

## UW HEALTH JOB DESCRIPTION

### ENDOSCOPY TECHNICIAN LEAD

Job Code: 510061	FLSA Status: Non-exempt	Mgt. Approval: B. Kile	Date: April 2023
Department: Clinics – Endoscopy		HR Approval: J. Olson	Date: April 2023

### JOB SUMMARY

The Endoscopy Technician Lead, under the general supervision of a Registered Nurse, assists physicians or other providers with procedures performed in the gastroenterology setting. This position functions as the technical expert, assisting in the performance of procedures as well as performing administrative and coordination activities as a lead worker.

This position is the expert resource in the use and maintenance of the highly complex endoscopic equipment and instrumentation used in gastroenterology specialties. The Endoscopy Technician Lead is responsible for the orientation, training, and mentoring of those individuals at the Endoscopy Technician – Outpatient Level. The position is also responsible for developing content and/or teaching classes for continuing education of the Endoscopy Technicians. This position functions with a high degree of autonomy and will assume additional responsibilities as delegated by the Nurse Manager.

### MAJOR RESPONSIBILITIES

#### Clinical Practice and Quality of Care

- Performs and serves as a technical expert for Endoscopy Technicians, assisting with endoscopic procedures.
- Provides expert assistance to the endoscopist, demonstrating understanding of the patient’s anatomy and abnormalities which could affect the procedure.
- Recognizes emergent situations during endoscopy procedures and demonstrates the ability to set priorities to assist the endoscopy team.
- Assists with the collection of specimens and prepares specimens for cytology, microbiology, and pathology.
- Facilitates proper patient positioning prior to endoscopic procedures.
- Understands theory and safety when using cautery modalities including monopolar, bipolar, and argon plasma coagulation and their various probes.
- Assists with therapeutic interventions such as balloon dilations, polypectomy, and clip placement.

#### Other Skills and Responsibilities

- Understands that the stress of illness may alter patient behavior and the ability to follow through on the plan of health care.
- Seeks out learning experiences to maintain competency in endoscopy and shares knowledge through continuing education.
- Facilitates teamwork by willingly assisting other team members in such activities as room cleaning, turnovers, procedure setups, patient transport, and instrument cleaning.
- Coordinates review of special-order supply inventory.
- Facilitates new specialty supply considerations with physicians, Nurse Manager, HTM (Health Technology Management), and manufacturing representatives.
- Serves as a troubleshooting resource in the department for use of equipment. Identifies and reports defective equipment and supplies to the biomed, Surgical Materials Coordinator, or to the Nurse Manager.
- Independently completes competencies on staff.
- 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"> <li>• Formal training or experience in medical specialty (i.e. LPN, MA, CNA)</li> <li>• Completion of the SGNA Associates Program</li> </ul>
Work Experience	Minimum	Two (2) years of experience as an Endoscopy Technician
	Preferred	
Licenses & Certifications	Minimum	Basic Life Support/CPR certification
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Knowledge of communication techniques, teamwork, customer service standards, and quality improvement</li> <li>• Knowledge of the use of personal protective equipment</li> </ul>
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### 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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<b>x</b>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<b>x</b>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<b>x</b>	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
<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>x</b> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.