



JOB DESCRIPTION

Job Title: Dental Technician
Job Family / Section: Dental / No section
Reports To: Chief Technologist
Subordinate Titles: Dental Assistant Technician
Titles of other jobs reporting to same supervisor: Dental Technician Supervisor, Dental Technologist, and Dental Assistant Technician

Position Summary

Support the delivery of patient care by conducting the Dental Laboratory procedures ensuring that established departmental policies and procedures, objectives, quality improvement program, safety environment and infection control and accreditation standards are maintained.

Principal Accountabilities

1. Performs routine procedures in fabrication and repairing fixed and removable dental prosthesis and oral mechanical devices under supervision.
2. Assists the Chief Technologist by ensuring the smooth and efficient operation and work flow and design.
3. Records maintenance.
4. Check and report on the level of materials and supplies in the Dental Laboratory.
5. Assists in care and maintenance of laboratory equipments.
6. Assists with instruction of other Technicians and Trainees, when directed.
7. Performs other job related duties within his/her ability as required and instructed.

Budget Dimensions

- *Finance:* -
- *Staff:* -
- *Other:* -

Knowledge, Skills and Experience

- **Education:** **Minimum:** Two years Certificate or Diploma in Dental Technology-Minimum
Preferred: Diploma in Dental Technology-Preferred
- **Experience:** **Minimum:** Five (5) years-Minimum
Preferred: Eight (8) years-Preferred
- **Required Certification or Licensure or Registration:**
Registration or License with a government recognized Dental Council or Government body
- **Language Skills:** English Intermediate



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- **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 mathematical ideas and techniques.
 6. Solving problems
 7. Using technology
- **Problem Solving / Decision Making:**
 1. Identify 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 weakness.
 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. Understanding the implications of new information for both current and future problem solving and decision making.
 11. 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 Dental Department 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