

**Job Description**

- Title:** Oral Health Promoter – NCL
- Grade:** Agenda for Change Band 5
- Contract:**
- Annual Leave:** 27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service (pro rata)
- Department:** Community Dental Service
- Responsible to:** Clinical Director of Dental Services
- Accountable to:** Oral Health Improvement Lead

**POST SUMMARY**

Whittington Health Community Dental Service (CDS) operates across ten boroughs in North West and North Central London providing a comprehensive service for patients with complex needs, as well as evidence-based oral health promotion to key population groups, in line with national and local strategies for reducing inequalities in oral health. Socially excluded and vulnerable people suffer the effects of poor oral health with the added disadvantage of poor access to dental care and preventive services.

The provision of Oral Health Promotion is multifaceted, requiring a range of inter-personal, presentational and organisational skills, as well as an understanding of the impact of social and environmental determinants of health. The ability to work independently and flexibly is an essential part of this post.

This post will be based in the Community Dental Service. The principal care groups covered by Community Dental Services are:

- children with high levels of dental decay or with special needs,
- frail and housebound older people
- people with profound physical, mental or medical disabilities
- homeless people, drug and alcohol users, refugees, asylum seekers,

The purpose of this job is to contribute toward the improvement of oral health and reduction of oral health inequalities by

- Supervised Toothbrushing rollout across NCL
- providing education and support to key stake holders
- maximising the availability of fluoride
- building skills, capacity and confidence in local people
- increasing access to local NHS dental services

The main focus of this role is STB in early years settings within the Boroughs of Camden, Islington, Haringey, Enfield and Barnet



## MAIN DUTIES

### **The post holder will:**

1. Support implementation and delivery of Supervised tooth brushing scheme across NCL along with our established core community based OHP programmes, including:
  - Brushing for Life
  - Fluoride Varnish
  - High concentration fluoride toothpaste scheme
2. Train and support frontline staff to make every contact count, following the “train the trainer” model. Partner groups will include:
  - Schools and Early Years settings
  - Children services including looked after children services
  - Social care and home-support services including care homes
  - Hospital and community-based health professionals
  - Charity and voluntary sector organisations
3. Provide oral health promotion and preventive care where appropriate to vulnerable groups and the general population in line with current guidelines such as Delivering Better Oral Health
4. Work in a variety of settings including schools, children centres, nursing and residential homes, sheltered accommodation, hospital wards, day centres for adults and children with special needs.
5. To work with communities to identify and address barriers and opportunities for oral health improvement e.g. Children Centre HEY award, Healthy school London award etc.
6. To empower partner agencies within community and voluntary sectors, to build community involvement in their own oral health and wellbeing projects e.g. food policies in nurseries.
7. Work closely with Public Health departments in local authorities to plan, develop and evaluate oral health promotion and preventive programmes for marginalised and vulnerable groups
8. Develop partnership working with General Dental Services to embed preventive and health promotion activities in their practice and to facilitate access to care for high risk population groups.
9. Promote appropriate signposting to dental services such as First Tooth First Visit and similar initiatives.
10. Monitor and evaluate oral health promotion activities as required, maintain appropriate records and produce monthly reports of activities undertaken relevant to an agreed work plan



11. To collate data and provide reports promptly for CDS managers and meetings with commissioners
12. Work responsibly, independently and flexibly to achieve the required contractual targets for their post
13. Have the skills to work well with both adults and children across all the special care groups
14. Comply with standards and evidence-based guidelines developed in the Community Dental Services through its Clinical Governance audit and training programmes
15. To develop and disseminate educational materials and resources, for example; training packs, leaflets, and posters ensuring that all resources are appropriate
16. To undertake other duties as required appropriate to the job and grade

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## **GENERAL REQUIREMENTS**

### **Revalidation and Registration**

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

### **Equal Opportunities**

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click:

<http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

### **Infection control**

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

### **Working patterns**

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact



them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the

evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

### **Health & Safety Policy**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

### **Safeguarding**

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection
- Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

### **Data Protection**

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

### **Confidentiality**

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

### **Whittington Mission, Vision and Goals**

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.



**Our mission** Helping local people live longer, healthier lives.

**Our vision** Provide safe, personal, co-ordinated care for the community we serve.

**Our goals** We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

### Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



### **Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

### **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

### **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

### **Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

### **Probationary Period**

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Reviewed: Feb 2019



## Person Specification

Post:	Oral Health Promoter	Grade:	Band 5		
Department	Community Dental Service	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
<b>Education / Qualifications</b>	<p>A relevant qualification in oral health promotion</p> <p><b>OR</b></p> <p>Significant experience in primary health care in the UK, part of this should have been in a work setting with relevance to oral health education or oral health promotion</p>	YES			
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to deal with patients and carers needs in a caring and sensitive manner.</li> <li>• Ability to manage difficult or challenging behaviours in clients or patients</li> <li>• Knowledge and understanding of inequalities and barriers to oral health for socially excluded and vulnerable people and their relevance to oral and general health</li> <li>• Knowledge and understanding of equal opportunities and relevance to delivery of oral health initiatives</li> <li>• Knowledge of evidence-based and contemporary oral health promotion and preventive strategies</li> <li>• Good interpersonal and liaison skills</li> <li>• Good group work and training skills</li> <li>• Good leadership and teamwork skills</li> <li>• Ability to manage workload and time</li> <li>• Ability to set up and implement a project</li> </ul>	YES			

	<p>within a short timescale</p> <ul style="list-style-type: none"> <li>• Ability to collate data, write reports</li> <li>• Ability to present reports to Public health commissioners</li> <li>• Initiative and flexibility in dealing with unfamiliar issues</li> <li>• Ability to work sensitively in a community setting</li> <li>• Ability to address issues with calmness, clarity and purpose.</li> </ul>				
<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in primary health care in the UK</li> <li>• Experience of carrying out oral health promotion activities</li> <li>• Experience of delivering training sessions and presentations to groups</li> <li>• Experience of project planning and implementation</li> </ul> <p>*****</p> <ul style="list-style-type: none"> <li>• Experience of working in the Community Dental Service</li> <li>• Experience of working with people with challenging behaviour and special care needs</li> <li>• Experience of working with other agencies in meeting needs of patients</li> <li>• Experience of involvement in community-based oral health prevention and promotion</li> </ul>	<p>YES</p>	<p>YES</p>		

	<ul style="list-style-type: none"> <li>• programmes</li> <li>• Experience of training and supervision of staff</li> </ul> <p>*****</p> <ul style="list-style-type: none"> <li>• Knowledge of evaluation methods</li> </ul>		YES		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>▪ The highest ethical and professional standards</li> <li>▪ Excellent communication skills, both verbal and written</li> <li>▪ Excellent presentation skills</li> </ul>	YES			
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enthusiasm, drive and commitment</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Ability to take on work in perhaps far from ideal situations</li> </ul>	YES			

Completed by: .....

Date:.....

Offer post Yes/ No

Comments .....