

JANINE BROOKS MBE - Curriculum Vitae

PROFILE

A senior clinical leader with over thirty-three years broad management and leadership experience in the National Health Service. A first class communicator accustomed to high profile work and public speaking. Considerable experience in delivering educational programmes across a wide range of topics in a creative and interactive manner. An effective and experienced coach/mentor for personal development, career development and remediation.

GDC registration: 58327

Current roles:

General Dental Council

Quality Assurance Education Inspector

April 2006 to date

Dentalia Coaching and Training Consultancy (sole trader)

- Providing 1:1 coaching to dental care professionals June 2011 to date
- Training to dental professionals across a broad range of topics to include Leadership, Professionalism, CV & Interviews
Communication skills, Performance, Ethics, Reflective practice

I have been working as both a coach and a mentor for approximately five years, before that I used the skills, but not in a formal way with clients. Since 2011 I have worked with over 70 clients using the skills of coaching and mentoring. Most of the work has been with dentists who are undertaking a programme of remediation and need support to work on their Personal Development Plan and the actions they need to take to meet conditions on their registration. I also work with professionals who are seeking career guidance and those who wish to develop themselves. As a Meyers Briggs practitioner, I find it a very useful tool to aid self-awareness, insight and a better understanding of how and why we react to the work around us in the way we do.

University of Bristol

Lead Clinical Tutor – Law and Ethics Module

Aug 2011 to date

This is a blended learning module including on-line elements and face to face teaching. I developed and wrote the module. I present the face to face elements

University of Birmingham

Lecturer – Law and Ethics Modules (year 1)

Sept 2014 to date

I revised the teaching materials and wrote two new Modules on ethics and performance and business ethics. I teach truth telling, performance ethics and business ethics

Dentists Health Support Trust

Trustee

Jan 2013 to date

Community Dental Service – Community Interest Company

Non-Executive Director

June 2012 to date

Dental Coaching Academy

Director of Dental Programmes

Nov 2012 to date

CPD Pro

Scientific Advisory Board member

Nov 2013 to date

I have written several on-line modules including Confidentiality and Caldicott Guardianship

Expert Witness

Sept 2013 to date

Subject Areas - Performance, remediation, career, postgraduate education

Professional Support Unit, NHSE Thames Valley

April 2015 to date

Coach for Medical and Dental Trainees – Performance and Career Choices

Previous roles (last 10 years):**Health Education England, Thames Valley and Wessex**

Associate Postgraduate Dental Dean

Aug 2011 to Sept 2015

Institute of Health Care Management

Facilitator/Assessor – Accredited Manager Programme April 2011 – Jan 2014

National Clinical Assessment Service (now hosted by NHS LA)

Associate Director (Dentistry) F/T Aug 2005 to June 2011
Dental Adviser for Employed Dentists (4 sessions) April 2003 to Aug 2005

University of Northampton

Visiting Fellow in Dental Education Sept 2010 – August 2012
Senior Lecturer – Foundation Degree Dental Nursing Aug 2012 – July 2014

City and Guilds

External Verifier (oral healthcare) (10 days per year) Feb 2003 to Dec 2007

Dental Vocational Training Authority

Equivalence Committee Member (4 days per year) May 2001 to March 2005

NHS Information Authority

Caldicott Guardian (5 sessions) July 2002 to March 2005

EDUCATIONAL HISTORY:

1) Further Education

H.N.C. Medical Laboratory Sciences – Haematology, 1974 - 1976
North Birmingham Polytechnic
Open University Credits : 5 Credits 1978 - 1986

2) Under Graduate

B.D.S. University of Birmingham 1979 - 1983

3) Post Graduate

Diploma in Dental Public Health Royal College of Surgeons, London 1988
Master in Community Dental Health, University of Birmingham 1990
Master in Health Informatics, University of Southampton 2001
Postgraduate Certificate in Medical Education, University of Warwick 2002
Doctorate in Medical Ethics, University of Keele 2011

4) Professional

Cert. Health Service Management, Worcester College	1992
N.V.Q. Level 5 Management, Worcester College	1994
D32/D33 NVQ Assessor Award. City and Guilds	2002
D34 NVQ Internal Verifier Award, City and Guilds	2003
V2 NVQ External Verifier Award, City and Guilds	2005
Ignite Leadership Coaching	2011
Advanced Leadership Coaching	2011
Developing Professional Leadership Coaching	2012
NLP Diploma (Field & Field)	2014
Meyers Briggs practitioner, OPP	2015

Honours and Awards

MBE for Services to Dentistry	2007
Fellowship by election to the Faculty of General Dental Practice (UK), Royal College of Surgeons (London)	2010
Winner, Educator and Trainer Award – Contribution to the learning environment - HE Thames Valley	2014/2015

Publications

Academic Papers:

Gunn ER, White DA, Brooks J *A review of Community Dental Service provision for children attending special day schools.* Comm. Dent. Health. 2003 20:16 PNID 12688599

Patel R, Eaton K.A, Garcia A, Rincon V, Brooks J. *An investigation into the numbers of dentists from 19 European Economic Area (EEA) member states currently registered to work in the United Kingdom and key differences between the practice of dentistry in the UK and the member states of origin.* BDJ 211(3):133-137.

Reena Patel, Kenneth A. Eaton, Angela Garcia, Victoria Rincon, Louise Adams, Janine Brooks. *Factors influencing dental practitioner performance: A summary of a recent literature review.* Oral health and dental medicine, Vol 10; No.3, Sept 2011

Batchelor P, Brooks J. *Addressing underperformance in the United Kingdom NHS dental system and its possible implications for other care systems. Int Dent J.* 2009 59 (4):225-228.

Eaton K.A, Brooks J.A, Patel R, Batchelor P, Merali F, Narain A, *The impact of CPD in dentistry: a literature review.* General Dental Council 2011

Book:

National Care Record Service – an ethical system? (2012). Lambert Academic Publishing.

ISBN (978-3-659-14474-5)

How to develop your career in Dentistry (2015) – Wiley Blackwell

ISBN: (978-1-119-11856-5)

Memberships

Faculty of Medical Leadership and Management – Founder member

Academy of Medical Educators - Fellow

Royal College of Surgeons of London

UK Council of Health Information Professionals

Institute of Healthcare Management

Institute of Directors

Significant Educational Projects

Post Graduate Certificate (Level 7) – Coaching and Mentoring for Leadership

This qualification a blend of underpinning theory and practical skills teaching has been developed by the Dental Coaching Academy as the provider with the Chartered Management Institute as the Awarding Body. The qualification is completed over a six-month period with 133 hours of learning. It includes self paced on-line learning modules, face to face teaching, tele-classes, supervised practice, peer learning, assignments, presentations and a practical observation. The materials have been produced by the Dental Coaching Academy by myself and my partners and we deliver all elements.

**Continuing Professional Development,
NHS Thames Valley & Wessex**

2011/2015

As Associate Postgraduate Dental Dean it was my responsibility to manage the Continuing Professional Development (CPD) programme offered by the Deanery to all dental professionals across the geographic area of Thames Valley and Wessex. This involved line management of a team of training programme directors and dental tutors to plan, deliver and evaluate a quality programme of educational activities.

Coach Mentor Programme

Oxford and Wessex Deaneries
Scotland NHS Education

2011/14
2013/14/16

I developed and delivered the programmes to train coach/mentors to work with dentists requiring remediation support. The programmes were delivered over 4 days delivery with an additional assessment day. A poster for this programme was accepted and exhibited at the 2015 Academy for Medical Educations in Milan.

Mentor training and refresh days
NHS England North West

2015/16

I developed and delivered programmes to train and refresh mentors and appraisers to work with dentists requiring remediation support. Each programme has several days of delivery.

British Dental Association

Final year roadshow presentations – National Recruitment 2012/3/4/5
Final year student handbook 2012/3/4/5
Fourth year careers roadshow 2013

Presentations on how to prepare for national recruitment were given to each dental school in England and Wales for all final year dental students. I developed and delivered all the presentations and supporting material for the BDA final year guides. Each presentation varied from 1 – 3 hours in length.

Local Professional Networks – Development Programme

Oxford and Wessex and Peninsular Deaneries

2012/13

A programme commissioned by the two Deaneries to prepare dentists to take up positions in LPNs. The leadership programme I developed was delivered over six months. Several of the participants were successful in securing various 'political' roles including LPN chairs and LDC positions. A poster for this programme was accepted and exhibited at the 2015 Academy for Medical Educations in Milan.

Birmingham Dental School - undergraduate

Ethics and Law module – re-write of handbook 2012

Ethics and Law module – development of new units: – 2013

- Poor performance
- Business ethics

Health Education England - West Midlands

2014/15

Leadership Programme for Dentists

I contributed to all four LEAD programmes commissioned by HEE West Midlands and presented one day of negotiation skill, political skills and influencing as part of the programme

Individual Presentations 2015/2016

Since January 2015 I have made 33 presentations many of which were whole day training events run by myself for the following organisations:

- NHS England Thames Valley & Wessex
- NHS England West Midlands
- NHS Scotland
- BDA Conference May 2015
- University of Bristol, BUOLD, Law & Ethics Module
- British Dental Association (Dental School Presidents)
- NHS England North West
- NHS England North East

The subjects include:

- Ethical Professionalism
- CV's and interview skills
- Coach/mentor basic training and refresher
- Leadership
- Negotiation skills

- Political skills
- Expert Witness training
- Learn to love Complaints
- Ethical principles
- Preparation for national recruitment (Final year students)
- Careers
- Record Keeping

I have been active in presenting to a variety of audiences for most of my career and I find it particularly enjoyable. I am comfortable using a number of formats and teaching techniques, for example case study facilitation, discussion groups, small and large arena lectures. I am well versed in learning styles and using different ways to engage individual styles and across the professional groups.

Referees:

Dr. Janet Clarke MBE
Assistant Chief Dental Officer (England)
Medical Directorate
NHS England
Skipton House
80, London Road
London
SE1 6LH
Janet.clarke20@nhs.net

Mrs. Helen Falcon MBE
(previously Postgraduate Dental, Thames Valley and Wessex)
c/o Health Education Thames Valley
4630, Kingsgate
Oxford Business Park
Oxford
Oxfordshire
OX4 2SU
Helen.falcon@btinternet.com

Please note: Mrs. Falcon has retired from this role, however professional mail is still addressed to the above address, it will then be re-directed – there is likely to be a time lag in Mrs. Falcon receiving a request to this address.