



Job Code: 7051

Grade: 16

HCWR: N

Job Title

Endoscopy Technician

Department

Endoscopy

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the direction of the Nursing Coordinator II, the Endoscopy Technician prepares the endoscopy room and equipment and provides direct assistance during procedures. Cleans and sterilizes, performs high level disinfection and maintenance of scopes, equipment and supplies used to during endoscopic procedures. Responsible for collecting biopsies during procedures and preparation/transport of specimen to the laboratory. Assists with admission, recovery, and discharge. Follows established infection control/prevention policies and procedures.

Typical Duties

- Provides assistance during endoscopy procedures such as handling, passing, and receiving of instruments and materials.
- Collects patient biopsies and specimens and keeps field clean; Completes appropriate orders, specimen transport to laboratory, labeling and tracking to ensure the specimen is delivered to the laboratory.
- Assists with admission, recovery, and discharge of patients, as delegated. Reports any abnormalities to management.
- Ensures documentation is completed during, pre and post procedure.
- Assists with the preparation of the procedure rooms and equipment for endoscopy procedures prior to procedure by ensuring the procurement of the appropriate equipment and supplies.
- Performs decontamination, disinfection and sterile processing of instruments, instrument inspection, preventive maintenance, repair and replacement, instrument transport, retrieval, and inventory maintenance.
- Keeps appropriate records and reports discrepancies and problems.
- Maintains appropriate quality controls and records for equipment cleaning, in accordance with CCHHS policies and procedures.
- Performs Point of Care Testing, as required.
- Preps room and cleans rooms and equipment post procedure.
- Ensures the comfort, care, and safety of patients during the procedures; notifies physician or nurse of any issues.
- Assists with the ordering and maintenance of supplies for the endoscopy unit.
- Transports patients to procedure rooms.
- Participates in meetings and in-service training.
- Collaborates with staff to ensure patient needs are met and care is safe and effective.
- Performs other duties as assigned.



Minimum Qualifications

- High School Diploma or GED
- Five (5) years of experience as an Endoscopy Technician
- Completion of a GI Technical Specialist (GTS) associates program administered by the Society of Gastroenterology Nurses and Associates, Inc. (SGNA)

Preferred Qualifications

- Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)

Knowledge, Skills, Abilities and Other Characteristics

- Working knowledge of the standard concepts, practices, and procedures of GI endoscopy unit.
- Thorough knowledge of the standard methods of high-level disinfection and cleaning/sterilization of endoscopy scopes, instruments, equipment, and supplies.
- Demonstrated knowledge of the standard preparation of patients for procedures and post-procedure.
- Thorough knowledge endoscopy procedures and assisting nursing and physicians during the various procedures (colonoscopy, endoscopy, eendoscopic retrograde cholangiopancreatography (ERCP)).
- Demonstrate awareness of patient and family rights, ethical, legal, cultural, and spiritual concerns.
- Demonstrates a positive patient service attitude and ability to work in multidisciplinary team.
 - Ability to bend, lift, push heavy objects.
- Ability to stand, stoop, bend, and reach for extended periods.
- Ability to distinguish basic colors, and shades of colors.
- Ability to hear normally with or without assistive device.
- Ability to recognize and respond appropriately to the healthcare needs of pediatric, adult, and geriatric patients.
- Ability to recognize age specific instruments and equipment needs for pediatric, adult, and geriatric patients.
- Ability to apply the principles of infectious control and asepsis in performing duties.
- Ability to maintain a safe and comfortable environment for patients.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.