

## Safo Technician - Job Description

| <b>JOB DETAILS</b>         |  |
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| <b>Name:</b>               |  |
| <b>Job Title:</b>          | Safo Technician                                  |
| <b>Responsible To:</b>     | Safo Team Leader and Silicone Production Manager |
| <b>Job Responsibility:</b> | To manufacture a variety of silicone products.   |

| <b>MAIN TASKS, DUTIES AND RESPONSIBILITIES:</b> |  |
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| 1.  | To manufacture bespoke silicone (Safo) products as required and perform repairs where needed.  |
| 2.  | To manufacture Safo plaster casts understanding the variances and procedure required.  |
| 3.  | To consistently achieve quality standards.   |
| 4.  | To work closely with, and as directed by, the Safo Team Leader and Silicone Production Manager and ensure that clinical directives and standards are adhered to.             |
| 5.  | To integrate and work as a team member within the Silicone Department and ensure awareness, prioritisation and planning of incoming work is in keeping with tight deadlines. |
| 6.  | To ensure that your work bench and all related manufacturing areas are maintained in an organised, clean and safe fashion.   |
| 7.  | To undertake 'Safe Working Practices' for all tooling and equipment and be aware of Health & Safety responsibilities.  |
| 8.  | To attend all departmental and company related meetings as directed and appropriate.   |
| 9.  | To work to and uphold company, ISO and working procedures / standards.   |

| <b>SKILLS REQUIRED:</b> |  |
|-------------------------|--|
| 1.                      | To skillfully work with and manipulate medical grade silicone.   |
| 2.                      | To have an aptitude for specific and technical detail, possessing great hand to eye co-ordination skills.  |
| 3.                      | Self-motivation and drive to complete tasks and the ability to interact and communicate confidently with Patients, Clinicians, Suppliers and other team members of all levels. |
| 4.                      | Strong organisational skills, ability to multi-task and effectively prioritise.  |
| 5.                      | An awareness of Health & Safety at Work Act, Data Protection guidelines & Disability Discrimination Act.   |

| <b>KEY PERFORMANCE INDICATORS:</b> |  |
|------------------------------------|--|
| 1.                                 | Agreed terms and volume of work in accordance with the Silicone Grading Chart with expectations set. |
| 2.                                 | Remakes to be less than the company standard volume.   |

**ADDITIONAL INFORMATION:**

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| 1. | Performance will be continually appraised as part of the company's performance review process.  |
| 2. | This job description is not intended to be exhaustive and the post holder will need to be flexible in their approach (undertaking as necessary, any other duties appropriate to the job). |

To ensure continued personal effectiveness and to meet operational requirements, job descriptions are periodically reviewed and updated. The Company would aim to discuss and reach agreement with you regarding any changes proposed but reserves the right, following reasonable consultation, to introduce any necessary changes to maintain business effectiveness and meet operational requirements.

Signature of Job Holder: \_\_\_\_\_

Signature of Line Manager: \_\_\_\_\_

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