

## **JOB DESCRIPTION**

---

**Job description for:** Endoscopy Nurse (RN)

---

**Reports to:** Endoscopy Nurse Manager

---

**Responsibilities:** Responsible for individual goal directed nursing care through the processes and principles of nursing practice in accordance with Company policies and procedures.

---

**Responsibilities of the job include but not limited to:**

- ... Demonstrates skills and judgment necessary to implement medical plan of care, nursing interventions and procedures as necessary for the care of the patient
- ... Demonstrates safe, efficient, cost-effective care utilizing clinically and ethically sound decisions
- ... Provides assistance to physicians performing diagnostic and therapeutic endoscopic procedures; assuring optimal patient safety and comfort
- ... Demonstrates knowledge of equipment used during procedural exams and patient care; problem-solves and manages equipment functioning issues; demonstrates ability to resolve equipment issues to minimize disruption of patient care and flow
- ... Demonstrates skill and knowledge in nursing management of emergency situations
- ... Demonstrates knowledge of commonly used medications, action, dose and side-effects
- ... Demonstrates competencies in administering and evaluating moderate sedation analgesia (conscious sedation) under the direction of the physician; identifies, understands and manages complex patient health issues in patient's receiving procedural sedation analgesia
- ... Demonstrates knowledge of practice policies for ordering, transcribing, and recording medications
- ... Evaluates the identified problems: care provided and patient responses are reassessed to assure overall quality of care provided and meet patient's needs

**Job Description for:** Endoscopy Nurse (RN)

Page 2

- ... Maintains accurate and up-to-date documentation of care provided to assure integration of information used to provide quality care
- ... Assures inter-agency referral forms (labs orders, radiology procedures, other tests), and orders are complete and accurate
- ... Provides health education and procedural teaching to patients and families
- ... Pursues professional growth and development; maintain up-to-date, current knowledge base
- ... Functions as a role model for current and new staff when communicating information and perspectives
- ... Facilitates problem resolution among peers as observed by nursing managers, physicians and peers
- ... Demonstrates a constructive approach during all interactions with patients, physicians, staff and managers
- ... Demonstrates respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible and courteous environment
- ... Maintains confidentiality of all patient and privileged information at all times
- ... Complies with all regulations regarding release of information
- ... Complies with all regulations regarding security of information
- ... Maintains professional composure and confidence during stressful situations
- ... Projects a professional image; attire is clean, neat, and appropriate to the work environment
- ... Attends all safety in-services and can describe responsibilities related to general safety (fire drills, disaster drills, bomb threats, etc)

**Job Description for:** Endoscopy Nurse (RN)

Page 3

- ... Demonstrates knowledge of and performs job duties in compliance with OSHA, safety, exposure control, infection control, and medication control policies
- ... Maintains work area and equipment in a clean, safe, and efficient manner
- ... Assures procedure and admit/recovery rooms are stocked and prepared for patient arrival
- ... Demonstrates proper body mechanics in all functions
- ... Follows exposure control plans for bloodborne and airborne pathogens
- ... Promotes effective working relations and works effectively as part of team departmentally and inter-departmentally to facilitate the ability to meet Company goals and objectives
- ... Demonstrates appropriate use of automated systems to communicate inter- and intra-departmentally
- ... Demonstrates willingness to identify and/ or assume activities relative to the developmental needs of the department
- ... Demonstrates dependability/ flexibility in meeting scheduling needs of the department
- ... Reports to work on time and is at work as scheduled; appropriately utilizes lunch and break times for non-work activities and visiting

---

**Job requirements:**

**Educational requirements:**

1. Graduate of a professional nursing program (RN) with Idaho Nursing License current and in good standing
2. Maintains current CPR/ BLS certification
3. Obtains within six months of hire and maintains current ACLS certification if full-time or Part-time. Certification for Per Diem (PRN) RN requires ACLS only privileged for moderate sedation / analgesia (conscious sedation).

**Job Description for:** Endoscopy Nurse (RN)

Page 4

**Experience requirements:**

1. Two years of clinical experience preferred

**Skill requirements:**

1. Good communication and verbal skills
2. Basic computer skills
3. Utilizes nursing process, interprets physician orders, and communicates clearly with patients, families, physicians, staff and other customers

**Behavioral requirements:**

1. Positive attitude; courteous and accountable
2. Ability to function in a teamwork environment with management and subordinates
3. Professional appearance, dress and demeanor

**Essential functions of the job:**

1. Daily work may involve stooping, reaching, standing, walking, pushing (including patient beds with up to 300# load), pulling, lifting, turning patients, fingering, grasping, feeling, talking, hearing, repetitive motion, standing for long periods of time
2. Subject to inside environmental conditions
3. May be exposed to products containing latex

---

**Job relationships:**

Supervised by Endoscopy Nurse Manager; works closely with physicians, nursing staff, other departments' staff and managers

---

**Job boundaries:**

1. Follows policies, procedures and protocols
  2. Scheduled hours/ days/ duty assignments determined by manager based on departmental needs
-

**Job Description for: Endoscopy Nurse (RN)**

Page 5

**EMPLOYEE ACKNOWLEDGMENT**

BY MY SIGNATURE BELOW, I ATTEST that I have read and understood the job description for the position of Registered Nurse, Endoscopy.

Based on that information, I believe (check appropriate box):

- I can perform the essential functions and duties of this position with or without a reasonable accommodation.
- I am not able to perform this job with or without a reasonable accommodation.

BASED ON THE ABOVE INFORMATION and box checked, I hereby certify that all my statements and information related to the employment process are true and complete, and the failure to answer any questions or failure to answer truthfully and completely may result in my termination or not being hired.

APPLICANT/EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF HIRING AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_

Original:  
Revised:09/19/06, 06/12/12