

UW HEALTH JOB DESCRIPTION

ENDOSCOPY TECHNICIAN LEAD - INPATIENT

Job Code: 510010	FLSA Status: Non-exempt	Mgt. Approval: N. Gondzur	Date: March 2021
Department: Clinics – GI Surgery		HR Approval: J. Olson	Date: March 2021

JOB SUMMARY

The Endoscopy Technician Lead - Inpatient, under the general supervision of a Registered Nurse, assists physicians or other providers with procedures performed in the gastroenterology and pulmonary endoscopy setting. This position functions as the technical expert, assisting in the performance of the most advanced 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 and pulmonary specialties. The Endoscopy Technician Lead – Inpatient is responsible for the orientation, training, and mentoring of those individuals at the Endoscopy Technician – Inpatient 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

- Assists the physician in the performance of advanced procedures such as ERCP, Double Balloon Enteroscopy, Halo Radiofrequency Ablation, Endoscopic Ultrasound, and Endobronchial Ultrasound (EBUS).
- 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.
- Provides radiographic assistance: enters ERCP orders into Novius, transfers radiographic images into the PACs system, and completes quality checks to ensure images were successfully transferred.
- Demonstrates knowledge and purpose of contrast media used during ERCP. Recognizes pertinent patient information, modifying standard approach to care if patient has a contrast allergy.
- Facilitates proper patient positioning prior to endoscopic procedures and recognizes weight limitations for fluoroscopy table.
- 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

- 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 the area of 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.
- Manages radiation badge distribution for unit.
- Coordinates on-call schedule for Endoscopy Technicians.
- Provides backup support, education, and standardization of equipment and supplies to operating room staff where pediatric endoscopic procedures are performed.
- Monitors contrast inventory and completes monthly unit stock inspections and enters findings into pharmacy database.
- Independently completes competencies on staff for assisting with advanced procedures such as ERCP.
- Other duties as assigned

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

UW HEALTH JOB DESCRIPTION

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, CNA) • Completion of the SGNA Associates Program
Work Experience	Minimum	Two (2) years of experience as an Endoscopy Technician, including assisting in advanced procedures such as EUS and ERCP
	Preferred	
Licenses & Certifications	Minimum	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. • 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,

<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 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 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.