

Dr Dianna Henry Selvaraj

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Personal Profile

I am a public health professional and was involved in the health and social care sector in London. I played a vital role as a Business development manager/line manager/ care co-ordinator in the management team of a private care company. My role involved working in close association with various Borough councils in London, the NHS (National health services), other health-care professionals such as the General Practitioners etc. to ensure smooth delivery of quality care to the people of the community. I have a strong back ground in health-care and I am originally a well-qualified and richly experienced Dentist whose exposure to Public health both during under graduation and work had led me to pursue a Masters in the same. I strongly believe that relevant work experience and progression within health-care will further develop the skills which are needed for a successful future; both at the professional as well as personal level. Some of my notable qualities include

- Highly organised
- Flexible and adaptable
- Good presentation skills, Public speaker
- Out of the box thinking
- Focused
- Good command of the English language
- Hard-working

Education

September 2016-
October 2017

Middlesex University, London

**Masters in Applied
Public Health**

Modules:

- Applied Epidemiology
- Environmental and Public Health
- Policy and Public Health Strategy
- Research Methodology and Dissertation
- Global Public Health and its Challenges
- Health Economics
- Health Promotion and Development

August 2010-
October 2015

Chettinad Dental College
& Research Institute
India

**Bachelor's in dental
Surgery**

Modules:

- Anatomy, Physiology
- Periodontics
- Oral Medicine and Radiology
- Public Health dentistry
- Paedodontics
- Prosthodontics

- Oral Pathology and Histology
- Endodontics

October 2014-
 Rotatory October 2015
 Internship

Chettinad Dental College **Compulsory**
 Chennai, India

Duties:

- Diagnosed patients and advised treatment plans
- Executed procedures and treatments
- Taught patients about oral health in campus as well as in camps
- Assisted in major and minor surgeries
- Giving presentations in conferences

• **Recent employment**

February 2018 - Jan2019 Individualised Health Care, London **Business development Manager**

October 2017 - Jan2019 Individualised Health Care, London **Line manager/
 Care Co-ordinator**

August 2017 – Jan2019 “ **Field Care Supervisor/Risk assessor**

February 2017 - Oct2017 “ **Health Care Worker**

- Help improve business by identifying areas of potential business expansion, reviewing and accepting new clients, attending client meetings etc.
- Liaise with the councils to take over other failing businesses and obtain new employees and clients from them.
- Maintaining and documenting client and support worker records while maintaining confidentiality of sensitive information and documents.

- Co-ordinating activities and communications between the social services, the borough councils, the NHS, G. Ps, the office, clients and employees to ensure adequate and quality care is available and rendered to the people in the community at the convenience of their own homes.
- Organising and conducting employee meetings, appraisals, interviews for potential candidates etc.
- On call duties to attend to, identify and resolve issues and emergencies in the field.
- Attending meetings and reviews with clients, social workers or other health professionals.
- Organising trainings of employees with NHS staff such as O. Ts or district nurses.
- Attending safe guard and other general client related meetings in the council.
- Identifying potential clients and bidding for new clients offered by the councils.
- Administrative tasks in the office including attending phone calls from the council, social workers, NHS teams etc.
- Issuing periodic rotas to the employees.
- Supervision and assessment of care received on field and implementing changes in care plans.
- Risk assessments of new/ existing clients and support workers and identifying and raising safe guard alerts based on environmental issues, abuse etc.
- Spot checks on support workers and conduction performance review meetings, one-to-one supervisions for bad practice/under-performance etc. to maintain quality assurance.
- Assistance with recruitment- interviews, induction of new candidates.
- Aiding staff to help improve service rendered in the field.
- Physical and emotional assistance to aged, special needs clients
- Certificates and training in: Fire& safety, fluids and nutrition, infection prevention & control, safeguarding adults, health and safety
- Manual handling and movement training
- Basic life support training

October 2017 -Jan2018 Middlesex University, London

Student teaching assistant

- Assist the professors in delivering certain lectures to the current students
- Assist professors in delivering SPSS lectures

Previous Employment

December 2016 -February 2017

Allied Health Care

Care Worker

Wembley, London

- Physical and emotional assistance to aged, special needs clients
- Record maintaining of the client
- Certificates and training in: Fire& safety, fluids and nutrition, infection prevention & control, safeguarding adults, health and safety
- Manual handling and movement training
- Basic life support training

January 2016 – September 2016

Gold Dental CareResident Dental Surgeon

Chennai, India

- Diagnosed patients and chalked out treatment plans
- Worked with and helped manage a team of dental and allied health professionals
- Carried out procedures like scaling, extraction, root canals fluoride application and treatments using LASER.
- Carried out minor and Assisted in major surgeries
- Spread Oral Health Awareness in the clinic and in camps.
- Help maintain and protect Patient and Clinical records.
- Partake in basic admin work like fixing appointments, re-scheduling appointments etc.

Skills

A highly motivated and dedicated member of the medical field with 2 years of rich clinical experience and 2 years of managerial experience. I have always carried out my duties to the best of capacity and I always strive to be at the top. Achieving targets and handling stress come easily to me and I have a very friendly demeanour. I am Proficient with the use of Microsoft office suite, SPSS, confident orator and have good presentation skills, Multi lingual (English, Tamil, Hindi and French) and hold an International Driving License. My current interests involve data analysis, research, healthcare literacy promotion, healthcare administration, healthcare management and marketing.

Others

- **Ielts Score:** 8 bands overall
- **Current Student Voice Leader in MSc Applied Public Health-** Middlesex university
- **Software Knowledge:** NVivo, SPSS, Microsoft Word
- **Memberships:** Indian Dental Association (IDA), Dental Council of India, Tamil Nadu Dental Association.
- **Certifications:**
 - Basic Life Support
 - Drug, fire and food Safety
 - Fluid and Nutrition
 - Health and Safety
 - Infection Prevention and Control
 - Moving and Handling and safeguarding
- **Research Project for Masters Dissertation:** Systematic Literature Review on the Global Availability and Use of Over the Counter Antibiotics (in process for an International publication approval).
- **Public Health Related Write ups:** Tackling the Issue of Drug Abuse in Camden
- **Awards:** BEST SCIENTIFIC SESSIONAL PAPER AWARD in the ORIGINAL RESEARCH CATEGORY at the INDIAN SOCIETY FOR DENTAL RESEARCH annual conference.
- **Volunteering:**
 - >Volunteered for Rotary club, Chennai, India for health promotion and education camps.
 - > Volunteered for Chettinad Dental College for health promotion and health education camps conducted in the hospital and in rural areas
- Undertaken numerous surveys and been a part of research projects