

**REF CODE:****PORTSMOUTH HOSPITALS NHS TRUST  
JOB DESCRIPTION**

<b>Job Group:</b> <i>Allied Health Professionals</i>	<b>FOR OFFICE USE ONLY</b>
<b>Job Title:</b> <i>Maxillofacial Prosthetist</i>	<b>Position No:</b>
<b>Division/Care Group:</b> <i>Surgical &amp; Outpatients</i>	<b>Approved Matching Classification</b>
<b>Existing Grade:</b> <i>7</i>	<b>Job Analysis</b>
<b>Base Location:</b> <i>Queen Alexandra Hospital</i>	<b>Job Evaluation</b>
<b>Reports to:</b> <i>Laboratory Manager</i>	<b>Pay Band code:</b>
<b>Accountable to:</b> <i>Laboratory Manager</i>	<b>Entered By:</b>

**Job Purpose**

To undertake both the design and manufacture of highly complex maxillofacial prosthetic devices, specialist dental devices, deep buried implants, CAD/CAM services and responsibilities assigned by the laboratory manager. To provide a scientific and technical service both independently and in conjunction with all clinical service users for patient rehabilitation, including but not limited to; Oral & Maxillofacial surgery, Oral Surgery, Orthodontics, Restorative, Ear, Nose and Throat, Oncology, Ophthalmology, General Surgery and Accident and Emergency. To ensure all care is of an extremely high standard and making the patient the centre of this process. To provide immediate emergency technical assistance when required during working hours.

## **Key Dimensions**

Contribute to the provision of an extensive service for the acute units of Queen Alexandra Hospital, IOW Hospital and other NHS and non-NHS organisations.

- Take responsibility for own working practice when designing, constructing, fitting and advising about all areas of custom made Maxillofacial prosthesis, appliances and splints (including all processes/equipment/materials involved) ensuring an excellent patient focused service.
- The post holder will support all service user consultants including; Maxillofacial Surgery, Oral Surgery, Orthodontics, Restorative, ENT, Plastic Surgery, Ophthalmology, and Accident and Emergency.
- The post holder will be expected to provide and develop the CAD/CAM service in the OMF & Orthodontics Laboratory. This includes liaising with clinical staff and external companies involved with processes.
- Take responsibility for own working practice when constructing custom made orthodontic appliances (including all processes/equipment/materials involved) to accurately fit patients following the provided prescription.
- Take responsibility for own working practice when constructing custom made restorative appliances (including all processes/equipment/materials involved) to accurately fit patients following the provided prescription.
- Take responsibility for own working practice for the provision of accurate dental model manufacture (including all processes/equipment/materials involved).
- Help in the co-ordination of treatment plans and timetabling of procedures (both own and laboratories).
- Carry out independent technical practice as defined by own training / education / qualifications/regulatory bodies, while following local trust and laboratory policies.
- Recognise when a presenting clinical situation requires an immediate second opinion / referral to parallel service.
- Access to and completion of patient medical records pertaining to allocated cases.
- Observe and comply with Trust COSHH & Health and Safety legislation to ensure safe handling and use of materials and equipment in the laboratory.
- Assist/support services/service users as required on all hospital sites.
- Provide prosthetics technical and clinical training for the clinical multidisciplinary team, STP's and other service users as required.
- Liaising and working with the multidisciplinary team and service users.
- Understand and comply with the medical device directive 93/42/EEC (and any appropriate amendments/changes) and in accordance with MHRA registration and departmental licence.
- Take responsibility for undertaking their enhanced continued professional development (ECPD) as required by the General Dental Council (GDC).
- Maintain accurate adherence to laboratory digital and physical record keeping policies for service running/audit.
- To undertake Stock control, maintenance, and general upkeep of the laboratory.

**Knowledge, Skills and Experience Required****1) Qualification:**

- Dental Technology BSc (Hons) / or equivalent + two years vocational training at accredited unit.
- Registered with General Dental Council ( and continue to maintain statutory registration)
- Registered with the IMPT (at least as an associate)

Plus one of the following:

- MSc Clinical Science (Reconstructive Science)
- MSc Maxillofacial and Craniofacial Technology
- Professional Diploma in Maxillofacial Prosthetics & Technology

**2) Experience:**

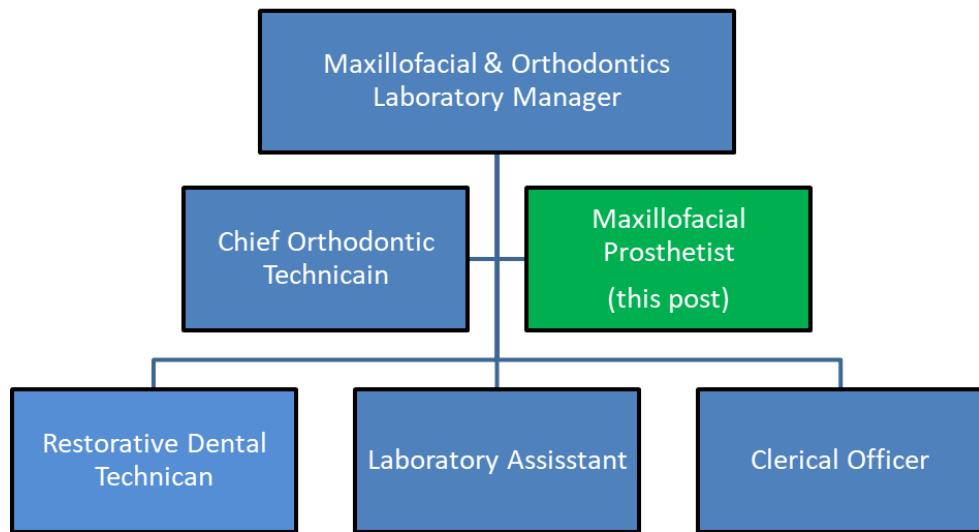
- A minimum of two years' experience in a restorative, orthodontic, or maxillofacial post.
- Experience within a hospital setting (desirable).
- Experience with orthognathic model planning
- Experience with 3D printing and CAD/CAM (desirable).

**3) Skills needed:**

- A high degree of technical skill in prosthetics, restorative and oral surgery.
- Responsible management skills.
- Good supervisory skills necessary to guide junior staff.
- Interpersonal and communication skills are required to work as part of a team and individually.
- Customer care skills.
- Problem solving skills.
- Computer / IT skills.

**4) Equipment Used:**

- All dental laboratory equipment.

**ORGANISATIONAL CHART**

## Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
  - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
  - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
  - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.



Working together  
for Patients



Working together  
with Compassion



Working together  
as One Team



Working together  
Always Improving

**Shared Core Functions**

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
11. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
12. Develop structures, systems, ways of working and personal values that will support the Trust's sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

**Specific Core Functions**

- Take responsibility for own working practice; construct custom made specialist prosthetic appliances (including all processes/equipment/materials involved) to accurately fit patients following the provided prescription.
- Take responsibility for own working practice; construct custom made basic orthodontic & restorative appliances (including all processes/equipment/materials involved) to accurately fit patients following the provided prescription.
- Take responsibility for own working practice for the provision of accurate model manufacture (including all processes/equipment/materials involved) as defined by own training / education / qualifications/regulatory bodies, while following local Trust and laboratory policies.
- Responsible for the management and provision of prosthetic work to all service users.
- Assist in the supervision, development and training of junior staff (including technicians, doctors, students etc.) within the multidisciplinary team.
- Help in the co-ordination of treatment plans and procedures (both own and laboratories).
- Take responsibility for organisation and liaising with external suppliers for the outsourcing and use of speciality restorative services. The post holder would both ensure service provider quality and that records are kept organised.
- Assist/support services/service users with technical knowledge as required on all hospital sites.
- Take responsibility for key areas of laboratory health and safety policies.
- Take responsibility for day to day stock control and managing the organisation and stock levels of specialist prosthetic stock.
- Assist in the development of laboratory provision scope and service improvements.
- Observe and comply with Trust Coshh & Health and Safety legislation to ensure safe handling and use of

materials and equipment in the laboratory.

- Liaising and working with the multidisciplinary team and service users.
- Understand and comply with the medical device directive (MDD/MDR 93/42/EEC) and in accordance with MHRA registration and departmental licence, such as ISO9001-2015 and DAMAS.
- Maintain accurate adherence to laboratory digital and physical record keeping policies for service running/audit.

## **Communications & Working Relationships**

Be able to liaise and communicate technical/laboratory information (verbal & written) with all service users e.g.:

- Restorative Consultants
- Oral Surgery Consultants & Registrars
- Senior and Junior Dental Officers
- Maxillofacial Consultants
- Orthodontic Consultants & Therapists
- Senior House Officers
- Technical team
- Clerical team
- Nurses

Be able to work with all service users/suppliers (but not limited to):

- OMF & Orthodontics technical team
- Patients and their relatives
- Oral and Maxillofacial Nurses
- Medical Secretaries and Receptionists
- Dental equipment and material sales representatives
- Health and Safety teams
- Human resource teams
- Transport teams
- Porters teams

## **Physical, Mental & Emotional Effort & Working Conditions**

The laboratory environment will expose the post holder to:

- Lifting weights, including and up to 10kg with assistance from other laboratory staff. Over 25kg with the use of mechanised lifting equipment. This is a weekly occurrence.
- Use of a computer for record keeping/communication with colleagues/mandatory training. This is a daily occurrence.
- Able to stand or sit for prolonged periods of time in restricted positions under intense concentration:
  - Standing to casting impressions/trimming models/polishing. This is a daily occurrence.
  - Seated to abrade/cut appliances using a dental micro motor. This is a daily occurrence.
- Post holder can be expected to be exposed to respiratory irritants and moderate levels of dust. This is a daily occurrence.
- Exposure to body fluids in the form of saliva and blood contained within impressions sent into the laboratory. This is a daily occurrence.

**Other**

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

**Job Description Agreement**

Job Holders name:  
(print)

Job Holders signature: Date:

**Senior Officer/ Chief of Service**

Name (print)

Signature: Date:

Title:

PERSON SPECIFICATION

CRITERIA	How criteria will be assessed: Application Interview Assessment Reference
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Dental Technology BSc (Hons) / or equivalent + two years vocational training at accredited unit.</li> <li>• Registered with General Dental Council</li> <li>• Registered with the IMPT (at least as an associate member)</li> </ul> <p>Plus one of the following:</p> <ul style="list-style-type: none"> <li>• MSc Clinical Science (Reconstructive Science)</li> <li>• MSc Maxillofacial and Craniofacial Technology</li> <li>• Professional Diploma in Maxillofacial Prosthetics &amp; Technology</li> </ul>	A
<p><b>Experience</b></p> <p>To provide a high quality maxillofacial laboratory service for all of the OMF &amp; Orthodontics service users. This will include but not limited to:</p> <ul style="list-style-type: none"> <li>• The construction of bespoke specialist prosthetic appliances.</li> <li>• The construction of implant retained appliances.</li> <li>• Knowledge of current implant systems and techniques.</li> <li>• The construction of dental working, study and surgical models.</li> <li>• Competence in the use of specialised prosthetic equipment.</li> <li>• Experience with the calibration and maintenance of specialised dental and prosthetic equipment.</li> <li>• Experience and understanding / implementation of COSHH for materials used within a dental laboratory.</li> <li>• Understanding and experience of NHS /Workplace Health &amp; Safety policy.</li> <li>• Experience with orthognathic model planning.</li> <li>• Experience with training programme, especially STP.</li> </ul>	A / I
<p><b>Skills and Knowledge</b></p> <p><b>1. IT Proficiency:</b></p> <ul style="list-style-type: none"> <li>• Proficient with CAD/CAM systems and the associated data manipulation and storage.</li> <li>• Highly proficient in the use of IT systems and programs (word/access/excel Outlook)</li> <li>• Ability to utilise a windows operating system and windows file system.</li> <li>• Ability to program and use computerised laboratory equipment.</li> </ul> <p><b>2. Communication &amp; Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• <i>Excellent verbal communication:</i> Able to understand and communicate complex technical information with both the clinical &amp; technical team.</li> <li>• <i>Excellent listening skills:</i> Able to understand and retain information of a technical and clinical nature.</li> <li>• <i>Mature and professional conduct:</i> Understands the need for professional conduct in both technical and clinical environments.</li> </ul>	

<p><b>3. Organisation Skills:</b></p> <ul style="list-style-type: none"> <li>• <i>Accurate record keeping:</i> Maintaining laboratory/prescription records accurately.</li> <li>• <i>Plan and prioritise own workload:</i> Ability to ensure appliance provision with multiple demands on their time.</li> <li>• <i>Able to meet deadlines:</i> Ensures that work is provided when requested, ensuring service demands met while under conflicting deadlines.</li> </ul>	A / I
<p><b>4. Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• <i>Highly developed manual dexterity:</i> Able to provide technical work to very fine tolerances.</li> <li>• <i>Excellent team-working:</i> Able to work well as a member of multidisciplinary teams ensuring service provision.</li> <li>• <i>Good problem solving skills:</i> Able to identify, define and solve problems within the scope of their role.</li> </ul>	
<p><b>5. Physical Skills:</b></p> <ul style="list-style-type: none"> <li>• <i>Good concentration skills:</i> Able to focus for long periods of time with high levels on concentration and co-ordination (e.g. high speed trimming, grinding, polishing etc.).</li> <li>• <i>Stand or sit for long periods of time:</i> Able to be in restricted positions using specialised equipment requiring intense concentration for extended periods of time.</li> <li>• Required to lift weights of up to 10Kg with assistance from other staff when moving specialised materials.</li> </ul>	
<p><b>Working Together (Trust Value)</b></p> <p><b>With Compassion</b></p> <ul style="list-style-type: none"> <li>• Compassionate and kind</li> <li>• Friendly and courteous</li> <li>• Attentive and helpful</li> <li>• Protective of patient dignity</li> </ul> <p><b>As One Team</b></p> <ul style="list-style-type: none"> <li>• Listen and hear</li> <li>• Break down silos and work in partnership internally and externally</li> <li>• Explain and involve patients and staff in decisions</li> <li>• Respect everyone's time</li> </ul> <p><b>Always Improving</b></p> <ul style="list-style-type: none"> <li>• Seek and give feedback</li> <li>• Identify and make improvements to how we do things, however big or small</li> <li>• Work efficiently, and keep things simple</li> <li>• Live within our means</li> <li>• Develop through learning</li> <li>• Engage, innovate and improve</li> </ul>	A / I