



CIRRUS HEALTH

JOB DESCRIPTION

JOB TITLE: Endoscopy Technician
FACILITY: Central California Endoscopy Center
DEPARTMENT: Clinical
FLSA: Nonexempt
REPORTS TO: Clinical Manager
DATE: 11/15/2011

SUMMARY

This position is accountable for: the care, maintenance, ordering, and stocking of the technical equipment and supplies; and creating a clean, safe environment for the care of patients. The Endoscopy Technician is considered a member of the procedural team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the physician on all procedures and serves as a resource to the use and maintenance of equipment.
- Knowledge of and ability to use sterile technique.
- Assists in moving and positioning the patient for procedures.
- Maintains records/statistics in reference to the HLD of equipment, supplies, and instruments.
- Performs necessary cleaning of the treatment room after each case including reprocessing of scopes.
- Follows the established process for sending scopes and other equipment for repair as needed.
- Assists in planning supplies for cases the next day, as appropriate.
- Maintains inventory and assists in restocking/ordering of supplies.
- Assists in maintaining an orderly arena for equipment, supplies, and environment of the procedural suite.
- Maintains knowledge of proper use of equipment needed for procedures.
- Performs other duties as assigned.

Additional duties and responsibilities

- Knowledge in the use and care of a scope reprocessor.
- Knowledgeable of appropriate technique for packaging instruments and other supplies.
- Ability to provide exceptional customer service.
- Ability to maintain collaborative working relationships to ensure a positive and productive work environment.

QUALIFICATION REQUIREMENTS

1. Education and/or experience
 - High school diploma or GED.
 - One year of experience in medical environment.
2. Language Skills
 - Ability to read, analyze, and interpret human service periodicals, professional journals, technical procedures, or governmental regulations.
 - Ability to write reports, business correspondence, and procedure manuals.
 - Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Reasoning Ability
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
4. Certificates, Licenses, Registration
 - Basic Life Support (BLS) certificate.
5. Work Environment
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

6. OSHA Category

- This position has been determined by the Center as having occupational exposure to blood borne pathogens and other infectious materials as defined by state regulations.

7. Physical Demands

Action	Occasionally (<25%)	Regularly (25-50%)	Frequently (> 50%)
Hear/See/Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit/Stand/Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinguishing btw colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Weight Requirements: Lifting, carrying or pushing/pulling and use of hand/finger/manual dexterity to manipulate the following weights

Weight	Occasionally (>25%)	Regularly (25-50%)	Frequently (< 50%)
< 10 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 – 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51-75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions maybe assigned and management retains the right to add or change the duties at any time.