

## **JOB DESCRIPTION**

**Job Title:** Qualified Orthodontic Therapist

**Location:** SUFFOLK ORTHODONTICS

**Report to:** PRACTICE OWNER/ PRACTICE MANAGERS/SUPERVISING CLINICIANS

### **Job Purpose:**

To assist the orthodontist & carry out specific orthodontic treatment under the prescription & supervision from the orthodontist.

### **Principle Accountabilities and Activities:**

#### **People**

- Establish and maintain effective working relationships with all colleagues and the general public.
- Communicate effectively with the practice team.
- Provide high quality treatment under prescription in accordance with the Scope of Practice provided by the GDC. The Scope of Practice will also link with duties in context of practice protocols.
- Ensure all required professional indemnity is in place and all necessary CPD in undertaken.
- Establish, promote and maintain productive working relationships with all members of the dental team.
- Pursue personal development of skills and knowledge and attend training necessary for the performance of the role.
- Take care of your own Health & Safety and that of others who may be affected by your work.
- Support newly qualified Therapists and peers.
- Liaise with external parties, other staff members and referring dentists as necessary to perform duties and aid the patient.

#### **Practice**

- Maintain regular, consistent and professional attitude & attendance, punctuality & personal appearance.
- Ensure all relevant computers and IT equipment and manual systems are functional.
- Provide all parts of Orthodontic treatment as outlined in the GDC's Scope of Practice under the supervision & prescription of the Orthodontist.

- Please refer to the GDCs Scope of Practice which highlights activities and competencies that Orthodontic Therapists may or may not carry out depending on their personal competency level.
- Greet patients on arrival in a courteous & professional manner.
- Follow Cross Infection Control Policy and all practice policies and procedures at all times.
- Maintain detailed & accurate digital & manual clinical records.
- Follow all dental ethical guidelines including rules on confidentiality.
- Attend all regular practice and therapy meetings as requested and fulfil any outcomes.
- Follow practice policies and procedures at all times.
- Any additional duties deemed necessary by the by the line manager.
- Operate a variety of standard office equipment as required

**Statement of Responsibilities:**

This job description is a guide to responsibilities rather than a complete list of duties. It will be periodically reviewed and may be amended by agreement from time to time.