

**JOB TITLE:** Removable Lab Technician

You will report to: \_\_\_\_\_

### **GENERAL OBJECTIVES**

Responsible for dentures, transitional partial dentures, processing teeth on RPD, and as needed fabrication of orthodontic appliances.

### **SPECIFIC OBJECTIVES**

#### **Lab responsibilities**

- Base plate/occlusal rim
- Denture relines
- Denture custom trays
- Bleaching trays
- Night guards
- Athletic mouth guards
- Denture repairs – add teeth, fix broken acrylic
- Fabricate full and transitional partial dentures
- Process teeth on to removable partial denture framework
- Orthodontic appliances

#### **Supply management**

- Taking inventory of supplies
- Ordering supplies
- Unpacking and putting supplies away
- Keep lab area clean

#### **OSHA**

- Disinfecting incoming and out going lab cases
- Maintaining OSHA compliance manual
- Maintaining MSDS book

#### **Office Participation**

- Perform the tasks as assigned by the Lab Coordinator.
- Be an active participant in staff meetings
- Promote team concept by interacting with other in the office
- Lead by example. Follow policy and procedures noted in the Progressive Dental Lab's handbook and encourage other staff to do the same.
- Follow, adhere to and encourage other staff to adhere to Progressive Dental Lab's code of conduct, posted in the office.
- Participate in creating and encourage other staff to maintain a safe, non-hostile working environment for fellow employees and Doctors (no gossiping or negativity toward others).

- Praise others when you “catch them doing something good”.
- Follow and believe in Progressive Dental Lab’s mission statement and encourage other staff to do the same.

**PERSONAL REQUIREMENTS**

**Educational**

- High school diploma
- One year on the job training or appropriate formal lab education
- Legible handwriting for notations, memos, and messages
- Attend continuing education courses/seminars as directed

**Interpersonal Skills and Expected behavior for this position**

- Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members, and community
- An effective verbal skill to communicate with patients, doctors, and staff.
- Ability to communicate openly while maintaining professionalism and respecting others.
- Ability to be coached and be approachable.
- Ability to maintain patient confidentiality.
- Good listening skills.
- Ability to manage multi-tasks
- Ability to handle regular interruptions.
- Ability to work with the computer system and dental software.
- Ability to handle patient complaints, concerns, or questions.
- Able to discuss all lab needs with Lab Coordinator and be objective and pleasant
- Ability to resolve conflict while being courteous and professional
- Able to discuss all lab needs with Lab Coordinator and be objective and pleasant
- Must be willing to learn and adapt to changes in dental technology and information

I have received a copy of and understand my job description. I also have had the opportunity to ask any questions.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Management retains the discretion to add or change the duties of this position at anytime.

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