

UW HEALTH JOB DESCRIPTION

ENDOSCOPY TECHNICIAN

Job Code: 510009	FLSA Status: Non-exempt	Mgt. Approval: T. Cruz	Date: 2/2018
Department: Surgical Services (UH/DHC)	HR Approval: K. Szudy	Date: 2/2018	

JOB SUMMARY

Under the general supervision of a Registered Nurse, 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 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 Nurse Clinician. Ultimately the Endoscopy Technician reports to the Nurse Manager.

MAJOR RESPONSIBILITIES

Clinical Practice and Quality of Care

- Participates in instructing the patient about the procedure being performed including preparation, rationale and expectations.
- Demonstrate 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 at all times.
- Assists RN with transport of sedated patients to the recovery area may escort patients to specific locations for discharge.
- Communicates to the Registered Nurse accurate patient observations, interventions and outcomes of care.
- Informs the RN of the equipment and accessories used during procedures including: quantity, size and equipment settings etc. 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, 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.

Professionalism

- Demonstrates recognition of patient's emotional and physical needs and the ability to provide a supportive environment.
- Recognizes and respects differences in cultural, spiritual and socioeconomic backgrounds.
- Understands that the stress of illness may alter patient behavior and the ability to follow through on the plan of health care; interacts respectfully in all situations including those where the patient and/or family display anger or distress.
- Ensures patient confidentiality, and patient visual and auditory privacy are maintained at all times in accordance with UW Health HIPAA policies.

Other Skills and Responsibilities

- Assists with application of monitoring equipment, 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 reprocessing.
- Stocks procedure rooms. Initiate reorder of supplies as needed.
- Performs telephone reminder calls for procedures and provides limited procedure information under RN supervision.
- Participates in orientation and precepting of selected employees.
- 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	Formal training or experience in medical specialty (i.e. LPN, MA, Advanced Nursing Assistant)
Work Experience	Minimum	
	Preferred	One (1) year of experience in a clinical setting (or)

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Licenses & Certifications	Minimum	BLS/CPR certification
	Preferred	
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.

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/>	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/>	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.