

UW HEALTH JOB DESCRIPTION

ENDOSCOPY TECHNICIAN - INPATIENT

Job Code: 510033	FLSA Status: Non-exempt	Mgt. Approval: N. Gondzur	Date: March 2021
Department: Clinics – GI Surgery		HR Approval: J. Olson	Date: March 2021

JOB SUMMARY

Under the general supervision of a Registered Nurse (RN), the Endoscopy Technician assists physicians or other providers with procedures performed in the gastroenterology endoscopy setting. Patient populations range from adolescents to older adults and an understanding of the age-specific needs of these patients is required. Outpatients who present with a wide range of illnesses and complaints are cared for in this endoscopy setting. Some duties may be performed independently with intermittent supervision by the Registered Nurse.

MAJOR RESPONSIBILITIES

Clinical Practice and Quality of Care

- Participates in educating the patient about the procedure being performed including preparation, rationale, and expectations.
- Demonstrates understanding of the plan of care. Adapts patient instruction to patient need. Consults with the provider or Registered Nurse as needed.
- Demonstrates knowledge of aseptic techniques and infection prevention procedures.
- Assists RN with transport of sedated patients to the recovery area. May escort patients to specific locations for discharge.
- Communicates accurate patient observations, interventions, and outcomes of care to the Registered Nurse.
- Informs the RN of the equipment and accessories used during procedures including quantity, size, and equipment settings to be documented in the medical record.
- Participates in specimen collection and handling. Correctly labels specimens according to hospital policy.
- May assist the Registered Nurse with patient monitoring (vs. observation) during and following procedures, when appropriate.
- Provides emergency care to patients when necessary, using basic life support protocols (CPR certified) until Registered Nurse and/or physician staff arrives.
- Participates in supporting the patient during the procedure. May offer coaching and relaxation techniques.
- Demonstrates proper handling and use of various types and sizes of video endoscopes, including colonoscopes, upper endoscopes, flexible sigmoidoscopes, duodenoscopes, ultrasound endoscopes, bronchoscopes, and enteroscopes.
- Inspects all equipment and accessories for defects prior to use to ensure highest level of infection prevention.
- Understands theory and safety when using cautery modalities including monopolar, bipolar, and argon plasma coagulation and their various probes.
- Performs procedures in OR setting or at patient bedside including ICU, ED, or Radiology.
- Assists with pulmonary procedures such as bronchoscopy and chest tube placements.
- Assists with therapeutic interventions such as balloon dilations, polypectomy, sphincterotomy, stent placement, and gastrostomy tube placement.

Other Skills and Responsibilities

- Demonstrates recognition of patient's emotional and physical needs and the ability to provide a supportive environment.
- Understands that the stress of illness may alter patient behavior and the ability to follow through on the plan of health care.
- Assists with the application of monitoring equipment and the setting of parameters and alarms (NIBP, ECG, and pulse oximetry).
- Initiates start-up of endoscopy network and photo documentation procedures.
- Properly pre-cleans/disinfects endoscopic equipment and accessories prior to sterile processing.
- Stocks procedure rooms. Initiates the reorder of supplies as needed.
- Performs telephone reminder calls for procedures and provides limited procedure information under RN supervision.
- Other duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	<ul style="list-style-type: none"> • Formal training or experience in medical specialty (i.e. LPN, MA, Advanced Nursing Assistant (CNA)) • Completion of the SGNA Associates Program
Work Experience	Minimum	One (1) year clinical setting experience
	Preferred	One (1) year experience assisting in GI or pulmonary medical procedures basic cardiac monitoring experience
Licenses & Certifications	Minimum	CPR certification
	Preferred	

UW HEALTH JOB DESCRIPTION

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Knowledge of communication techniques, teamwork, customer service standards, and quality improvement • Knowledge of the use of personal protective equipment • Ability to provide 24x7 on call responsibility
---	---

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	x	Adolescent (13 – 19 years)
Infants (Birth – 11 months)	x	Young Adult (20 – 40 years)
Toddlers (1 – 3 years)	x	Middle Adult (41 – 65 years)
Preschool (4 – 5 years)	x	Older Adult (Over 65 years)
School Age (6 – 12 years)	x	

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
x	20-50#	10-25#	Negligible-10#
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	50-100#	25-50#	10-20#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	Over 100#	Over 50#	Over 20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.			
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.