



**GASTROENTEROLOGY**  
ASSOCIATES, P. A.

## **Job Description**

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

### **Job Summary**

The RN is responsible for maintaining the highest standards of care for patients undergoing endoscopy procedures. He/She is to supervise the quality and actions of nursing care provided to patients by the LPN and Endoscopy Technician. Utilizing the nursing process, the RN assumes responsibility for planning, implementing, directing, and evaluating nursing care for assigned patients in all areas of the center. The RN functions as a professional role model and is responsible for the orientation of other personnel.

### **Essential Duties and Responsibilities**

Include the following:

- Contribute to planning, implementing, and evaluating patient care to ensure optimal outcomes.
- Provide developmentally appropriate care for adult (18–65) and geriatric (65+) patient populations.
- Assist Physicians and supervise LPNs and Endoscopy Technicians during diagnostic and therapeutic procedures, fostering team collaboration.
- Document patient data in the EHR, ensuring accurate transcription and execution of Physician orders.
- Establish priorities and make ethical, sound decisions to maintain safe patient care.
- Respond to emergencies by recognizing changes in patient health status and taking appropriate action.
- Provide patient and family education to promote understanding and self-care.
- Comply with OSHA regulations, facility policies, procedures, and performance improvement programs.
- Assist with cleaning, disinfecting, and maintaining fiber optic equipment and accessories.
- Participate in orientation, mentoring, and teaching of new employees.
- Collaborate with healthcare professionals and serve as a clinical resource and mentor.
- Work as a team player, supporting colleagues with daily and end-of-day tasks.
- Demonstrate initiative and enthusiasm with patients, Physicians, and staff.
- Establish nursing diagnoses, administer, and evaluate pharmacological and other therapeutic treatments.
- Perform diagnostic studies as ordered and manage follow-up care.
- Support accreditation processes and participate in continuing education.

- Monitor performance through participation in quality management activities.
- Maintain proper professional dress and behavior in the workplace.
- Perform other duties as assigned.

**Required Skills/Abilities**

- Proficient with basic computer skills and able to learn and navigate practice-specific software.
- Works collaboratively to support staff retention, recruitment, and a positive team environment.
- Maintains strict confidentiality of patient, personnel, and organizational information; upholds patient privacy and “Bill of Rights.”
- Communicates clearly, professionally, and effectively with staff, patients, and leadership.
- Demonstrates behaviors, values, and philosophies that support GEC’s mission and enhance its professional image; adheres to organizational policies and procedures.

**Education and/or Experience**

- Current RN license with the South Carolina Board of Nursing; graduate of an accredited school of nursing.
- Maintains up-to-date knowledge of nursing science through continuing education.
- Completes BLS and ACLS recertification every two years.
- Minimum of 2 years of general nursing experience, preferably in surgery or general medicine.
- Gastroenterology experience preferred.

**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 standing, walking, and sitting. Potentially prolonged periods of sitting at a desk and working on a computer.
- Must be able to assist with lifting, transferring, and repositioning patients that may weigh up to 350 pounds as necessary.
- Must be able to apply abdominal pressure during an endoscopic procedure.
- Must be able to move stretchers and wheelchairs with/without patients.

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

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature