

JOB DESCRIPTION

JOB TITLE: Trainees Maxillofacial Prosthetist

PAY BAND: 5

DEPARTMENT/DIVISION: Maxillofacial Prosthetics DIV D

BASED AT: Queen Elizabeth Hospital Birmingham

REPORTS TO: Stefan Edmondson. Departmental Manager

PROFESSIONALLY RESPONSIBLE TO: Stefan Edmondson. Departmental Manager-Head of Service

LAST UPDATED: 18/05/2022

JOB PURPOSE:

The Department provides a specialist service to the following specialities at University Hospitals Birmingham NHS Foundation Trust.

1. Maxillofacial Surgery (Including Major Trauma Centre)
2. Craniofacial Surgery (Supra Regional Unit)
3. Cleft Unit (Regional Unit)
4. ENT
5. Plastic Surgery and Burns (Regional Unit)
6. Neurosurgery (Regional Unit)
7. Breast Clinic
8. RCDM
9. Dermatology
10. Paediatric Microtia Service (Birmingham Children's Hospital)

The Department also has service level agreements in place for specialist Maxillofacial and Craniofacial work at Birmingham Children's Hospital-

- To participate in the delivery of a clinical, scientific service to patients undergoing Reconstructive procedures or Rehabilitation using implants, splints and prostheses.
- To undertake the production of Maxillofacial Technical and Prosthetic devices.
- To obtain specialist qualification in Maxillofacial Prosthetics/Craniofacial Rehabilitation will be encouraged
- To contribute to research and development programmes in conjunction with university course.
- Support will be provided toward the MSc programme for the suitable candidate pre and post qualification commitment will be required-discussed at interview or at informal visit

KEY WORKING RELATIONSHIPS:

MAIN DUTIES & RESPONSIBILITIES:

1. To participate in the provision of a technical/clinical service in the treatment of Maxillofacial Prosthetic department patients.

To liaise with team members and schedule of patients clinical appointments and surgical procedures.
2. To assist in coordinating and arranging treatment plans and timetabling of clinical/technical procedures.
3. To assist senior staff carrying out invasive procedures in the clinic or operating theatre within specified time restraints i.e.
 - Complex intra-oral or intra-ocular sectional impressions.
 - Fitting tissue/prosthetic abutments to osseointegrated implant fixtures.
 - Modification of a cranioplasty implant during surgery.
4. Establish with senior staff patient requirements and liaise across disciplines such as, Maxillofacial, Plastics and Burns, Craniofacial, ENT, Dermatology and Neurosurgery ie:
 - To include specific data/information for orthognathic surgery
 - To obtain information for cranial implant construction
 - Nasal septal obturators
5. Fit and activate as required under supervision, splint devices in the clinic or operating theatre, ie:
 - Post burn splint appliances
 - Keloid splint
 - Cranioplasty etc.
6. To assist with senior staff in Maxillofacial Prosthetics Department Outpatient Clinic.
7. Carry out procedures with senior staff that involve skin/tissue preparations and identify tissue reaction, ie: application of tissue conditioners, skin adhesives and (oral) surfactants.
8. Follow Departmental policy and guidelines regarding cross infection and carry out aseptic technique as required in the clinic, operating theatre and laboratory environments.
9. Carry out supervised clinical and technical practice as defined by own training and

education, accepted occupational guidelines, ie:

- Own training and education CPD
 - National occupational standards NOS
 - *Best Practice and Ethical Code*(IMPT)
Institute of Maxillofacial Prosthetics and Technology
 - Local Trust policy
 - Understand the department's current quality QMS and MHRA registration
 - To partake in the departments Risk Assessment policies with ISO 13485 QMS
10. Treat patients with dignity and respect, regardless of gender, race, religion or sexual orientation. Apply an empathetic approach to patients who are significantly sight, hearing and speech impaired, as in cases of ablative surgery to the oro facial area, or patients with mental health difficulties or have suffered brain injury.
11. To manufacture appliances and prostheses for patients with traumatic injuries, benign or malignant disease, and deformities of the cranio-maxillofacial region or body, (supervised).
To fit and activate with senior staff supervision in the clinic or operating theatre and support a clinical review of custom made medical devices.
12. To assist in providing clinical and technical information regarding the long term management of a medical device, i.e.:
- Post burn splinting,
 - Oro-facial prosthesis
 - Care of osseointegrated implants
13. To support senior staff in the design and manufacture implants in titanium and other materials- i.e.
- Cranioplasty plates
 - PSI Implants
14. Use department equipment computerised systems, i.e.:
- Furnace programming
 - Laser welding equipment.
 - 3D Printers
 - 3D segmentation
 - Hand held laser scanner - Artec
 - Laser scanner – Artec
15. Research and development to reflect educational requirements of University Degree as required for own mandatory CPD/CPE.

16. Participate in audit and investigations to facilitate problem finding or identifying areas of good practice.
17. Evaluate relevant evidence published in scientific journals for sound research methodology and statistical analysis.
18. Enter relevant details into patient's medical record and enter relevant data of materials used.
19. To keep accurate records of work undertaken and patients referred to be used in department planning and income funding.
20. To participate in maintaining stock of consumables and equipment in the Maxillofacial Laboratory and clinical areas.
21. Observe and comply with current Health & Safety and COSHH Legislation. Safely handle and manage maxillofacial laboratory materials
 - Silicones-Pigments-Polymer-Monomers-Light cure
 - Titanium metals
 - Monomeric liquids and evaporative solvents
 - 3D printing materials-Polyjet resins-PLA-PVA
 - High speed cutting equipment and lasers
22. Be responsible for safe use of clinical and laboratory equipment, ie: use and maintenance of clinical suite, laser equipment and pressure moulding forming machinery and 3D printers
24. Undertake any other duties commensurate with the post.

Informal visits to the department are highly encouraged pre application

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; **building healthier lives**. Our values apply to every member of staff. They are working in partnership with others to provide safe, appropriate care and improve outcomes (**Collaborative**); being transparent in all that we do, communicating openly, inclusively and with integrity (**Honest**); taking personal and collective responsibility for the way in which we deliver care (**Accountable**); being responsive, creative and flexible, always looking for ways to do things better (**Innovative**); treating everyone with compassion, dignity and professionalism (**Respectful**).

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

In all other Staffs Job Descriptions (delete as appropriate)

University Hospitals Birmingham the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY *

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

In all other staff's Job Descriptions (delete as appropriate)

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

*** Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependent upon the level of the job description being compiled.**

Name of Post Holder:

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Signature of Post Holder: Date:

Name of Manager: Stefan Edmondson

Post Title of Manager: ...Consultant Maxillofacial Prosthetist/Head of Service

Signature of Manager.....  Date: 18/05/2022...