

SUBJECT: JOB DESCRIPTION—ENDOSCOPIC TECHNICIAN/MEDICAL ASSISTANT

JOB TITLE: Endoscopic Technician/Medical Assistant

DATE: March 2016

SUPERSEDES J/D DATED: September 2010

I. JOB DESCRIPTION SUMMARY

Responsible for cleaning and routine care and maintenance of scopes and equipment used in Endoscopy Unit. Facilitate quality patient care and assist professional and/or nursing staff in performing nursing procedures.

II. REPORTING RELATIONSHIPS

The Endoscopic Technician/Medical Assistant reports directly to the Nurse Manager.

No other positions report to the Endoscopic Technician/Medical Assistant at this time.

III. REQUIREMENTS

A. Education

Required: High School Diploma

B. Licensing/Registration/Certification

Required: Certification.

C. Experience

Required: One year's related clinical experience with recent experience in cleaning scopes or surgical instruments.

D. Skills, Knowledge, and Abilities

Must possess appropriate personality characteristics to serve patients and families in the positive, professional, helpful manner.

This position requires the ability and means to travel to various locations including, but not limited to, hospitals, other CIG/TEC offices and other sites. Must provide proof of automobile insurance with limits that meet or exceed State of Missouri requirements.

E. Physical

SUBJECT: JOB DESCRIPTION—ENDOSCOPIC TECHNICIAN/MEDICAL ASSISTANT

- Body position: Sitting and standing.
- Body movements: Walking, turning in chair, stooping and reaching, supporting debilitated and/or unsteady patients.
- Body senses: Must hear well enough to answer and converse on phone; obtain patient history and blood pressure. Must see well enough to read reports and computer terminals, to see the patient and to take and record vital signs.

F. Mental

- Mathematics: Must be able to read numbers and do basic arithmetic calculations.
- Language: Must read and write English at high school level. Must be able to communicate effectively.

IV. WORKING CONDITIONS

Inside, requires sitting, standing and walking, may be exposed to body fluids

V. ESSENTIAL FUNCTIONS

Eval. Score	Item
DUTIES AND TASKS	
	1. Checks Patients EMR for completeness.
	2. Schedules testing according to Physician/Nurse Practitioner Guidelines.
	3. Utilizes equipment according to manufacturer’s recommendations and TEC Policy & Procedures.
	4. Assist nursing in the endoscopy centers with admission, recovery, and discharge.
	5. Maintain scopes and accessories according to standards, TEC Policy & Procedures, and manufacturer guidelines.
	6. Provides age appropriate care to patients.
	7. Recognizes signs of abuse; particularly in the elderly.
JUDGMENT AND DECISION MAKING	
	8. Demonstrates good judgment and reasoning when investigating and solving problems.
	9. Demonstrates good judgment in respecting the confidentiality of patient and employee information.
	10. Seeks guidance and direction in the performance of responsibilities and duties.
	11. Consistently acts as a customer service representative for the company.
RELATIONSHIPS WITH OTHERS	
	12. Works well with supervisor and all others in positions of authority.
	13. Maintains cooperative working relationship with all personnel.
	14. Promotes a high degree of morale and spirit of motivation within the office. This includes the degree of cooperation, communication and coordination between this function and other employees.
	15. Demonstrates ability to tactfully handle difficult situations.

SUBJECT: JOB DESCRIPTION—ENDOSCOPIC TECHNICIAN/MEDICAL ASSISTANT

PLANNING AND TIME UTILIZATION		
	16.	Consistently shows ability to recognize and deal with priorities.
INITIATIVE		
	17.	Performs all duties in an independent manner with minimal direction and supervision.
	18.	Recognizes and performs duties which need to be performed although not directly assigned.
ATTENDANCE AND RELIABILITY		
	19.	Does not abuse or take advantage of Personal Days Off.
	20.	Always provides proper notification and advance notice of absences.
	21.	Reports to work on time each day and after lunch and break periods.
OTHER		
	22.	Make reasonable efforts to limit the use and disclosure of (PHI) Protected Health Information to the Minimum Necessary in order to perform job.
	23.	Maintains a well-groomed appropriate appearance.
	24.	Maintains a clean, well-kept work area.
	25.	Follows all safety rules.
	26.	Attendance of (4) continuing education in-services in the past year.
	27.	Attendance of all general staff meetings and 75% attendance of department staff meetings per year.
	28.	Perform any other duties as may be assigned.

VI. ACKNOWLEDGEMENTS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Employee

Date

Nurse Manager

Date

VII. APPROVALS

CEO

Date