



GASTROENTEROLOGY  
ASSOCIATES, P.A.

## Job Description

**Job Title:** Endoscopy Technician  
**Department:** Greenville Endoscopy Center  
**Reports To:** Director of Endoscopy Services  
**FLSA Status:** Non-Exempt  
**Updated On:** March 24, 2026

### Job Summary

The Endoscopy Technician supports optimal patient outcomes by performing delegated patient care tasks within scope after demonstrating competency. Responsibilities include scope reprocessing, assisting during procedures, specimen handling, data entry, equipment and stretcher cleaning, IV discontinuation, patient transport, and emergency response, while providing compassionate care. Works under the direct supervision of an RN, who retains responsibility for patient care assessment, delegation, and outcomes.

### Essential Duties and Responsibilities

Include the following:

- Assist with cleaning, disinfecting, and maintenance of endoscopic equipment; demonstrate competency through training and validation.
- Support Physicians and CRNAs during procedures; obtain and record vital signs, reporting abnormalities without making independent clinical assessments.
- Label, log, and verify specimen accuracy in pathology records.
- Perform procedure room turnover efficiently.
- Comply with OSHA, facility policies, procedures, and performance improvement programs.
- Contribute to daily operational planning and provide developmentally appropriate care for adult (18–65) and geriatric (65+) populations.
- Prioritize tasks and support safe patient care; defer all medical decision-making to licensed providers.
- Participate in staff meetings, in-services, and ongoing training.
- Perform delegated patient care tasks after competency validation, including vital signs, reporting abnormalities, assisting with nutrition, ambulation, hygiene, IV discontinuation (post RN/LPN assessment), and discharge instructions under RN supervision.
- Demonstrate teamwork, initiative, and professionalism; assist staff with daily duties and end-of-day responsibilities.
- Assist with accreditation activities and maintain appropriate professional appearance.
- Support implementation of care plans under RN direction and respond to emergencies as directed.
- Maintain a safe environment in compliance with regulatory and professional standards.
- Engage in continuing education and adhere to ethical, legal, and professional standards, including patient rights.
- Complete required documentation accurately.
- Assist with patient education and conduct post-procedure follow-up calls under RN supervision.
- Maintain effective communication with nursing staff and other healthcare professionals.

### Required Skills/Abilities

- Must embody behaviors, values, and philosophies, which uphold the ideals and enhance the image of GEC. Supports the policies and procedures of GEC.
- Communicates clearly, proficiently, and professionally with both staff and patients.
- Works cooperatively to enhance the retention and recruitment of personnel.
- Maintains confidentiality of patients, personnel, and all company issues. Respects and maintains patient’s “Bill of Rights”.
- Basic computer skills and be able to learn the current software programs used by the practice.

**Education and/or Experience**

- At least a high school graduate/or G.E.D.
- Six months of previous hospital/medical office experience is preferred.
- Completes BLS certification biannually.
- Maintains current knowledge in the field of gastroenterology and expands knowledge with continuing education.

**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 accommodations may be made for individuals with disabilities.

- Prolonged periods of moderate periods of sitting, walking, use of hands and arms, and standing.
- Required to sit and talk or hear.
- Must be able to assist with lifting, transferring, and repositioning patients that may weigh up to 350 pounds as necessary.
- Assist with diagnostic and therapeutic procedures that may be required during the endoscopy exam procedures such as applying various types of abdominal pressure.
- Moving stretchers with or without a patient in it and lifting and/or moving up to 25 pounds.

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

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Employee Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature