

## Job description (AFC: JM034/24)

Job title:	Orthodontic Technologist	
Clinical Service Unit:	Orthodontics & Maxillofacial Unit	
Division:	Head and Neck	
Corporate Area:	Surgery	
Salary band:	Band 6	
Responsible to:	Department Manager / Orthodontic & Maxillofacial Technologist	
Accountable to:	Department Manager / Orthodontic & Maxillofacial Technologist	
Hours per week	37.5	
Location:	MKUH	
Manages:	Direct reports:	
	Indirect reports:	

## Milton Keynes Hospital Standards, Commitments and Behaviours

By living up to our values of We Care, We Communicate, We Collaborate, and We Contribute we deliver more than just a quality patient experience because we:

- Deliver safe effective and high quality care for every patient. We treat everyone who uses our services with dignity, respect and compassion and we treat each other as we would wish to be treated ourselves.
- We say #hellomynameis, we keep patients informed, involved, and engaged in their treatment and care; and each other about what's happening in our hospital. We know we can speak up to make sure our hospital is safe, and our patients are well cared for.
- We are #teamMKUH We work together and with GP's, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.
- We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join and play our part to make our hospital the best it can be. We acknowledge and share best practice so that others can learn what works well and we learn from others so that we keep improving the services we provide.

## Aim of the role

The post holder is a vital part of the Orthodontic and Maxillofacial clinical technical team, responsible for manufacturing highly specialised complex work with a degree of individual responsibility, extending over a wide range of work activities that are complex and non-routine, supporting the Consultants and other clinical staff in the Head and Neck Directorate.

They are expected to make a proactive contribution to the development of the expanding services provided by the Orthodontic and Maxillofacial Unit and expected to use initiative and original thought for the design and development of prototype appliances/devices.

They will also be expected to advise/instruct clinicians of all grades, nursing staff and students in the aspects of Dental Technology when required and have additional skills in Clinical Photography and Information Technology for treatment planning and clinical audit.

The postholder must ensure technical and clinical practices and protocol pathways are adhered to and modified accordingly.

## Key working relationships

### Internally

- Consultants and clinicians within the Orthodontic/Maxillofacial Unit
- Technical Staff of the Orthodontic/Maxillofacial Unit
- Dental Nurse team of the Orthodontic/Maxillofacial Unit
- Other Clinicians within the Surgical Directorate.
- Administrative personnel
- Other wards/departments

### Externally

- Clinical and Technical personnel in other hospital units.

## Main duties and responsibilities

### Clinical/Technical

- The postholder will design and manufacture appliances and devices involved in the treatment for syndromic patients, particularly cleft lip and palate, patients with temporomandibular dysfunction and speech therapy techniques.
- The postholder will design and manufacture the highly complex range of fixed, removable and functional Orthodontic appliances, intra-oral and extra-oral attachments.

- The postholder will undertake clinical photography of Orthodontic and Oral, Maxillofacial patients, this may require the postholder to use differing communication styles when undertaking clinical photography.
- The postholder will give specialist technological assistance and advice in surgeries, operating theatres and wards when necessary.
- The postholder will program and operate complex specialist equipment. E.g., High temperature furnace programming, electrolytic polisher, and high frequency induction casting equipment, 3D printers.
- The postholder will be required to produce letters and reports when necessary.

### **Clinical Governance**

- The postholder will participate in the analysis of pre- and post-treatment orthodontic study casts to ensure that the quality of treatment outcomes is in line or exceeds national standards, and to input all data into a database, some of which will be generated by colleagues. It is the postholders responsibility to run regular reports at the request of the Consultants and clinicians.
- The postholder is expected to participate in general audit of clinical, technical and managerial practice locally, regionally and nationally.
- The postholder is expected to seek the views of patients and relatives on the service delivered using various media. And to actively participate in the develop of any improvement plans.

### **Teaching / Education and Training**

- The postholder will be actively involved with the training of junior hospital doctors, departmental staff and students in aspects of Orthodontic dental technology.
- The postholder will be responsible for self-development, to improve technical/clinical practice and share with technical colleagues.

### **Management**

- The postholder will be required to deputise in the day to day running of the Orthodontic/Maxillofacial Laboratory in the absence of the Principle Orthodontic and Maxillofacial Technologist.
- The postholder will participate in stock control activities`, maintaining stock levels, recording incoming stock, disposal of materials and equipment, and annual stock taking.
- The postholder will be expected to plan and prioritise incoming work, and adjust these plans at short notice due to unexpected work tasks.
- The postholder when directed will assess and update laboratory procedures and protocols in accordance with Trust policies, and national directives.
- The postholder will assist with the management of the Study Model Archive and database.

- The postholder will observe, update, adapt and develop clinical, technical and managerial practice and policies in accordance with the latest local and national directives. E.g., C.O.S.H.H Health and Safety executive, M.H.R.A. and Trust policies and procedures.

## Key Performance Indicators

Work to Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Effort, skills and working conditions

<b>Physical skills</b>	Highly developed physical skills that require the highest levels of manual dexterity in conjunction with precision when manufacturing custom made medical devices.
<b>Physical effort</b>	Occasional requirement to lift heavy loads of 25kg (Surgical plaster) sitting/standing for prolonged periods when making appliances/casting impressions.
<b>Mental effort</b>	Requirement for frequent prolonged levels of concentration when undertaking day to day duties, that can last in excess of half a shift when constructing appliances
<b>Emotional effort</b>	Occasional distressing circumstances when dealing with the rehabilitation of patients who have severe facial disfigurements and deformities. To deal with patients /parents who have high levels of anxiety, depression and expectation
<b>Working conditions</b>	The role involves daily exposure to unpleasant smells, odours, body fluids, dust, chemicals, noise and vibrations

## Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

## Personal development and training

MKUH actively encourages development within the workforce and employees are required to comply with Trust mandatory training. MKUH aims to support high quality training to NHS staff through various services. The Trust is committed to offering learning and development opportunities for all full-time and part-time employees.

## General

All staff are required to comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager. All staff are required to work in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

Reducing risk is everyone's responsibility. All staff must attend training identified by their manager or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The prevention and control of infection is a core element in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

All staff are required to respect confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are expected to respect the requirements under the Data Protection Act 2018.

All staff have a responsibility for safeguarding children, young people, and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

The Trust values equality and diversity in employment and in the services we provide. All staff are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Staff are responsible for ensuring that they do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

If you have responsibility for a budget you are expected to operate within this and under the Trust's standing financial instructions (available in the intranet's policies section) at all times.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change

and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

All staff are required to maintain professional standards such that they can pass all NHS Employer's standard pre-employment checks, including Fit & Proper Person Regulation tests for VSM roles, throughout the lifetime of their employment at the Trust.