

**JOB DESCRIPTION**

<b>Title: Endoscopy Scrub Technologist</b>	<b>FLSA Status: Hourly</b>
<b>Position Reports To: GI Supervisor</b>	<b>Reviewed Date: 03/01/2019</b>
<b>Department: GI</b>	
<p><b><u>Our Mission:</u></b></p> <ul style="list-style-type: none"> <li>• <i>To create a safe physical environment prior to, during and following scheduled surgical procedures.</i></li> <li>• <i>To create an atmosphere of compassion and understanding conducive to favorable patient care; and to provide an opportunity to the medical staff and Center employees for personal growth and collective success.</i></li> <li>• <i>To function at a high level of professional proficiency; minimize the disruption of normal family life for patients; and to remain a convenient alternative to both patients and physicians.</i></li> <li>• <i>To assist the physicians in accomplishment of a plan of diagnostic and surgical treatment with application to the individual needs of the patient while also recognizing their right to privacy.</i></li> <li>• <i>To promote knowledge and skills of the Center's staff and to organizationally remain abreast of technical and scientific progress in the delivery of outpatient surgical care.</i></li> <li>• <i>To interpret, implement and uphold the policies, rules and regulations of the Governing Body and the Medical Staff.</i></li> </ul> <p><b><u>Our Vision:</u></b>  <i>The vision of the Center is to be recognized by patients, their families, payors, employers, physicians and staff as being a high quality, efficient provider of outpatient surgical services; exemplified by achieving excellence in patient satisfaction.</i></p> <p><b><u>Our Values:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Service</u>-High quality care will be provided to all patients regardless of race, color, national origin, age, sex or disability (except as medically required).</li> <li>• <u>Integrity</u>-The highest principles of ethical and professional conduct will be practiced. All relationships, including patient/family, other caregivers, and the community will be moral, honest, and fair.</li> <li>• <u>Compassion</u>-An atmosphere will be provided which strives for sensitive, humane and respectful relationships with everyone for whom care is delivered and with whom the Center works and collaborates. Patients' rights and dignity, and staff values will be honored.</li> <li>• <u>Integration</u>-Effective collaboration and communication among medical staff, administration, patients and families contributes to quality patient care and organizational performance. Incorporation and coordination of all areas enhances the potential and advances the services the Center can provide.</li> <li>• <u>Efficiency</u>-The organization will operate effectively as measured by a comparison of patient outcomes and cost, and charges for services that are fair and competitive.</li> </ul> <p><b><u>The Employee Promise:</u></b></p>	

*As an employee, I am committed to doing my part to fulfill the mission, vision, and values of the Surgery Center of Decatur. I will provide my patients, guests, coworkers, physicians, and customers with the highest quality of service and ensure their needs are met with the utmost courtesy and respect. This commitment must be reflected in my behavior.*

**Job Summary:**

Endoscopy technologists are allied health professionals, who are an integral part of the team of medical practitioners providing endoscopy care to patients. The endoscopy technologist handles the instruments, supplies and equipment necessary during the endoscopy procedure. He/she has an understanding of the procedures that are performed in the endoscopy lab and anticipates the needs of the physician doing the procedures. He/she has the necessary knowledge and the ability to ensure quality patient care during the endoscopy procedure and is constantly aware of the changing needs of the physician.

*Demonstrates through behavior the Surgery Center of Decatur's mission, vision and values.*

**Minimum Knowledge, Skills, Experience Required:****Education:**

- Minimum requirements for Endoscopy technologist for those who have already been in the practice without formal education, they must complete a skill level competency required for practice.
- Must have prior experience in the Endoscopy Lab or go through a 6 week orientation training with another endoscopy technologist and pass all levels of competency skill before being able to work alone.
- Must have interpersonal skills sufficient to communicate effectively with physicians, patients, visitors and all levels of management.
- Must have 2 weeks training in the Scope Reprocessing Room and pass competency check list for reprocessing and the care of handling flexible scopes.

**Experience:** None

**Key Responsibilities / Essential Functions**

1. Checks schedule and sets up supplies and equipment needed for room assigned to work in and restocks room as needed. Checks monitors and all equipment for case to make sure it is properly working.
2. Checks each patient with circulator, physician and all present in the room for a “Time Out”.
3. Checks patient name and spelling, birth date and family physician and medical record number, also procedure being done and physician doing procedure with the Endo Works system and corrects any mistake found on the system.
4. Makes sure that he/she are wearing all of their PPE during each procedure and following the proper bedside cleaning technique of the endoscope.
5. Responsible for checking patient specimens with the circulator before sending to lab.
6. Must be knowledgeable in the use of the ERBE electrical cautery unit, and proper placement of the bovie pads.
7. Must be able to use Esophageal Dilatation equipment and use of Snare biopsy forceps, Hemorrhoid banding equipment, Injection Needles, Quick Clips, and other equipment frequently used in the Endoscopy Lab.
8. Responsible for Cleaning the room between each endoscopy procedure and keeping up with the daily housekeeping check list.
9. Checks for outdated materials and report to appropriate person.
10. Help put up supplies and lets the appropriate person know when they are getting low on materials.
11. Participate in inservice education pertaining to the endoscopy lab.
12. Contributes to a positive work environment by sharing workload requirements, willing to work in other areas as needed.
13. Helps make charts and Mail referral letters as needed.

**Accountability and Adaptability:**

- Assumes accountability and responsibility for his or her work performance.
- Recognizes the importance of team work.
- Observes assigned work schedules and hours.
- Maintains good rapport with other employees and physicians.
- Performs duties in a professional and pleasant manner.

**Physical Functions**

Below are the physical activities that are performed during the normal workday. It should be noted that this information is not inclusive of all job tasks. These functions are the minimum physical abilities required to perform this position.

<b>Physical Requirements</b>	<b>Occasionally 6 to 33%</b>	<b>Frequently 34 to 66%</b>	<b>Constantly 67 to 100%</b>
Walking			X
Sitting	x		
Standing			x
Stooping	X		
Bending	X		
Kneeling	X		
Crouching	X		
Twisting	X		
Climbing Stairs			
Climbing (Ladder/Scaffolding)			
Crawling	x		
Stretching/Reaching		X	
Pushing/Pulling		x	
Hearing			X
Seeing			X
Speaking			X
Hand-finger Dexterity			x
Lifting/Carrying up to:			
() 20 lbs.		x	
() 30 lbs.	x		
() 40 lbs.			
() 50 lbs.			
() 75 lbs.			
() 100 lbs.			
() >100 lbs.			
Exposure to blood borne pathogens			x
Exposure to dust	X		
Exposure to fumes	X		
Exposure to noise	X		
Exposure to chemicals	x		
Other:			

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_