



Public Health  
England

Protecting and improving the nation's health

# **User guide and how to feedback**

## **Oral health toolkit for adults in care homes**

# Contents

Contents.....	2
Introduction .....	3
Landing page .....	3
Select a folder .....	4
Download a document .....	5
Navigate.....	6
How to feedback .....	7

# Introduction

This user guide provides guidance on how to navigate around the Oral health toolkit for adults in care homes, situated on the PHE Dental Health K-Hub site.

The toolkit includes training materials, templates and links to useful publications. It consists of five sections and further resources will be added as they become available.

Any queries with regards to the toolkit please contact : [DentalPublicHealth@phe.gov.uk](mailto:DentalPublicHealth@phe.gov.uk)

# Landing page

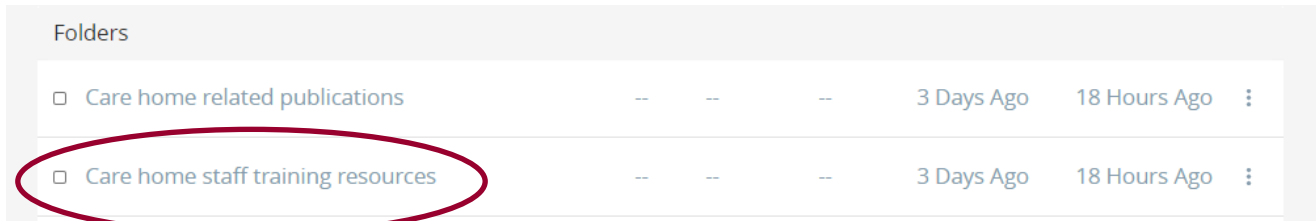
The link from the oral health collections page on the [GOV.UK](https://www.gov.uk) website takes you to the [K-Hub](#) landing page for the oral health toolkit shown below.

The screenshot shows the PHE Dental Health Library interface. At the top, there is a dark navigation bar with icons for PDH, LIBRARY, WIKI, MEMBERS, REPORTS, and SETTINGS. Below this is a breadcrumb trail: PHE Dental Health > Library > Home > Oral health toolkit for adults in care homes. The main heading is 'Library' with the subtext 'Find and share group documents'. The content area features a search bar, a filter dropdown set to 'All', and an 'Order by: Title' dropdown. A table lists various folders and documents with columns for Title, Size, Status, Downloads, Create Date, and Modified Date.

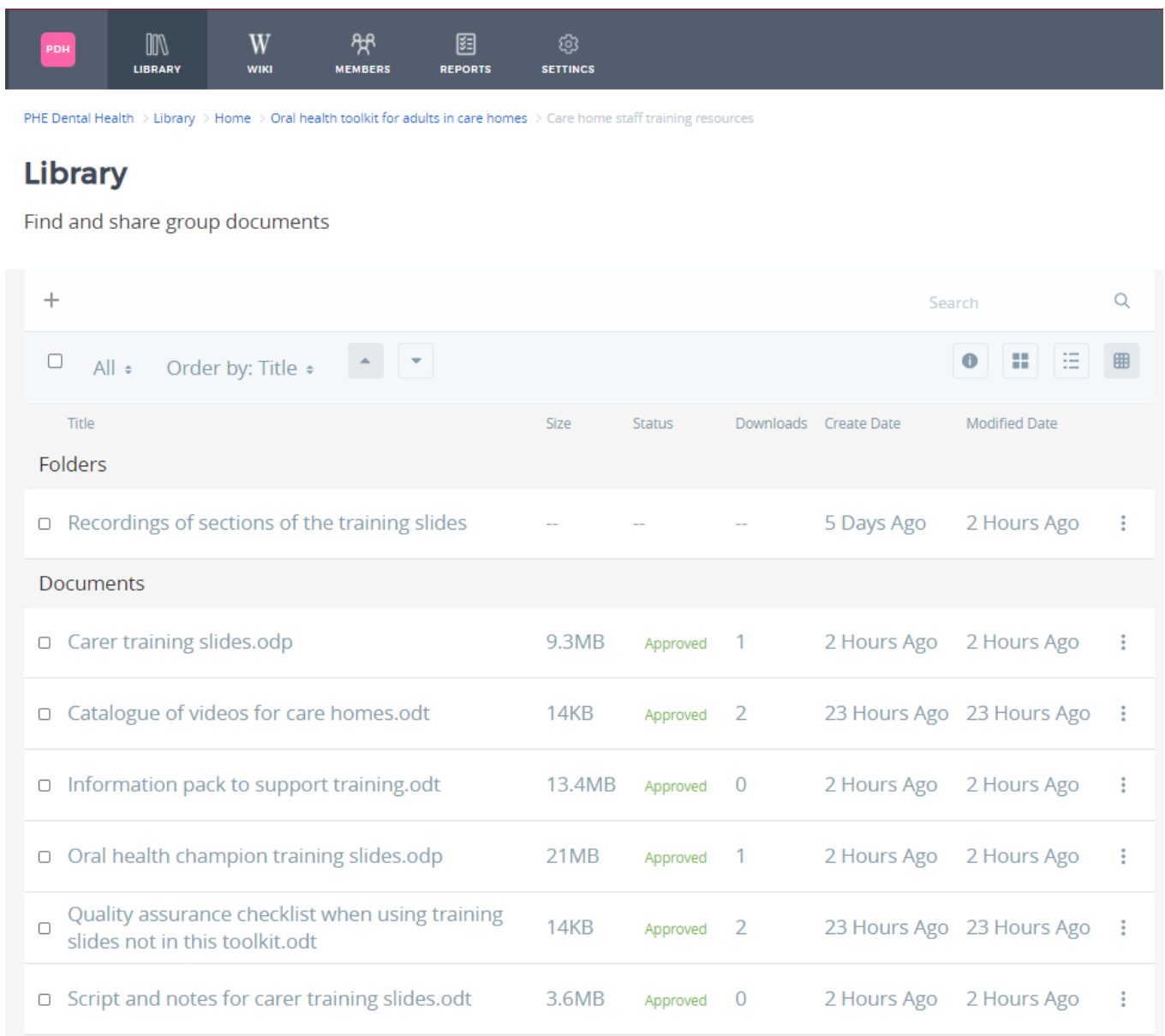
Title	Size	Status	Downloads	Create Date	Modified Date
<b>Folders</b>					
<input type="checkbox"/> Care home related publications	--	--	--	3 Days Ago	18 Hours Ago
<input type="checkbox"/> Care home staff training resources	--	--	--	3 Days Ago	18 Hours Ago
<input type="checkbox"/> Care Homes - for commissioners and public health specialists	--	--	--	1 Month Ago	17 Hours Ago
<input type="checkbox"/> Care Homes - information for residents, families and carers	--	--	--	2 Months Ago	18 Hours Ago
<input type="checkbox"/> Documents for care home managers to help with Implementation of NICE NG48 Oral health of adults in care homes	--	--	--	3 Days Ago	18 Hours Ago
<b>Documents</b>					
<input type="checkbox"/> Acknowledgements.odt	9KB	Approved	1	16 Hours Ago	16 Hours Ago
<input type="checkbox"/> Covid-19 recommendations for infection prevention and control in care homes.odt	10KB	Approved	2	16 Hours Ago	16 Hours Ago

# Select a folder

To select a folder, click on the folder you require.



A new screen will be displayed showing the documents within that folder as shown in the example below.



# Download a document

To download a document click on the document you require.

Documents							
<input type="checkbox"/>	Carer training slides.odp	9.3MB	Approved	1	2 Hours Ago	2 Hours Ago	⋮
<input type="checkbox"/>	Catalogue of videos for care homes.odt	14KB	Approved	2	23 Hours Ago	23 Hours Ago	⋮
<input type="checkbox"/>	Information pack to support training.odt	13.4MB	Approved	0	2 Hours Ago	2 Hours Ago	⋮

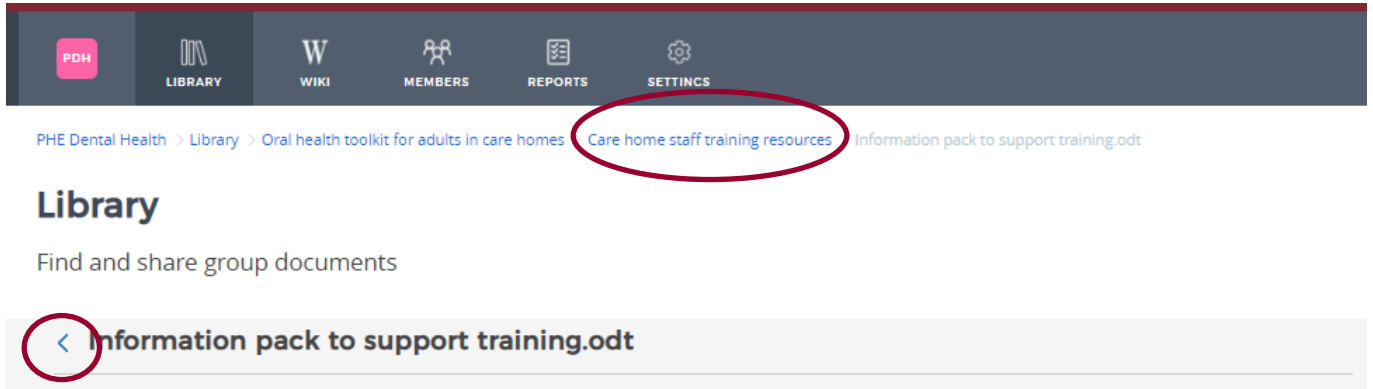
A new screen will be displayed showing the document details. Click the 'Download' box as shown in the example below.

The screenshot shows a navigation bar with icons for PDH, LIBRARY, WIKI, MEMBERS, REPORTS, and SETTINGS. Below the navigation bar is a breadcrumb trail: PHE Dental Health > Library > Oral health toolkit for adults in care homes > Care home staff training resources > Information pack to support training.odt. The main heading is 'Library' with the subtext 'Find and share group documents'. The document title 'Information pack to support training.odt' is displayed at the top of the content area. Below the title, there are two buttons: 'Download' and 'Info'. The 'Download' button is circled in red. Below the buttons, the document title is repeated in a larger font, followed by the upload information: '+ Uploaded by Janet Neville, 17/11/20 11:47' and an 'Add to favourites' button.

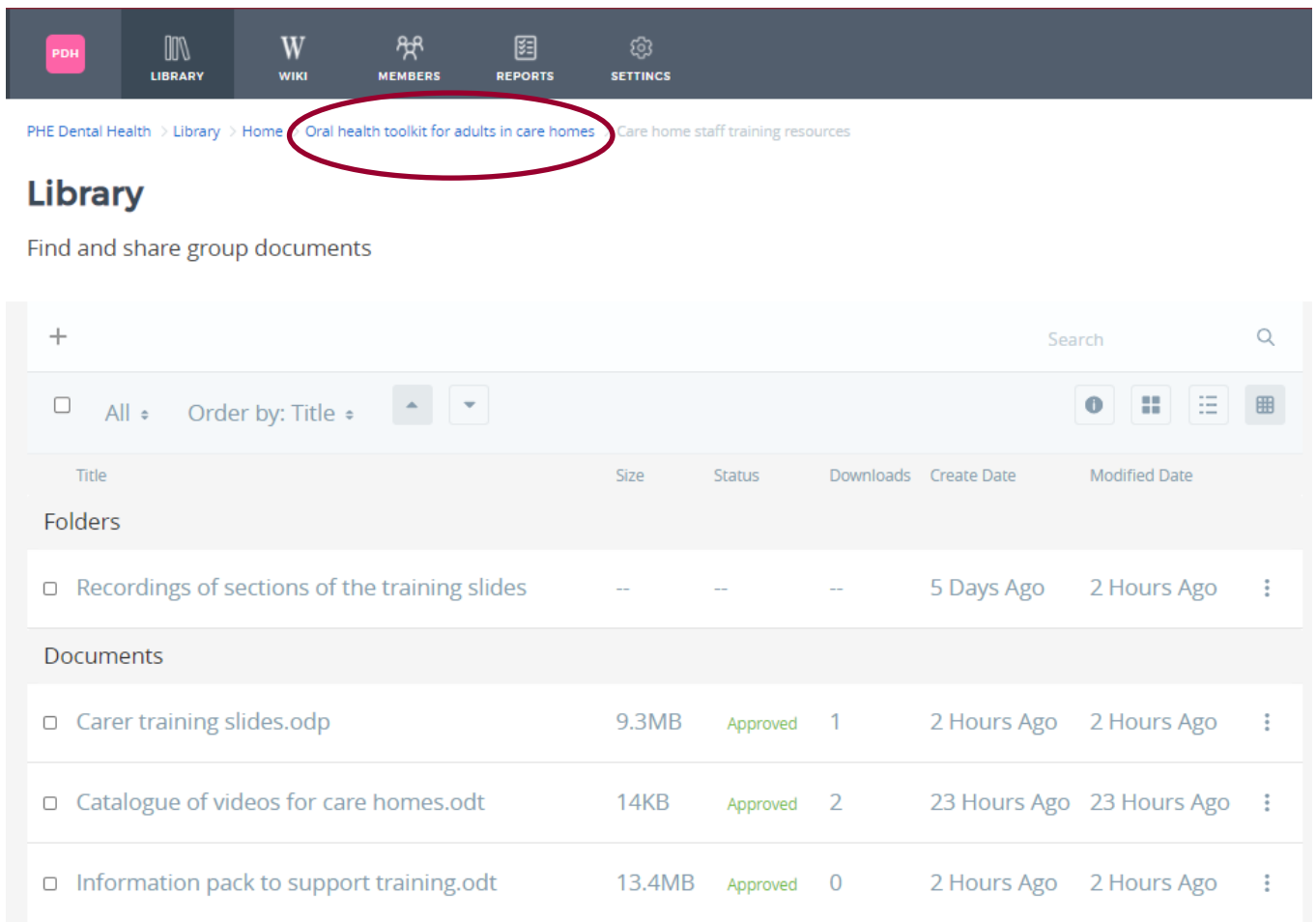
You can then open the document and save if required.

# Navigate

To go back to the folder to see more documents you can either, click the left arrow next to the document name or click the folder name from the list as shown in the example below.



To go back to the landing page click the folder name as shown in the example below.



## How to feedback

Thank you for accessing the oral health toolkit for adults in care homes toolkit, we hope you have found it useful. Your feedback will be really helpful when we review the toolkit next spring.

Feedback and any other queries should be sent to [DentalPublicHealth@phe.gov.uk](mailto:DentalPublicHealth@phe.gov.uk)

# About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

Public Health England  
Wellington House  
133-155 Waterloo Road  
London SE1 8UG  
Tel: 020 7654 8000

[www.gov.uk/phe](http://www.gov.uk/phe)

Twitter: [@PHE\\_uk](https://twitter.com/PHE_uk)

[www.facebook.com/PublicHealthEngland](https://www.facebook.com/PublicHealthEngland)

© Crown copyright 2020

Version 1.0

Prepared by: National Dental Public Health Team

For queries relating to this document, please contact: [DentalPublicHealth@phe.gov.uk](mailto:DentalPublicHealth@phe.gov.uk)

**OGL**

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGL](https://www.ogil.io). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Published November 2020

PHE gateway number: GW-1735



PHE supports the UN Sustainable Development Goals

