

Job Description

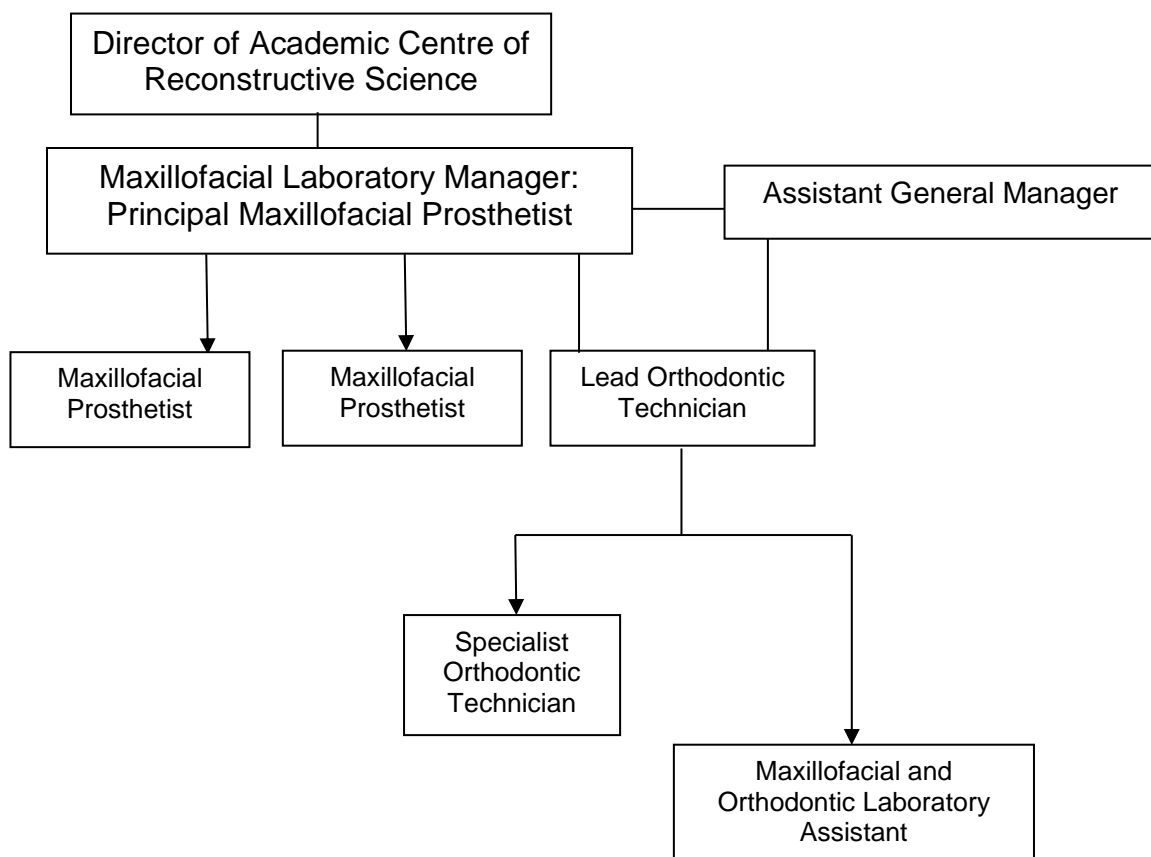
1. JOB DETAILS

| | |
|-----------------|--|
| Job Title: | Maxillofacial Prosthetist (Reconstructive Scientist) |
| Department: | Maxillofacial Prosthetics, Cleft and Dental |
| Band: | Band 7 |
| Location: | Cross site: Cleft and Dental Laboratory, St Thomas' Hospital Maxillofacial and Orthodontic Laboratory, Guys Hospital |
| Hours: | 37.5 per week |
| Responsible to: | Principal Maxillofacial Prosthetist |
| Accountable to: | Director of Academic Centre of Reconstructive Science |

Department Information: Dental Directorate

Speciality: Maxillofacial Prosthetics

Structure Chart



Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

2. JOB SUMMARY:

To carry out the design and production of highly complex specialised maxillofacial prosthetic devices. Participate autonomously in maxillofacial prosthetic clinics for the treatment and rehabilitation of patients, ensuring a high standard of care. To undertake the construction of highly complex dental devices for the Cleft services and any other responsibilities designated by the laboratory manager. A close working relationship with the maxillofacial and dental team is expected. The post holder will also be required to supervise the junior and trainee members of staff.

3. KEY RELATIONSHIPS

Internal: Daily communication with Principal Maxillofacial Prosthetist and the Laboratory team
All Dental staff throughout the trust; nurses, clinicians, secretaries and reception
Directorate management
Other departments within the trust
Staff within the multidisciplinary team
Other Trust Hospitals: in connection with the Cleft and Dental Laboratory and Maxillofacial Laboratory and Orthodontic Laboratory

Other NHS: Other Trust Hospitals: in connection with the Cleft and Dental Laboratory and Maxillofacial and Orthodontic Laboratory

External (to NHS): Members of the public i.e. patients, their friends, relatives and carers
GDP's and their Practice
Commercial Dental SupplierS

4. MAIN DUTIES AND RESPONSIBILITIES:

1. The design and construction of highly complex bespoke Maxillofacial Prosthetic devices, including implant retained devices
2. Assist in providing a highly specialised cleft devices including same day devices
3. Participate autonomously in maxillofacial clinics for the treatment and rehabilitation of patients ensuring a high standard of care for each patient
4. Complete complex orthognathic planning for both the Cleft and Orthodontic departments, including attending facial records appointments, wafer try-in appointments, and discussing cases with Surgeons, consultants and post graduate students
5. To liaise with the Principal Maxillofacial Prosthetist and Consultant Maxillofacial Prosthetist for the use of digital technologies
6. Carry out extra-oral procedures in the clinic i.e. complex extra-oral or intra-ocular sectional impressions, fitting tissue/prosthetic abutments to osseointegrated implant fixtures
7. Work in direct contact with patients for repeated long periods of concentration to meet patients expectation within definitive custom made maxillofacial prostheses
8. Apply an empathetic approach to advising patients, of any age, who may be significantly sight, hearing or speech impaired, such as in cases of ablative surgery to the head/neck region or oral cavity. This may include patients with mental health issues, physical disabilities or brain injuries
9. Use highly developed physical skills that require a high degree of manual dexterity and provide a highly specialist clinical and technical service
10. Use artistic and practical skills over long periods of concentration to shape and mould facial prosthetics
11. Communicate highly complex sensitive condition and treatment information to patients, carers and all members of the multi-disciplinary team
12. Advise patients before, during and after the fitting of facial prostheses
13. Recognise presenting clinical situations that require an immediate second opinion by an appropriate specialist i.e. possible indications of recurrent malignant disease
14. Ability to onward refer to other medical and healthcare professionals
15. Design and construct a full range of highly complex facial/removable dental and maxillofacial appliances i.e. for treatment and diagnosis of temporomandibular joint dysfunction
16. Carry out procedures that involve skin tissue preparations and identify tissue reactions i.e. application of tissue conditioners and skin adhesives
17. Adhere to department policy and guidelines relating to cross-infection and carry out aseptic technique as required in the clinic, operating theatre and laboratory environments
18. Fit and activate as required, splint devices in the clinic or operating theatre
19. Provide specific support and highly specialised advice for patients in the context of cranio-maxillofacial prosthetics i.e. palliative care for head and neck cancer patients, children and their parents and patients with severe disfigurement
20. Make highly complex clinical and technical decisions on the basis of cross-disciplinary guidance and advice, knowledge of materials and component

- capabilities and with regards to prioritisation according to degree of urgency/need
21. To plan and co-ordinate personal work allocation on a day to day basis, ensuring all deadlines are met, including entering all appliance data onto the laboratory MHRA database.
 22. Enter relevant details into patients' medical records and via medical device processing system, including producing letters/reports to patients and other healthcare professionals
 23. Give professional/public presentations and scientific papers at national and international congresses and meetings
 24. Carry out role in compliance with directive 93/42/EEC and in accordance with MHRA registration policy and departmental licence
 25. The post holder will be a full member of the IMPT and act within the IMPT code of conduct
 26. The post holder will identify their own training need and is responsible for maintaining their own continued professional development (CPD) as required by the General Dental Council (GDC)
 27. The post holder will advise other healthcare professionals relevant to scope of own knowledge and work according to GDC Standards and Scope of Practice
 28. The post holder should be familiar with working in a laboratory environment and the use of heat generating equipment such as bunsen burners, boiling out machines and heat/pressure vessels.
 29. Use computerised systems i.e. vacuum forming machine, furnace and inert gas casting equipment
 30. Ensure safe handling and management of laboratory chemistry i.e. acids, monomeric liquids, solvents and laboratory equipment i.e. laser welder, high speed cutting equipment
 31. Assist with ordering of materials to facilitate the day to day running of the laboratory
 32. Participate in the responsibility for the day-to-day maintenance of equipment used within the Cleft and Dental Laboratory and the Maxillofacial a Laboratory, including a duty to ensure that it is kept in a good state of repair and is kept clean, reporting any faults to the laboratory manager
 33. Ensure the cleanliness and tidiness of own work areas and participate in a cleaning rota to maintain the laboratory in line with health and safety regulations
 34. The post holder may also be required to participate in departmental audit and on occasion materials and equipment testing
 35. Provide supervision and guidance on the technical work of lower grade staff and students and direction on laboratory procedures
 36. Performance will be assessed by the Principal Maxillofacial Prosthetist through a formal system of performance appraisal, which will identify relevant competencies and a personal development plan
 37. Employees must work within hospital and local departmental policies and procedures and adhere to Health and Safety guidance, Trust Health and Safety policy, COSHH Regulations and other Trust Policies
 38. Follow national and local policy and guidelines regarding cross-infection
 39. The post holder will be expected to contribute to decisions relating to operational issues within the Maxillofacial and Orthodontic Laboratory
 40. Carry out any other duties commensurate with the post

This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post-holder, in order to meet changing needs of the organisation.

The post holder may be required to work at any location where Dental Institute services are provided in order to maintain service

The following statement forms part of all job descriptions:-

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children 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.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

CR 18/12/17

Person Specification

Maxillofacial Prosthetist

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| EDUCATION, QUALIFICATIONS & TRAINING | | |
| Fully qualified dental technician holding a: | ✓ | |
| First Degree/BSc Dental Technology + MSc Maxillofacial Prosthetics & Technology + 2 Years vocational training at Accredited unit | | |
| OR | | |
| First Degree/BSc Dental Technology + University Professional Diploma in Maxillofacial Prosthetics and Technology + 2 Years vocational training at Accredited Unit | | |
| Full member of the Institute of Maxillofacial Prosthetists and Technologists (IMPT) | ✓ | |
| Registered with GDC as a Dental Technician | ✓ | |
| KNOWLEDGE AND EXPERIENCE | | |
| Extensive knowledge and experience of producing highly specialised maxillofacial prosthetic devices. Construction of all types of complex maxillofacial devices, trauma, facial and body prosthetics including highly specialist implant retained devices | ✓ | |
| In depth understanding of maxillofacial prosthetic services, including clinical practices, treatment planning, device design and construction and knowledge of materials | ✓ | |
| Significant patient management experience, including clinical and technical skills and an ability to relate to patients giving an excellent standard of patient care | ✓ | |
| Experience of highly complex orthognathic surgery planning | ✓ | |
| Previous experience of working in a hospital dental laboratory | ✓ | |
| Experience of constructing highly complex dental appliances | ✓ | |

| | | |
|--|---|---|
| Experience of speech therapy appliances and feeding plates | | ✓ |
| Experience of model scanning software – 3Shape | | ✓ |
| Experience in the use of laser welding equipment | | ✓ |
| Experience of Medical Devices Directive | ✓ | |
| ATTRIBUTES | ✓ | |
| Excellent communication skills both oral and written | ✓ | |
| Empathetic approach to patients | ✓ | |
| Highly motivated team player with a flexible approach to work | ✓ | |
| Willingness to learn new ways of working and respond positively to changing work demands | ✓ | |
| Ability to move heavy items of equipment and materials | | ✓ |