



Job Title: Manometry Nurse
Department: Clinical
Reports To: Director of Clinical Services
FLSA Status: Non-exempt
Updated on: July 16, 2025

Summary:

The Manometry Nurse must maintain the highest standard of care for patients within the scope of our medical practice. This position is responsible for performing and assisting with diagnostic manometry procedures, ensuring patient comfort and safety while accurately recording data for physician interpretation. Maintain equipment, manage supplies, and educate patients about the procedures. The position will also provide support in other patient processes, including but not limited to patient care during provider examinations and triage patient calls.

Essential Duties and Responsibilities

Include the following:

- Show patients to examination rooms and prepare them for the procedure and/or provider appointments.
- Interview patients to verify personal information, health history: reasons for visit, height and weight, vital signs, current medication to include dosage and frequency, allergies, and alerts.
- Prepare the patient for the manometry procedure by placing a catheter/monitoring vital signs.
- Collect data from the manometry procedure; accurately record data and adverse reactions for physician review.
- Prepare, clean, and sterilize manometry equipment and ensure adequate supply levels.
- Identify significant changes in patient condition through data collection and report them to the provider.
- Document in electronic medical records (EHR) accurately and appropriately.
- Enter orders for lab work, radiology tests, or GI procedures as directed by the provider.
- Enter new medication prescriptions and refills under the supervision of the provider.
- Explain treatment plan, medications, procedures/tests to patients.
- Assist provider with patient examinations utilizing principles of aseptic technique and infection control.
- Follow up on notes given in Provider Approval Queue (PAQ) and notify patients with test results or any change in medical regimen as directed by the provider.
- Call and follow up with medication holds from cardiology, primary care, or other healthcare providers.
- Triage calls off the nurse's clinical task list with direction from the provider.
- Clearly documents all responses to patient calls in EHR.

- Notify provider of urgent results and communicate with patient under supervision of the provider.
- Make office appointments and referrals as needed.
- Follow up on pathology results with patients if needed by the doctor's instructions.
- Obtain prior authorizations on prescription medication according to insurance requirements.
- Schedule outpatient therapies, i.e., blood transfusion, infusion therapies, therapeutic phlebotomy, with appropriate facilities.
- Stock and clean the exam rooms, nursing stations, and injection room.
- Assist with the orientation and training of new employees.
- Complete annual HIPAA/OSHA training.
- Assist other departments as needed.
- Other duties will be assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and patient service skills.
- Accuracy and attention to detail.
- Attendance and punctuality.
- Ability to prioritize.
- Ethical conduct.
- Teamwork mentality.

Education and/or Experience

- At least one year of manometry or endoscopy nursing experience is required.
- LPN or RN license is required.
- Basic Life Support (BLS) is required.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing and walking.
- Must be able to lift fifteen pounds at a time.

The employee's signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

Print Name