

JOB DESCRIPTION

SHEFFIELD TEACHING HOSPITALS NHS TRUST

1. Job Details

Job Title:	Dental Technician - Removable Prosthodontics
Department:	Dental Technology Laboratory
Base Hospital:	Charles Clifford Dental Hospital
Directorate:	Head and Neck (Oral and Dental Services)
Reporting to:	Section Manager
Responsible to:	Clinical Service Manager

2. Job Purpose

Undertake the duties of a dental technician to clinical prescription. This involves the planning, design, and construction of a full range of custom made removable prosthodontic appliances.

The vast majority of the work undertaken by the post holder will be of a complex nature.

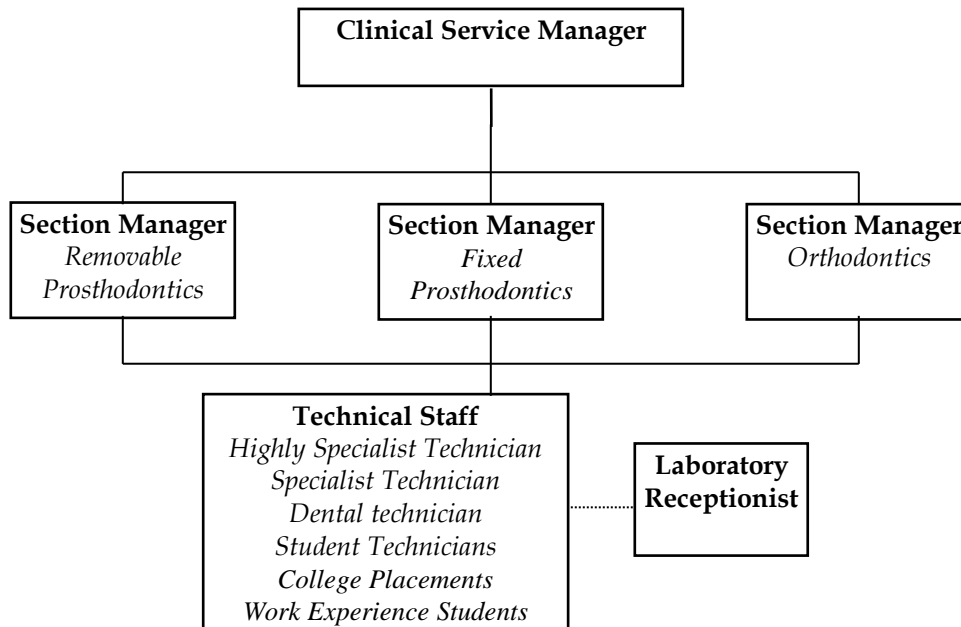
3. Role of the Department

The Dental Technology Laboratory provides a high-quality service for patients being treated by NHS and Academic Clinical staff and Postgraduate / Undergraduate students in a number of Departments comprising Restorative Dentistry (including Dental Implants), Orthodontics, Paediatrics, Periodontics, Surgical Services, Special Care and Sedation.

The principal function of the laboratory is to provide high quality dental technology services which meet patient requirements while achieving the most effective and efficient use of resources. Work is generated through patient throughput and clinical activity.

4. Organisational Chart

Dental Technology Laboratory



5. Main Duties and Responsibilities

Technical Duties

The planning, design and construction of a broad range of precision complex removable complete / partial dentures and appliances in acrylic and cobalt chromium to improve aesthetics, restore function and correct dental deformity.

This includes the construction of:

- Diagnostic wax ups and wax tooth trial dentures for treatment planning and design
- Complete upper and lower acrylic dentures
- Acrylic overlay and onlay dentures
- Partial upper and lower acrylic dentures
- Immediate dentures

- Partial upper and lower cobalt chromium dentures
- Dahl splints
- Labial veneers
- Paediatric (Children) acrylic overdentures
- Occlusal splints for TMJ disorders
- Soft splints for mouthguards

The post holder's work will be quality controlled by the Section Manager or Deputy in his / her absence.

NB:

All work will be produced in line with **Dental Laboratory Management System** which complies with the **“Essential Requirements of Annex VIII of the Medical Devices Directive (93/42/EEC)” – (MDD)** and **“Departmental Clinical and Technical Quality Standards”**

The post holder will be required to use:

Precision attachments and milling techniques in the construction of partial dentures.

A variety of soft and hard acrylic materials, including vacuum formed type, as well as precious and non precious dental alloys.

Digital photography for the matching of tooth shade, shape, contour and arrangement. This will also involve the use of computer based photographic programmes.

Fully adjustable anatomical articulators which simulate the opening of the mouth and eccentric movements of the mandible.

5. Continued

Further skill development will be provided through in-house training. This will include highly complex removable appliances in acrylic and cobalt chromium.

The post holder will be required to:

Provide of advice to undergraduate and postgraduate dental students consistent with their expertise and experience.

Supervise the technical work of students and work placements while providing guidance and direction on laboratory procedures as required by the Section Manager.

Communicate with clinical staff and students regarding the planning, design and prescription of complex appliances detailed under outline above. This will mean

spending time on Departmental clinics and will involve communicating with patients.

The post holder must have experience of working in a laboratory environment and the use of casting machines, hand held micro-motors, heat generating equipment such as Bunsen burners, micro torches and furnaces. The job will involve the use of hazardous chemicals and materials and may involve lifting materials and equipment.

Administrative Duties

The post holder will be required to:

Prioritise their workload accordingly.

Be responsible for the work allocated to them. This will involve ensuring all appointment dates are met and the keeping of accurate records of all work allocated to them.

Request laboratory materials for the Section when required and ensure the efficient and effective use of the materials.

Inform the Section Manager / Dental Laboratory Manager / Deputy Laboratory Manager of any complaints or concerns about technical services provision.

Assist with the routine day to day running of the Section by dealing with enquiries, relating to technical work, from clinical and nursing staff.

Participate in decisions relating to operational issues within their Section and Department.

5. Continued

Participate Clinical and Dental Laboratory Audit programmes under the direction of the Section Manager.

Ensure the cleanliness and tidiness of own work areas, and have responsibility for specific items of laboratory equipment and report defects in need of remedy to the Dental Laboratory Manager / Deputy Laboratory Manager.

Be familiar with disinfection protocols of impressions to ensure that saliva / oral debris has been removed, where possible, prior to construction of the appliance. Ensuring that all work leaving the laboratory meets cross infection control guidelines.

Ensure safe working practice and implementation of COSHH and other statutory Health & Safety regulations, in accordance with the relevant codes of practice of the Charles Clifford Dental Hospital and be mindful of his / her own actions as they affect

the safety of others.

6. Working Relationships

The post holder will be required to communicate and advise with:

- Dental Laboratory Manager
- Deputy Laboratory Manager and Section Managers
- Clinical Leads
- NHS and Academic clinical staff
- Undergraduate / Postgraduate Students
- Clinical Co-ordinators
- Dental Laboratory technical staff
- Dental Laboratory Reception staff
- Dental Nurses and Dental Hygiene / Therapists
- Medical Records and Secretarial Staff
- Other staff within the Dental Hospital and School and Trust as required

7. Performance

Performance will be assessed by the Dental Laboratory Manager through a formal system of performance appraisal which will identify relevant competencies and a personal development plan. Performance will be monitored and reviewed in line with Dental Hospital and Dental Laboratory quality standards and agreed competencies.

8. Job description

This is an outline job description and may be subject to change, dependent on the needs of the service.

The list of duties is not exhaustive and the post holder may be asked to undertake other duties in line with the grading of the post in order to ensure the smooth and efficient running of the Dental Laboratory.

The job description reflects the core duties of the post. As the Charles Clifford Dental Hospital, Dental School and the post holder develops there will inevitably be changes in the emphasis of the duties. The Charles Clifford Dental Hospital expects that staff will recognise this and adopt a flexible approach to work and be willing to participate in training and development programmes.

If changes in the duties of the post become significant the job description will be

reviewed formally by the Dental Laboratory Manager the post holder and the Oral and Dental Services Manager.

Data Protection Act

Employees must not, without prior permission, disclose any information regarding patients or staff. Employees, who it is known have communicated information to an unauthorised person, will be liable to disciplinary action.

Equal Opportunities

The post holder must at all times carry out his / her duties in accordance with the Sheffield Teaching Hospitals NHS Trust Equal Opportunities Policy.