

GENERAL TERMS OF EMPLOYMENT

Professional Registration

If professional registration applies, the post holder should work in accordance with their professional body's Code of Conduct. Evidence of continuous registration is a requirement of employment with Bromley healthcare.

Probationary Period

Bromley healthcare operates a 6 month probationary period in accordance with its policy and procedure on Probation Periods.

Personal Development

The post holder will be expected to undertake ongoing personal and professional development commensurate with the responsibilities of the post. It is specifically expected that the post holder will avail him/herself of any opportunities of mentorship and development offered.

Role Development

The duties and responsibilities contained within this job description are indicative but not exhaustive. The post holder may be required to undertake other work consistent with their grade. As the special care dental service develops the requirements of the post may change. The post holder will be fully involved and consulted as such changes occur.

Legal and statutory requirements

The post holder must be aware of and adhere to Bromley healthcare policies and procedures that are relevant to their post

Confidentiality and the Data Protection Act 1998 – the post holder will be expected to maintain complete confidentiality as a condition of employment. Information relating to patients, other employees or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.

All employees must comply with the Equality Act 2010 and must not discriminate on the grounds of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, gender reassignment, political affiliation or trade union membership or any other grounds.

Safeguarding Vulnerable Children and Adults and Promoting their Welfare

All employees are expected to;

- Adhere to Bromley healthcare and Local Safeguarding Children Board policies/procedures and professional codes in relation to safeguarding children and vulnerable adults.
- Undertake the appropriate level of mandatory training in this area.
- Report any concerns to the appropriate authority.

Care Quality Commission (CQC)

All employees of Bromley healthcare are required to participate in the collection of evidence to support the organisation's CQC registration requirements.

Infection Control

All employees have duties under the Health and Safety at Work etc. Act 1974, and Management of Health and Safety Regulations 1999, which have a bearing on the prevention and control of infection, in particular:

While at work, every employee must take care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees must comply with infection control policies and protocols and recognise their responsibility to their patients and colleagues in maintaining high standards of hygiene practice.

Employees have a duty not to intentionally or recklessly interfere with or misuse anything provided for in the interests of health, safety and welfare.

Employees are required to use correctly all work items provided by Bromley healthcare, such as machinery, equipment, dangerous substances and safety devices etc. in accordance with the training and instructions they receive to enable them to use the work items safely.

Employees are required to bring to the attention of managers, without delay, any work situation which might present a serious and imminent danger to themselves or others. Employees should notify their managers of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that Bromley healthcare can take what remedial action is necessary.

Patient and Public Involvement

As part of its ongoing commitment to improving patient experience and involving local community members in service development, all employees working for Bromley healthcare are expected to be proactive in identifying community priorities and issues, in line with the strategy for patient and public involvement.

Records Management

Every employee is expected to keep accurate and well maintained records that meet the requirements of the dental services records management strategy and in accordance with any relevant legislation, such as the Freedom of Information and Data Protection Acts.