

A4C Banding No: P3462

Job Description

TITLE:	Dental Technician
DEPARTMENT:	Conservation Laboratory
LOCATION:	Birmingham Dental Hospital
PROFESSIONALLY ACCOUNTABLE TO:	Laboratory Manager
CLINICALLY ACCOUNTABLE TO:	Head of Service
BAND:	5
HOURS:	37.5

Job Summary

The post is based in a Specialised Restorative Dentistry Laboratory, within Birmingham Dental Hospital, which provides technical support for consultants, senior and junior clinical staff, postgraduate and undergraduate students in a wide range of dental specialties.

To provide a range of restorative dentistry technical services, with particular emphasis on the design, planning and construction of highly specialised and precision conservation dentistry procedures, including individual crown and routine bridgework and non-routine restorative work.

Main Duties (Laboratory)

Responsible for ensuring the provision of technical services within the hospital is provided for by the laboratory and supporting the postgraduate and undergraduate teaching requirements of the Restorative Department.

Assisting senior laboratory staff in the absence of the Laboratory Manager providing general administrative duties along with support and training for trainee laboratory staff.

Responsible for achieving a consistently high standard in the production of restorations including both single and multi unit metal bonded to ceramic restorations using semi and fully adjustable articulators.

Advising/assisting consultants, senior and junior staff and undergraduate students on technical/clinical problems relating to patient treatment plans which will often require consultations on clinic where patient's wishes and expectations are expressed.

Responsible for agreeing work schedules as appropriate with the consultants, senior and junior clinical staff and undergraduate students concerned.

Responsible for discussing with and advising undergraduate students on matters of techniques, restoration design and material selection.

Clinically assisting and advising consultants, senior and junior clinical staff and undergraduate students with shade matching with regards to patient expectations.

Planning, designing and constructing diagnostics wax-ups, including occlusal splints, both hard and soft for treatment planning, TMJ analysis and occlusal rehabilitation cases.

Undertaking more complex work involving implant restorations and other highly complex work under supervision and further training.

Producing technical appliances and study models for national and internal postgraduate and undergraduate examination purposes and training courses.

Being competent in the use of porcelain, composite materials, precious and non-precious cast dental alloys including the production of precision working models to deliver the required technical appliances and study models.

Being familiar in the use of precision milling machines and the production of milled crowns to be incorporated in to denture designs.

Planning, co-ordinating and prioritising daily personal workload to meet laboratory deadlines and service requirements on a daily basis.

Assisting in the routine day-to-day running of the laboratory and assisting undergraduate students, clinical and nursing with enquiries and the collection of completed work using the laboratory dedicated Microsoft Access computer system.

Dealing with internal and external telephone enquiries routinely.

Being competent working in the laboratory environment and utilising various specialised machinery within the laboratory including centrifugal casting machine, heat generating equipment, compressed gases, ultraviolet curing lights, grit blasting, pressure forming equipment and various dust extraction units. This also includes the use of hand held micro motors.

Key Relationships

To establish effective working relation with the following:

- Dental Technician
- Consultant and Clinical Staff
- Undergraduate Students

Health & Safety

Responsible for informing the Laboratory Manager of any issues to improve the technical service provision or address complaints or concerns.

Being responsible for reporting equipment failure/malfunction immediately to Laboratory Manager/ Accountable Manager.

Maintaining general cleanliness, monitoring and maintaining the laboratory equipment including safety equipment.

Working to and adhering to Health & Safety guidelines, the Trust's Health & Safety Policy, Medical Device Directive (MDD), Control of Substances Hazardous to Health (COSHH) regulations and all other Operational Guidelines within the laboratory to ensure the safety of the post holder and other staff within the laboratory.

Personal Development:

Contributing to the supervision and training of the technical work of trainee laboratory staff and students.

Responsible for a high quality standard of work undertaken as stated in the Laboratory Operational Guidelines Procedures.

Maintaining the strictest confidences in relation or personnel related information and be recognising that all patient related information is confidential whether formally recorded or not.

Undertaking further training as required regarding new produces and techniques and to attend a Personal Development Review on a regular basis, completing a Personal Development Plan annually with the line manager.

Participating in regular laboratory/clinic staff meetings and contributing to policy changes and procedures.

Being involved in the audit and quality assurance activities of the laboratory, department and hospital as appropriate.

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the post holder will be based at The Lyng Centre for Health and Social Care this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Dignity in Care

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE:

DATE:

A4C Banding No:

PERSON SPECIFICATION

Title	Dental Technician	Band	5			
Example key areas	Job requirements	W	How identified	M	Candidate score	Comments
Qualifications training Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	<ul style="list-style-type: none"> • BSc/BTEC Diploma/Higher National Certificate in Dental Technology or equivalent • Demonstrate interest in continuing professional development. • GDC Registration 	 E E E	Application form			



Experience Length and type of experience Level at which experience gained	A range of technical skills commensurate with significant experience in an equivalent laboratory.	E	Practical Test and Interview. Case presentations			
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Skills/knowledge Range and level of skills Depth and extent of knowledge	Ability to plan design and construct a full range of Crown and Bridge appliances.	E	Practical Test and Interview. Case presentations			
	Specialist knowledge of a wide range of technical procedures.	E				
	Good communication and organisational skills.	E				
	Ability to work flexibly under pressure.	E				
	Competent use of relevant IT systems	D				



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Personal Qualities	Ability to work within a team (within laboratory and within the wider dental team). Ability to work autonomously. Commitment to quality.	E E E	Interview			
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W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.



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Example key areas	Job requirements	W	How identified	M	Candidate score	Comments
Personal qualities	Ability to work within a team (within laboratory and within the wider dental team).	E	Interview			
	Ability to work autonomously.	E				
	Commitment to quality.	E				
Other job requirements						
Total						

W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.