

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Oral Health Improvement Practitioner</b>
<b>Band:</b>	<b>Band 5</b>
<b>Responsible To:</b>	<b>Service Manager</b>
<b>Accountable To:</b>	<b>Senior Manager</b>
<b>Section/Department/Directorate:</b>	<b>Salaried Dental Service – Oral Health Promotion Service</b>

### **Job Purpose:**

The post-holder will be responsible for the planning, implementation; delivery and evaluation of oral health promotion programmes as identified by the Devon County Council commissioner, and for ensuring appropriate auditing and evaluation mechanisms are in place to measure their effectiveness.

### **Context:**

The post-holder will be required to facilitate multi-agency working to ensure appropriate community-based oral health needs assessments take place and will be responsible for delivering OHP strategies to ensure oral health promotion is embedded into all aspects of health care delivery.

The **Oral health Educator** will be based from the Dental Access Centre in Exeter, however it is expected that the post holder will work across the whole of Exeter, Mid, North and East Devon locality.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

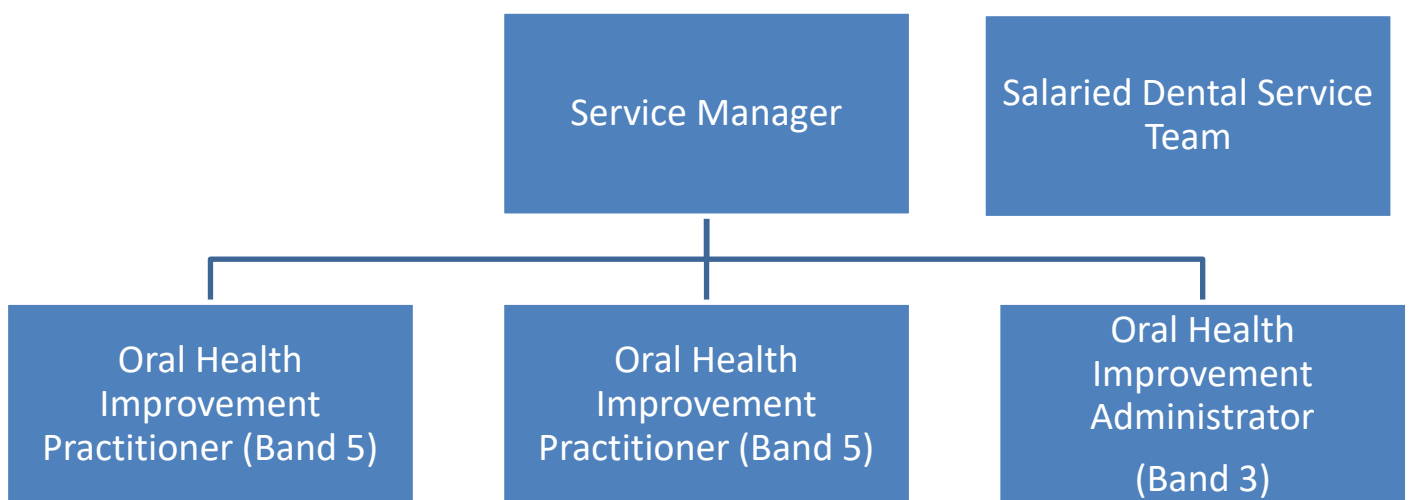
### **Key Working Relationships:**

- DCC Commissioning team
- Special Care Dental Service
- Primary Care Team
- All Health Promotion Professionals and intermediaries
- Cluster Managers
- Secondary Care providers
- Devon County Council
- Children & Young People's Services

- District / Borough Councils
- General Dental Practitioners.
- Voluntary Sector & Carers
- Local Strategic Partnerships
- Community groups
- Children's Trust
- Schools
- Early Years Groups
- Residential & Care Homes
- Day Centres

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

### Organisational Chart



### Key Result Areas/Principal Duties and Responsibilities

- Responsible for project management including the planning, implementation, delivery and evaluation of local oral health promotion programmes as commissioned.
- Ensure oral health promotion is embedded into all aspects of health care delivery.
- Establishing and building strong working relationships with partner organisations, to include liaising with statutory, voluntary and community organisations.
- Identifying best practice in oral health promotion and incorporating the practice into key working relationships.
- Ensure that all oral health improvement programmes are patient focused.
- Identify appropriate measures of targeting groups identified within contract.
- Ensure effective marketing and communication systems are embedded in the service. This includes the use of digital approaches to engage with patients and partner organisations.
- Work together with peers to ensure service is meeting demand. Facilitate and negotiate change and new ways of working where necessary
- Work in partnership with the whole dental team and all other health professionals on oral health promotion.
- To make use of information from school screening and epidemiological to target oral health promotion programmes.

- Understand the implications of the Health and Safety at Work Act, promote and monitor a safe environment for patients and staff according to the Northern Devon Healthcare NHS Trust Health and Safety Policy
- Report and record accidents/incidents, according to Northern Devon Healthcare NHS Trust Policy
- Promote the principles and practical application of all aspects of governance within the service.
- Helping to support, review and update the Dental “healthy teeth” website.

### **Communication and Relationship Skills**

- Present and communicate oral health information in a range of formats to all stakeholders, related groups and forums on key oral health issues.
- Work collaboratively with clusters managers, health visitors, carers, school nurses, community midwives, district nurses, teachers, environmental health officers, youth services and leisure workers to strengthen and support the oral health aspects of their work

### **Analytical and Judgement Skills**

- Undertake analysis and interpretation of oral health promotion programmes to ensure that they represent effectiveness and cost efficiency.

### **Planning and Organisational Skills**

- Responsible for the planning, implementation, delivery and evaluation of local oral health promotion programmes as commissioned
- Ensure the development and implementation of structured evidence based Oral Health Promotion (OHP) programmes and appropriate materials.
- Work with staff and colleagues to establish and develop a flexible team approach delivering a quality service

### **Physical Skills**

- Driving and standard keyboard skills.

### **Responsibility for Patient and Client Care**

- Ensure the provision of highly specialised advice and expertise to primary care teams, general practice, local authorities and community groups in relation to oral health promotion activities and evidence-based practice.
- Responsible for delivering oral health promotion programs that are patient/client focused for identified groups.
- Maintain patient / client confidentiality

### **Responsibility for Policy and Service Development**

- Implement a range of oral health promotion policies within local communities which impact across a wide range of community groups and primary care teams.
- Work with the service manager to identify and develop service improvement objectives.

### **Responsibility for Financial and Physical Resources**

- Responsible for ordering the relevant equipment to delivering a quality OHP service within the allocated budget.
- Produce quarterly report for the General Manager and the DDC commissioners

## **Responsibility for Human Resources**

- Responsible for delivering oral health promotion programs in schools and public settings and to other health care professionals.
- Assisting the induction of new staff
- Participate in the maintenance of Health and Safety standards and safe practice within the environments of the clinic setting, or domiciliary/mobile setting if required.
- All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.
- Participate in appraisal and revalidation processes

## **Responsibility for Information Resources**

- Record data and produce reports to enable the performance of the oral health promotion service to be appropriately supported and monitored.
- Ensure effective oral health promotion communication systems, written, verbal and the use of Information technology is embedded in the service.
- Responsible for ensuring all information processed for patients and staff is kept confidential, accurate and in line with the Data Protection Act 1998.

## **Responsibility for Research and Development**

- Undertake oral health evaluations, impact assessments and surveys when required.
- Take responsibility for your own personal and professional development; maintain competence, knowledge and skills commensurate with your role. This may include participation in postgraduate courses in Oral Health Promotion and any other agreed areas of development if required.

## **Decision Making**

- Work with wide dental team to develop effective and responsive oral health promotion programmes.
- Will work autonomously to deliver service objectives, referring to manager for support and guidance when required.

## **Physical Effort**

- Combination of sitting, standing, walking.
- May be required to lift health promotion resources and presentation equipment up to 2-5 kilos on a regular (weekly) basis.

## **Mental Effort**

- Concentration required whilst delivering OHE presentations and training for 1-2 hours on a regular basis (may be more than once per week)
- Critically review evidence based oral health promotion data on a monthly / quarterly basis.
- Development and implementation of community based oral health promotion programmes.

## **Emotional Effort**

- Required to use motivational skills to persuade patients and the public to change their habits to improve their health and wellbeing.

## **Working Conditions**

- Car driving
- Delivering OHE messages in schools and public settings

- Delivering OHE messages to other health care professionals in meetings, groups, seminars or larger training events.
- Use of computer for email and work processing purposes on a daily basis and to develop presentations as required.

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

## **CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

## **JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

## PERSON SPECIFICATION

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  Good general education with evidence of literacy and numeracy  Qualified Dental Nurse registered with the General Dental Council with a Post-certificate qualification in Oral Health Promotion <b>or a</b>  Has a Degree in public health	 E  E  E	 Application  Application  Application		
<u>KNOWLEDGE/SKILLS:</u>  Excellent interpersonal, oral and written communication skills  Ability to prioritise tasks  Understanding the importance of staff development  Understanding of the aims and objectives of the OHE service.  Ability to learn new work based skills  Good Computer skills  Evidence of good persuasive and motivational skills  Evidence to suggest on-going continuing professional development	 E  E  E  E  E  E  E	 Interview  Interview  Interview  Interview  Application  Interview  Application		
<u>EXPERIENCE:</u>  Recent experience of working in a successful team environment  Experience of delivering health education programs	 D  E	 Interview  Application		

Experience of developing health education programs	E	Application / Interview		
<b><u>PERSONAL REQUIREMENTS:</u></b>				
Empathy with all patient/client groups including those with special care needs	D	Interview		
Interest in oral health promotion and promoting improved health and wellbeing	E	Interview		
Able to motivate patients and clients	E	Interview		
Proactive partnership approach to team building	D	Interview		
Positive outlook and self-motivated	E	Interview		
Commitment to succeed	E	Interview		
Ability to work with groups	E	Interview		
<b><u>OTHER REQUIREMENTS:</u></b>				
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	Interview		
Ability to travel to other locations as required	E	Interview		
Maintaining own health and safety and that of patients and other staff	E	Interview		
Maintains confidentiality to work within Data Protection Act.	E	Interview		
Car Driver / use of car	E	Application / Interview		



HAZARDS :					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients		Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids		Dusty Environment		VDU Use	X
Radiation		Challenging Behaviour		Manual Handling	X
Solvents		Driving	X	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	X
Cytotoxic drugs		Night working			