NHS TAYSIDE – AGENDA FOR CHANGE

**JOB DESCRIPTION**

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| **1.  JOB IDENTIFICATION** | Job Title | Trainee Dental Technologist |
|  | Department(s) / Location | Rotation Throughout NHS Tayside Dental Laboratories |
|  | Number of job holders | 2 |

**2.  JOB PURPOSE**

By the end of the training programme the post-holder will be capable of all the roles in the following job description

Responsible for assisting in the provision of specialist clinical technical services to NHS Tayside dental clinics.

The postholder is required to construct removable primary appliances and varied innovative work with individual skill and responsibility.

**3.  ORGANISATIONAL POSITION:**

Dental Laboratory Managers

Advanced Dental Technologist

Specialist Dental Technologist

Dental Technologist

Trainee Dental Technologist

**4. SCOPE AND RANGE**

To develop the ability to analyse treatment plans and gain the necessary knowledge to deal with varied and complex information when required.

To possess sufficient clinical / technical knowledge when required to discuss complex/sensitive technical procedures with laboratory managers, trainers, clinicians, senior technology staff, dental nurses, undergraduate students and patients.

Responsible for own day-to-day time management and the punctual completion of various dental prosthesis to meet pre-arranged appointments.

To be knowledgeable and comply with national policies and protocols, e.g. Medical Devices Regulations, Control of Substances Hazardous to Health, Health and Safety Policies, etc.

**5.  MAIN DUTIES/ RESPONSIBILITIES**

Responsible for assisting in the provision of specialist clinical/technical services

Construction of study models and working models, gypsum based and 3D virtual models

Construction of acrylic based complete and partial dentures, including the duplication method and immediate insertions.

Construction of range of primary appliances and development in the production of complex appliances.

Construction of bite registration blocks for initial stages of treatment planning.

Construction of special impression trays for the production of casts

Reline additions and repair of dentures and orthodontic appliances.

Construction of

Construction of simple removable orthodontic appliances and retainers.

Discuss, advise and clarify technical procedures with clinical staff.

Participate in departmental meetings

Participate in meetings with trainers

Keep logbook record of workload

Keep records for audit purposes

Storage and distribution of internal and external departmental work

**6.  COMMUNICATIONS AND RELATIONSHIPS**

When required liaise with reception staff and clinical staff to co-ordinate suitable appointment times.

Possess the ability to explain, discuss, give advice/instruction on technical procedures to different groups of clinical/technical staff - Clinical Dental Director, Deputy Clinical Dental Director, Senior Dental Officers, Dental Officers, General Professional Trainee, final year dental students and patients.

To liaise with students/staff to discuss suitability of impressions/casts for work to progress.

Due to the highly specialist nature of the profession, contentious situations can arise whilst discussing patient care.  In these situations negotiating skills, tact, and diplomacy are required to ensure the best possible working relationship between clinical and technical staff, compromise and in depth technical discussion is often required to arrive at a suitable conclusion overcoming some of the barriers of understanding that exist between the clinical and technical specialties.

Frequently required to use tact and diplomacy when dealing with students, nurses, and clinicians who fail to comply with cross infection control procedures.

Due to the difficulty of arranging meetings with various levels of clinical staff the postholder must have the ability to prioritise and reorganise workload to fulfil technical activity with specified schedules.

**7.  KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**The post-holder will be expected to attend the appropriate training.**

**Qualifications**

The post holder will work towards, University of Aberdeen Diploma of higher Education, Dental Technology. This qualification will allow the post holder to register with the General Dental Council as a Dental Technologist

# **Clinical / Technical knowledge**

Theoretical and practical knowledge of a range of specialist dental procedures

Impression taking (techniques and materials)

Oral and facial anatomy

Tooth morphology

Understanding the different sensitive nature, handling techniques and properties of a wide range of materials e.g.polymethylmethacrylates, hydrocolloids, silicone / rubber based materials, and gypsum products.

Understanding occlusion difficulties that can arise with temporomandibular joint dysfunction

Understanding of static and dynamic occlusion

Cross infection and disinfection procedures

# **Administrative knowledge**

Laboratory booking in / out procedures

Processing and storage of all relevant documentation

Storage distribution of completed work

Use of computers to receive and send information

Use of intranet site to keep up to date with policies and relevant information

Assist laboratory manager in the recording of stock levels within the laboratory

Participate in department / laboratory audits

**ESSENTIAL ADDITIONAL INFORMATION**

**8. SYSTEMS AND EQUIPMENT**

Personal use of specialised highly complex equipment. Regular maintenance and cleanliness of designated laboratory area. Responsible for maintenance and occasional fault finding of specific items of complex equipment and machinery to ensure equipment is safe for all members of staff to use.

Daily use of micromotors, semi-adjustable articulators, surveying equipment, polishing lathes, vacuum mixers, fume cabinets, dust extraction, pressure curing chambers, vacuum forming machines

Report faulty equipment to laboratory manager as required, helping to maintain a safe working environment within the laboratory.

# Responsibility for Records Management

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

**9. PHYSICAL DEMANDS OF THE JOB**

Dental technologists require highly developed physical skills with a high degree of precision, speed and manual dexterity in order to produce work within specific deadlines.

Daily intensive and prolonged periods of concentration are required in conjunction with a high level of manual dexterity with highly developed hand-eye co-ordination.

Daily requirement to sit and work for prolong periods of time, in a restricted position.  Working to small tolerance levels to produce appliances requiring a high level of accuracy and precision.

Prolong periods standing at plaster bench casting and trimming models and use of bench presses.

Frequent daily exposure to noxious odours, hazardous body fluids (saliva, blood) from impressions and post-fitted prostheses.  A regular requirement is for the laboratory staff to remove oral debris from patients’ prostheses before work can be undertaken

**10. DECISIONS AND JUDGEMENTS**

Required to comply with all laboratory policies and procedures. Prioritises own workload, with clinical work being checked by senior technologist.

Manager / supervisor available when required

Have the ability to analyse treatment plans with the laboratory manager, trainer, various grades of clinical staff and undergraduate students. Be able to recognise the possibility of problems arising and the need to refer the case to a more senior member of staff.

Performance levels are monitored annually through appraisal and performance development systems.

**11. MOST CHALLENGING/DIFFICULT PART OF THEJOB**

## Difficult

To complete each stage of patient treatment towards a desirable conclusion, encompassing written and verbal communication between all members of the dental team, and discretion on the postholder’s part employing their education and experience to overcome any problems and consider all technical problems within their competence.

**Challenging**

Having to adapt standard procedures to incorporate the use of modern materials and equipment and overcome some of the barriers, demands and expectations that may exist in a constantly evolving profession.

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| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each postholder to whom the job description applies. | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |

**NHS Education for Scotland Job Description**