

Open Position Title: Endoscopy Technician II

Reports to: Endoscopy Center Manager

Grade/Tier:

EEO Type (Exempt/Non-Ex):

Salary (range):

Location:

Supervises: N/A

The 200+ employees of GI Associates intently channel their energies and resources into making a positive and meaningful difference in the lives of our patients. Our focus is on providing quality patient care and our commitment to Five-Star Customer Service.

As employees of GI Associates we are dedicated to Five-Star Customer Service excellence at every phase of the patient's experience. Employees of GI Associates agree to:

- Respect All. Treat others as you would like to be treated
- Use positive and productive communication with patients and peers
- Show support, offer assistance and take ownership beyond one's job description
- Adopt and embrace the service excellence concept as described above

Essential Functions (Responsibilities):

The Endoscopy Technician II is responsible for handling of equipment, specimen collection and assisting the physician and registered nurse (RN) during the procedure. This position will also assist with the sterilization (high level disinfecting and cleaning of endoscopy equipment) and room turn around. This position will also assist with room turn around.

- Responsible for setting up equipment pre-procedure
- Assists with specimen collection intra-procedure
- Assists intra-procedure under the direction of the physician and/or (RN)
- Knowledgeable of proper handling of scopes, light sources, mavigraph, video processor and ancillary equipment
- Transports used equipment post-procedure to the reprocessing room
- Cleans equipment in conjunction with the OSHA guidelines
- Assists with the mechanical cleaning and disinfecting of endoscopic equipment according to manufacture guidelines
- Helps maintain appropriate records/logs for sterilization/high level disinfecting process of endoscopic equipment
- Helps prioritize cleaning process based on procedure scheduling for the day
- Maintains adequate supply of chemicals and equipment for equipment reprocessing
- Assists with room turn around/setup/cleaning of procedure rooms to optimize room efficiency
- Assists in maintaining room stock/supplies
- Transports patients as directed
- Promotes an environment that is patient and employee friendly
- Maintains high level of confidentiality pertaining to the patients right to privacy
- Communicates openly and regularly any new and relevant information to coworkers
- Maintains acceptable attendance levels and works within the guidelines as set forth in the employee handbook
- Follows the CDH policies and procedures

- Ability to communicate effectively with patient, family members, physicians, coworkers and outside customers
- Flexible to meet the needs of the department
- Maintains a safe work environment
- All other duties as assigned

Minimum Qualifications:

- High School diploma or equivalent

Desired Qualifications:

- Knowledge of MSDS and Blood-Borne Pathogens
 - Knowledge of Emergency Plan and OSHA Standard
 - Heart Saver Certification preferred
 - Previous endoscopic reprocessing preferred
 - Previous experience of assisting with endoscopy procedures preferred
 - Two (2) years of assisting with endoscopy procedures preferred
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