



JOB DESCRIPTION

Job Title: Chief Technologist-Dental
Job Family / Section: Dental / No section
Reports To: Chairman
Subordinate Titles:
Titles of other jobs reporting to same supervisor: Dental Hygienist

Position Summary

Support the delivery of patient care by organizing, supervising and conducting all the Dental Laboratory procedures ensuring that established departmental policies, procedures, objectives, quality improvement program, safety environment & infection control and accreditation standards are maintained. Shares administrative functions with the Chairman of Dentistry.

Principal Accountabilities

1. Performs general Dental laboratory administration tasks and maintain Dental Laboratory activities.
2. Establishes work standards and procedures and performs periodic inspections to ensure compliance.
3. Formulates improved work methods and procedures to make full utilization of Dental Laboratory personnel and equipment.
4. Conducts and supervises on-the-job training in Dental laboratory techniques procedures.
5. Introduce advanced techniques in the Dental Laboratory.
6. Enforces use of safety measures and furnishes technical advice.
7. Supervises Dental Laboratory personnel and plan and schedules duty assignments and annual leave for the Technicians.
8. Orient newly assigned personnel in local operating procedures, regulations and policies.
9. Inspects Dental laboratory equipments and instruments and reports defective equipments for corrective action.
10. Establishes controls for daily maintenance of Dental Laboratory equipments and compliance with safety regulations.
11. Participates in projects.
12. Under the Chairman's direction, coordinate with concerned departments and organize new dental laboratories.

Budget Dimensions

Staffing Dental Laboratory Equipments Dental Materials and other Consumable Materials

- Finance: -
- Staff: 32
- Other: -

Knowledge, Skills and Experience

- Education: Minimum: Minimum: Diploma in Dental Technology



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Preferred: Preferred: Bachelor's degree in Dental Technology

- **Experience:** **Minimum:** Minimum: 15 years including educational and administrative experience in Dental Schools and Hospital Dental Departments
Preferred: Preferred: 18 years

- **Required Certification or Licensure or Registration:**

Registration or membership with any recognized Dental Council or Dental Association.

- **Language Skills:** English Intermediate

- **Computer Skills:** Basic Computer

- **Key Competencies:**
 1. Collecting, analyzing and organizing information
 2. Communicating ideas and information
 3. Planning and organizing activities
 4. Working with others and in teams
 5. Using modern analytical ideas and techniques
 6. Solving problems
 7. Using technology

- **Problem Solving / Decision Making:**

1. Identifying problems and review information.
2. Follow guidelines to arrange objects or action in certain order.
3. Analyze ideas and use logic to determine their strength and working with them.
4. Understand new information on materials by studying and working with them.
5. Identify what must be changed to reach goals.
6. Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
7. Understanding written sentences and paragraphs in work related documents.
8. Analyzing needs and product requirements to create a design.
9. Generating or adapting equipment and technology to serve user needs.
10. Determining the kind of tools and equipment needed to do a job.
11. Understanding the implications of new information for both current and future problem solving and decision making.
12. Using scientific rules and methods to solve the problems.

Core Behavioral

Patient and Customer Focus Interpreting HMCs Agenda Providing Excellent Service Developing Partnerships Delivering Results Teamwork Effective Communication Harnessing Technology

Leadership Behavioral

Key Relationship

Working relationship with Department Chairman and all other Dental staff. Also with all Hospital Administrators, Engineering department staff, Materials Management department staff, HR Department staff, Infection Control department staff, and Housekeeping staff.



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Associated Documents:

- Skills and Competency Checklist
- Departmental Organizational Charts
- Corporation vision, mission and values statement

AGREEMENT *(for Individual Job Description)*

I, the undersigned, hereby acknowledge that I have read my job description and understand its content. I agree to demonstrate the application of this job description in my day-to-day activities and in accordance with the Mission, Vision and Values of Hamad Medical Corporation.

Employee's NAME in block letters

Corporation Number

Signature Employee

Signature Date

Supervisors name in block letters

Signature Immediate Supervisor

Date