

Greenville Endoscopy Center  
Job Description

**Job Title:** Endoscopy Technician/Unlicensed Assistive Personnel  
**FLSA Status:** Non-exempt  
**Immediate Supervisor:** Director of Endoscopy Services/Registered Nurse

Greenville Endoscopy Center Core Values: **Compassion, Integrity, and Gratitude**

**Summary:**

Endoscopy Techs. and UAPs contribute to optimal patient outcomes by providing delegated patient care activities within certain limits after demonstrating competency. These activities include maintaining and disinfecting scopes, assist all team members during procedures within your scope of practice, obtain, label and process specimens, enter information into the computer, clean and disinfect stretchers, discontinue IVs, transport patients, respond to emergencies, and treat patients and others with respect and compassion.

**Minimum Qualifications:**

- 1.) At least a high school graduate/or G.E.D.
- 2.) Prefer 6 months of previous hospital/medical office experience
- 3.) Must embody behaviors, values, and philosophies, which uphold the ideals and enhance the image of GEC. Supports the policies and procedures of GEC.
- 4.) Maintains current knowledge in the field of gastroenterology and expands knowledge with continuing education.
- 5.) Communicates clearly, proficiently, and professionally with both staff and patients.
- 6.) Works cooperatively to enhance the retention and recruitment of personnel.
- 7.) Maintains confidentiality of patients, personnel, and all company issues. Respects and maintains patient's "Bill of Rights".
- 8.) Completes BLS certification biannually.
- 9.) Basic computer skills and be able to learn the current software programs used by the practice.

**Background:**

The Endoscopy Technician/UAP is responsible for maintaining the highest standards of care for patients undergoing endoscopy procedures. ETs and UAPs are accountable to and perform duties under the direct, on-site supervision of the RN when providing delegated patient care. As the person accountable for the outcomes of the patient care provided during the diagnostic or therapeutic experience, the RN is responsible for assessing patient care needs and determining the education and competency level of assistive personnel to whom the task is delegated.

## Duties and Responsibilities:

- I. Assists in the cleaning, disinfecting, and maintenance of scopes. Must show competence in this process through the process of demonstration and verbalization to an already trained staff member.
- II. Assists the Physician and CRNA during endoscopic procedures. The endoscopy technician is capable of taking vital signs and recording vital signs on the nurse's notes, but is not allowed to make a final assessment of these without first reporting them to the CRNA. This is based upon the fact that competency in these areas has been established.
- III. The ET is responsible for labeling specimens, logging them into the pathology notebook, and checking for accuracy in regards to this.
- IV. Is responsible for procedure room turnover.
- V. Is knowledgeable about and complies with OSHA policies, Facility policies, procedures, and Performance Improvement programs.
- VI. Contributes to the planning, implementation, and evaluation of the daily tasks at the Center. Demonstrates competence to provide developmentally appropriate care and treatment for the following patient populations:

Adult-----18 years to 65 years

Geriatric-----Over 65 years

- VII. The endoscopy technician must learn to establish priorities and make sound decisions to ensure safe patient care. Under no circumstance, is the technician to make a medical decision without the guidance of a Physician or Nurse.
- VIII. Attends and participates in staff and in-service meetings.
- IX. The endoscopy technician can perform the following delegated tasks after showing competency training. This includes reporting abnormalities to the primary nurse or physician responsible.
  - a. Taking and recording vital signs
  - b. Meeting patients' needs relating to nutrition (ice, drinks, etc.)
  - c. Meeting patient's needs relating to ambulation
  - d. Meeting patient's needs relating to personal hygiene
  - e. Discontinuation of IV therapy after assessment by the RN/LPN
  - f. Typing/reviewing discharge instructions under supervision of the primary nurse.
- X. Exhibits **enthusiasm** and **initiative** when working with Physicians, patients, and fellow staff members.
- XI. **Works as a team player.** Assists fellow staff members with daily work-related tasks, and helps those that need assistance in their end of the day work assignments.
- XII. Assists with the accreditation process.
- XIII. Maintains proper dress attire while at work.
- XIV. **Physical Demands:** This job may require for the Endoscopy technician to help lift and reposition patients that can weigh up to 350 lbs as necessary, apply abdominal pressure, walk, and stand for prolonged periods of time while assisting in the procedure

room. Lifting potential for supply distribution is up to 25 lbs. Possesses manual dexterity to assist with diagnostic and therapeutic procedures that may be required during the endoscopy exam procedures such as applying various types of abdominal pressure, and moving of stretchers with patients. Reasonable accommodations may be made for individuals with disabilities.

- XV. Assists, under the direction of the RN, in the implementation of the established plan of care.
- XVI. Responds to emergency situations as directed by the RN.
- XVII Provides and maintains a safe environment for the patient and staff by complying with regulatory agency requirements and standards set forth by professional organizations and employers.
- XVIII Is responsible for personal continuing education.
- XIX Complies with ethical, professional, and legal standards inherent in patient care and professional conduct, e.g., patient's bill of rights.
- XX. Documents on all forms as required.
- XXI. Assists with patient education under the supervision of a registered nurse.
- XXII. Makes post procedure follow-up telephone calls to patients.
- XXIII. Maintains open and positive communication with nursing personnel and other health professionals.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Endoscopy Services

\_\_\_\_\_  
Date

\*\*\*This form is to be revised and signed on an annual basis.