egwyddor y bwriedir i rôl pob un o'i feddygon ymgynghorol fod yn uwch weithiwr cyfartal â meddygon eraill yn yr adran ac ag eraill a gyflogir ganddo. Mae'r Bwrdd Iechyd yn ymrwymedig i sicrhau bod modd diwallu anghenion cymorth meddygon ymgynghorol a bod Cynllun y Swydd yn gynaliadwy o fewn anghenion y gwasanaeth yn y tymor hir.

4 RHAGLEN WAITH ARFAETHEDIG

(fel bod angen dan baragraff 30A Telerau ac Amodau'r Gwasanaeth)

4.1 AWGRYMIADAU SESIWN 10 AMSERLEN WYTHNOSOL DYLETSSWYDDAU RHAGLENEDIG

Bydd hyd at 12 o weithgareddau wedi'u rhaglennu ar gael (h.y. gweithgareddau rheolaidd y GIG wedi'u trefnu yn unol â'r meini prawf a nodir o dan Gytundeb Cenedlaethol Deintyddion Ymgynghorol yng Nghymru).

Mae'r dyletswyddau a ddisgrifir yma yn ddangosol ac yn dibynnu ar nifer y sesiynau a gymerir gan ddarpar ymgeisydd/ymgeiswyr ac anghenion y gwasanaeth. Bydd y dyletswyddau a gytunwyd arnynt yn ffurfio rhan gyfansawdd o'r Cynllun Swydd a fydd yn cael ei gytuno rhwng deilydd y swydd a'r Prif Weithredwr neu'r dirprwy penodol.

Dydd	Amser	Gwaith	Categoreiddio	PA's
Llun	09:00 – 12:30	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu / Gweinyddu Cleifion	GCU	1:00
Mawrth	09:00 – 12:30	Triniaeth Bersonol / Clinig Adolygu / Gweinyddu Cleifion	GCU	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
Mercher	09:00 – 12:30	Clinig i gleifion newydd	GCU	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
Iau	09:00 – 13:00	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
Gwener	09:00 – 13:00	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
	13:30 – 17:00	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
Cyfanswm				10:00

Wythnos 2				
Dydd	Amser	Gwaith	Categoreiddio	PA's
Llun	09:00 – 12:30	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu (Clinigau Amlddisgyblaethol trwy gydol y flwyddyn)	GCU	1:00
Mawrth	09:00 – 12:30	Personal Treatment / Review Clinic / Gweinyddu Cleifion	GCU	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
Mercher	09:00 – 12:30	Clinig i gleifion newydd	GCU	1:00

	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
Iau	09:00 – 13:00	Triniaeth Bersonol / Clinig Adolygu	GCU	1:00
	13:30 – 17:00	Triniaeth Bersonol / Clinig Adolygu / Gweinyddu Cleifion	GCU	1:00
Gwener	09:00 – 13:00	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
	13:30 – 17:00	Cefnogi Gweithgarwch Proffesiynol	CGP	1:00
Cyfanswm				10:00

Amserlen dros dro yw'r uchod ac mae'n amodol ar newid trwy'r broses cynllunio swydd, a bod yn ymatebol i ofynion clinigol a staffio'r adrannau.

Mae gofal critigol uniongyrchol yn cynnwys:-

- Clinig Cleifion Allanol
- Gwaith diagnostig clinigol
- Triniaethau eraill i gleifion a phresenoldebau ychwanegol heb eu hamserlennu
- Dyletswyddau Iechyd Cyhoeddus
- Clinigau a chyfarfodydd aml-ddisgyblaethol ynghylch gofal uniongyrchol cleifion
- Gwaith gweinyddol yn ymwneud yn uniongyrchol â gofal cleifion e.e. cyfeiriadau, nodiadau ayb

Mae cefnogi Gweithgareddau Proffesiynol yn cynnwys:-

- Hyfforddiant
- Datblygiad Proffesiynol Parhaus
- Addysgu
- Archwilio
- Cynllunio Swydd
- Arfarnu
- YMCHWIL
- RHEOLI RISG GLINIGOL
- Gweithgareddau llywodraethu clinigol lleol

5. ADOLYGIAD O'R DISGRIFIAD SWYDD O RAN CYNLLUNIAU SWYDD

Bydd y disgrifiad swydd yn ffurfio rhan gyfansawdd o Gynllun Swydd a fydd yn cynnwys eich prif ddyletswyddau, cyfrifoldebau a chanlyniadau disgwyledig. Cytunir ar y Cynllun Swydd yn flynyddol rhyngoch chi a'ch Cyfarwyddwr Clinigol a chaiff ei gadarnhau gan Reolwr Cyffredinol y Grŵp Gwasanaethau. Mewn achosion ble nad yw'n bosibl cytuno ar Gynllun Swydd, naill ai i ddechrau neu mewn adolygiad blynyddol, bydd y mecanwaith apêl fel y nodir yn Niwygiad y Contract Cenedlaethol yng Nghymru.

Bydd adolygiadau cynllun swydd hefyd yn cael eu cefnogi gan y system gwerthuso Deintyddion Ymgynghorol sy'n adolygu gwaith a pherfformiad y Deintydd Ymgynghorol ac yn dynodi anghenion datblygu fel yr adlewyrchir yn y cynllun datblygiad personol.

6. PRIF AMODAU GWASANAETH

- 6.1** Mae'r swydd hon yn dod o dan Amodau a Thelerau Gwasanaeth y Gwasanaeth Iechyd Gwladol ar gyfer Staff Meddygol a Deintyddol Ysbytai (Cymru) ac Amodau Gwasanaeth Cyngor Cyffredinol Whitley a Diwygiad Cytundeb Deintyddion Ymgynghorol Cenedlaethol yng Nghymru. Gellir cael manylion y rhain gan yr Adran Personél Meddygol / Deintyddol.
- 6.2** Mae'r swydd yn bensiynadwy oni bai bod y sawl sy'n cael ei benodi'n optio allan o'r cynllun neu'n anghymwys i ymuno â'r cynllun. Bydd tâl yn amodol ar gyfraniadau pensiwn taladwy yn unol â rheoliadau'r Adran Iechyd.
- 6.3** Bydd deilydd y swydd yn atebol yn rheolaethol i'r Cyfarwyddwr Clinigol ac yn atebol yn broffesiynol i'r Cyfarwyddwr Meddygol.
- 6.4** Bydd ymgeiswyr na allant weithio'n llawn o ganlyniad i resymau personol yn gymwys i gael eu hystyried ar gyfer y swydd. Os yw unigolyn o'r fath yn cael ei benodi, bydd addasu cynnwys y swydd yn cael ei drafod ar sail personol, ar y cyd â deintyddion ymgynghorol eraill a'r Cyfarwyddwr Meddygol.
- 6.5** Mae'r cyflog perthnasol ar raddfa cyflog Deintyddion Ymgynghorol (Cymru) a bydd wedi'i nodi yn y cytundeb. (gweler hefyd paragraffau 6.11 a 6.17)
- 6.6** Bydd angen i'r ymgynghorydd sy'n cael ei benodi fyw mewn lleoliad sydd o fewn amser teithio rhesymol o'r lleoliad gwaith fel y cytunwyd gyda'r Cyfarwyddwr Clinigol.
- 6.7** Mae angen i ddeilydd y swydd deithio rhwng ysbytai / clinigau fel bo angen. Disgwylir dull gweithredu wedi'i gynllunio a chost effeithiol.
- 6.8** Mae angen i ddeilydd y swydd gydymffurfio â'r Polisiâu Iechyd a Diogelwch priodol a all fod mewn grym.
- 6.9** Bydd ad-daliad diswyddiad a threuliau cysylltiedig yn unol â pholisi'r Bwrdd Iechyd.
- 6.10** Ni ddylai fod gwrthdaro buddiannau rhwng gwaith y GIG a gwaith preifat. Felly mae'n rhaid i bob Ymgynghorydd sy'n ymgymryd ag ymarfer preifat ddangos eu bod yn cyflawni ymrwymadau'r GIG.
- 6.11** Mae'n rhaid i chi roi tystiolaeth sy'n dderbyniol i'r Adran Iechyd Galwedigaethol, nad oes Hepatitis B arnoch chi. Fel arfer, byddai hyn yn adroddiad patholeg o labordy yn y DU neu'n adroddiad gan Adran Iechyd Galwedigaethol arall y GIG yn y DU. Ni fydd modd cadarnhau'r apwyntiad heb gydymffurfio â'r amod hwn. Cyn dechrau gweithio efallai y bydd angen i chi fynychu'r Adran Iechyd Galwedigaethol i gael asesiad. Os nad yw hyn yn bosibl, yna mae'n rhaid i chi fynychu ar y diwrnod y byddwch chi'n dechrau gweithio.
- 6.12** Bydd y Bwrdd Iechyd yn ei gwneud yn ofynnol i'r ymgeisydd llwyddiannus fod â chofrestriad llawn gyda'r Cyngor Deintyddol Cyffredinol a bod ar y Rhestr Arbenigwyr Orthodonteg gydag Aelodaeth Arbenigol mewn Orthodonteg neu gyfwerth ac wedi cyflawni'r Arholiad Ymadael Cymrodoriaeth Arbenigol Ryng-golegol mewn Orthodonteg ar adeg cychwyn y swydd.
- 6.13** Gan y byddwch yn cael eich digolledu am ddyletswyddau a gyflawnir ar ran Bwrdd Iechyd Prifysgol Betsi Cadwaladr yn unig, fe'ch cynghorir yn gryf i sicrhau bod gennych

Warant Amddiffyniad Proffesiynol ar gyfer dyletswyddau sydd y tu allan i sgôp y Bwrdd Iechyd, ac ar gyfer gweithgarwch preifat yn y Bwrdd Iechyd.

6.14 Cyn belled ag y bo'n ymarferol, bydd gofyn i'r deintydd ymgynghorol sy'n cael ei benodi gyflenwi ar gyfer absenoldeb astudio a gwyliau cydweithwyr.

6.15 Wrth gael eich penodi i ddechrau, mae gan y Bwrdd Iechyd ddisgresiwn i bennu'r cyflog cychwynnol ar unrhyw un o'r ddau hycyn canlynol sy'n uwch nag isafswm y raddfa o ganlyniad i resymau oedran, profiad arbennig, gwasanaeth yn Lluedd EM neu mewn swydd sy'n datblygu a chymwysterau.

6.16 Rheoliadau Ymbelydredd Ïoneiddio (Amlygiad Meddygol) 2000 (IRMER)

Mae Rheoliadau Ymbelydredd Ïoneiddio (Amlygiad Meddygol) 2000 yn gosod cyfrifoldeb cyfreithiol ar Fyrddau Iechyd / Ymddiriedolaethau i bob staff sy'n cyfeirio cleifion at amlygiad meddygol megis pelydr-x diagnostig ddarparu data digonol i alluogi'r rhai sy'n ystyried y cais i benderfynu p'un a yw'r driniaeth wedi'i chyfiawnhau.

6.17 Datgelu Cefndir Troseddol y rhai sydd â Mynediad at Gleifion

Polisi'r Bwrdd Iechyd, yn unol â'r ddeddfwriaeth briodol, yw cyflawni Gwiriadau Datgeliad cyn cyflogaeth ar bob Meddyg a Deintydd sy'n cael eu penodi. Mae'r Swyddfa Cofnodion Troseddol wedi'i awdurdodi i ddatgelu manylion am unrhyw gofnod troseddol i'r Bwrdd Iechyd gan gynnwys euogfarnau, rhybuddion, ceryddon a rhybuddion terfynol wedi'u disbyddu a heb eu disbyddu.

Mae'n rhaid i ymgeiswyr sy'n cael eu hystyried ar gyfer y swydd hon roi'r wybodaeth hon ar y ffurflen gais cyn y gallant gael eu hystyried.

Bydd unrhyw wybodaeth sy'n cael ei datgelu yn cael ei thrin yn gyfrinachol a bydd yr holl amgylchiadau'n cael eu hystyried cyn y bydd unrhyw benderfyniad yn cael ei wneud. Bydd gofyn i'r ymgeisydd llwyddiannus gwblhau ffurflen gais Gwiriad DBS a darparu'r dogfennau priodol. Dylai ymgeiswyr fod yn ymwybodol y gall gwrthod cydymffurfio â'r drefn hon atal ystyriaeth bellach ar gyfer y swydd hon.

7. GWYBODAETH GYFFREDINOL I YMGEISWYR

7.1 Dylai ymgeiswyr sy'n perthyn i unrhyw aelod o Fwrdd Iechyd Prifysgol Betsi Cadwaladr nodi'n glir yn eu cais, enw'r aelod neu'r swyddog maent yn perthyn iddo, a nodi natur y berthynas. Bydd unrhyw ymgeisydd sy'n cuddio perthynas o'r fath yn fwriadol yn cael ei ddiarddel.

7.2 Gofynnir i ymgeiswyr nodi y bydd canfasio unrhyw aelod o Bwyllgor Cynghori Penodiadau neu'r Sefydliad sy'n Cyflogi yn arwain at eu diarddel. Fodd bynnag, ni ddylid rhwystro ymgeiswyr rhan gofyn i unrhyw unigolyn am ragor o wybodaeth am y swydd.

7.3 Bydd unrhyw gynnig swydd yn amodol ar dderbyn tri geirda boddhaol.

7.4 Mae natur gwaith y swydd hon wedi'i heithrio o ddarpariaethau Adran 4 (2) Deddf Adsefydlu Troseddwy 1974 (Gorchymyn Eithriadau 1975). Nid oes gan ymgeiswyr y swydd hawl i beidio â datgelu gwybodaeth am euogfarn o dan y Ddeddf, ac mewn cyflogaeth, gall methu â datgelu euogfarn o'r fath arwain at gamau disgyblu neu ddiswyddo gan yr Awdurdod. Bydd unrhyw wybodaeth a roddir yn gwbl gyfrinachol, a bydd yn cael ei hystyried ynghylch y swyddi y mae'r Gorchymyn yn berthnasol iddynt.

- 7.5** Bydd costau teithio'n cael eu had-dalu ar gyfer un ymweliad cyn cyfweliad yn unig, a dim ond i'r ymgeiswyr sydd wedi cael eu dethol ar gyfer cyfweliad. Bydd ymgeiswyr sydd ar y rhestr fer sy'n ymweld â'r Ardal am yr ail dro, dywed, y noson cyn y cyfweliad, neu ar gais penodol y rheolwyr, yn cael costau teithio a chostau cynhaliaeth priodol ar y tro hwnnw hefyd. Yn achos ymgeiswyr sy'n teithio o dramor, mae costau teithio'n daladwy dim ond o'r man ble byddant yn cyrraedd y Deyrnas Unedig.

8. DYDDIAD DECHRAU

Bydd y dyddiad dechrau cyn gynted â phosibl ar ôl dyddiad y cyfweliad.

9. MANYLION AR GYFER YMWELD

Gwahoddir ymgeiswyr a allai ddymuno gweld yr Adran neu gael rhagor o wybodaeth am y swydd i gysylltu â:-

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GOFYNION CYFFREDINOL

Mae'r swydd hon yn amodol ar Delerau ac Amodau Cyflogaeth Bwrdd Iechyd Prifysgol Betsi Cadwaladr (BILIPBC).

Gallu

Rydych yn gyfrifol am gyfyngu eich gweithgareddau i'r rheiny y teimlwch y gallwch eu gwneud. Os bydd gennych unrhyw amheuaeth am eich gallu wrth gyflawni eich dyletswyddau, dylech gael gair â'ch rheolwr llinell / goruchwyliwr ar unwaith

Gweithiwr Proffesiynol Iechyd Cofrestredig

Gofynnir i holl weithwyr BIPBC y mae angen iddynt gofrestru â chorff proffesiynol, i'w galluogi i ymarfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth

Pan fo'r sefydliad proffesiynol priodol yn gofyn am ofyniad o ran goruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiaeth â'r gofyniad hwn. Os bydd gennych unrhyw amheuaeth ynglŷn â bodolaeth gofyniad o'r fath, siaradwch â'ch Rheolwr.

Rheoli Risg

Elfen safonol rôl a chyfrifoldeb holl staff y Bwrdd Iechyd yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl weithredoedd. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd ar bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

Gofynion Iechyd a Diogelwch

Mae'n ddyletswydd ar holl staff y BILI i ofalu am eu diogelwch personol eu hunain a diogelwch personol pobl eraill yr effeithir arnynt gan eu camau neu ddifaterwch. Mae gofyn i weithwyr gydweithio â rheolwyr i ganiatáu'r Bwrdd Iechyd i fodloni ei ddyletswyddau cyfreithiol ei hun ac i adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol.

Datganiad Hyblygrwydd

Amlinelliad o'r swydd yn unig yw cynnwys y Disgrifiad Swydd hwn ac felly nid yw'n rhestr derfynol o ddyletswyddau a chyfrifoldebau'r swydd. Felly, bwriedir i'r Disgrifiad Swydd fod yn hyblyg ac mae'n amodol ar adolygiad a newid o ganlyniad i unrhyw amgylchiadau newidiol, yn dilyn ymgynghori â deilydd y swydd.

Cyfrinachedd

Mae gofyn i holl weithwyr y Bwrdd Iechyd gynnal cyfrinachedd aelodau'r cyhoedd ac aelodau staff yn unol â pholisïau'r Bwrdd Iechyd.

Cadw Cofnodion

Mae pob gweithiwr yn gyfrifol am sicrhau bod Cofnodion yr Adrannau a'r Bwrdd Iechyd yn cael eu creu a'u cadw yn unol â Pholisi'r Bwrdd Iechyd.