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| **Job Title:** | GI/Endoscopy Technologist |
| **Reports To:** | Center Leader / Charge Nurse |
| **FLSA Status:** | Non-Exempt |
| **Date Revised:** | September, 2015 |

**POSITION SUMMARY:**

Responsible for rendering professional care to patients undergoing surgical procedures within the Center, in accordance with established procedures. Functions cooperatively with physicians and team members exhibiting teamwork characteristics. May be responsible for ensuring proper care and use of instruments and equipment. May transport patients to and from procedure room. Assists with cleanliness of procedure room area and assists with room turnover.

**QUALIFICATIONS:**

* High school Diploma or equivalent
* BLS certification
* One (1) year experience as a endoscopy technologist *(preferred)*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Assists in preparing patient for designated procedure as requested by physician
* Assists physician during endoscopy procedure
* Handles patient specimens per policy
* Accurately completes laboratory slips and culture/path slips, as requested
* Reports observed changes in patient condition to Endoscopy/Recovery Room nurse (if applicable)
* After the procedure, restocks supplies as appropriate for the next procedure or end of the day
* Works collaboratively with the healthcare team to prepare the endoscopy suite according to requirements of patient, physician, and procedure, but not be limited to, assembling and providing properly functioning equipment, supplies, and instruments
* Works collaboratively with the endoscopy team to assure high level disinfection and/or sterility of instruments and supplies according to policy and procedure
* Follows manufacturer’s instructions for use for all steps of cleaning, high level disinfection or sterilization for instruments and/or equipment
* Following manufacturer’s instructions and centers policy and procedures, appropriately cleans endoscopy suite between cases and daily terminal cleaning
* Assists with maintaining adequate inventory of supplies
* Proactively participates in QAPI and Safety Programs
* Demonstrates knowledge of and adheres to the Code of Conduct
* Complies with center policies and procedures
* Demonstrates an attitude that is caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant
* Provides a safe environment for the patient
* Communicates safety concerns appropriately, following Chain of Command
* Legibly documents when necessary in the performance of job
* Promotes patient and physician satisfaction
* Practices appropriate aseptic techniques and sterile processes as appropriate to the endoscopy suite
* Wears appropriate Personal Protected Equipment (PPE)
* Observes universal precautions
* Refers situations beyond ability or function to proper person
* Regular and predictable attendance
* Performs other miscellaneous duties as assigned
* Attends all required education

**Teamwork**

* Works collaboratively with healthcare team
* Exhibits high level of integrity
* Maintains flexibility and performs other duties as required
* Participates in staff meetings, in-services, and continuing education as required

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

**LANGUAGE SKILLS:**

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret manufacturer’s instructions or instructions for use. Ability to effectively present information, respond to questions, and professionally interact with managers, employees, clients, vendors, and the general public.

**REASONING ABILITY:**

* Exhibits mental alertness for quality decision making and exercising good judgment
* Ability to multi-task effectively, efficiently, accurately, and with attention to details
* Ability to use initiative, insight, and judgment in decision-making
* Ability to effectively present information, respond to questions, and professionally interact with managers, co-workers, patients, and the general public
* Ability to interpret a variety of instructions in a variety of forms
* Ability to recognize issues and communicate to Registered Nurse/Center Leader

**PHYSICAL DEMANDS:**

* Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
* Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight
* Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without “giving out” or fatiguing
* Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials, lift or transport patients, prepare medical procedure rooms, or set up patient care equipment
* Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
* Ability to keep or regain your body balance or stay upright
* Ability to exert yourself physically over long periods of time without getting winded or out of breath
* Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
* Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**WORK ENVIRONMENT:**

* Days and hours of work may vary to meet patient and center needs
* The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs or procedure requirements, such as laser rooms and some OR/Procedure rooms
* Ability to work with medical and office equipment, some of which will have moving parts
* Noise level is usually quiet to moderate
* May have exposure to blood and other potentially infectious body fluids and materials or toxic chemicals and cleaning solutions
* Procedure rooms are often small and due to equipment may have little room to work around and may necessitate reaching, pulling, pushing
* Work in close proximity to patients and co-workers

**I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center’s policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.**

Employee Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This document will be placed in the employee’s Human Resource file.*