

## UW HEALTH JOB DESCRIPTION

### SUPPLY COORDINATOR

<b>Job Code:</b> 420023	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> M. Boardman	<b>Date:</b> November 2023
<b>Department:</b> Across the System		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> November 2023

### JOB SUMMARY

This position is dedicated to ensuring that critical medical/surgical supplies are readily available to all clinicians practicing within the assigned area of responsibility. The incumbent is responsible for all activities regarding his/her assigned portion of complex perpetual and periodic medical/surgical supply inventories with highly significant values. These include setting levels, requisitioning, verifying/expediting with suppliers, evaluating substitutions, expiration dating, accounting, etc.

The incumbent must have detailed knowledge of all areas of assigned responsibility. Expertise by the incumbent is required to anticipate customer needs by using historical and current knowledge of clinical activities. This position ensures quick and accurate responses to customer requests. The incumbent is expected to suggest new procedures for inventory control and customer needs satisfaction required by changing conditions. This position is a liaison between customers, numerous suppliers, Procurement Services, and customers. Extensive knowledge of inventory control methods and information systems combined with a high degree of analytical skills is required.

### MAJOR RESPONSIBILITIES

- Utilize Enterprise Resource Planning (ERP) system, Electronic Data Interchange (EDI), and bar code scanning technology to create requisitions. Route requisitions direct to external suppliers/distributors.
- Manage perpetual and periodic inventory supply levels, reorder points, and safety stock.
- Build, schedule, and conduct periodic cycle counts of medical/surgical supplies within perpetual inventory. Resolve and investigate root causes for all discrepancies between electronic and physical counts.
- Research and promptly resolve purchase order, receiving, and invoice matching issues.
- Query ERP system to pull data necessary for making inventory decisions.
- Serve as the subject matter expert for clinicians regarding various critical medical/surgical supplies.
- Proactively communicate and advise clinical customers regarding supply changes and availability.
- Manage and execute inventory item conversions and new item additions.
- Review and report product recalls, identifying and sequestering affected product, managing inventory removal, and coordinating product return or exchange.
- Process and coordinate Returned Materials Authorizations (RMAs) for returned goods and surgical instrument repairs.
- Oversee high-dollar equipment rentals; connect with suppliers and customers; reconcile and approve invoices.
- Responsible for Materials Management's involvement in key charge capture processes, documenting patient charges in medical record as applicable.
- Actively participate with cross-functional teams to continuously improve requisitioning/purchasing processes.

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

### JOB REQUIREMENTS

Education	Minimum	High school graduate or equivalent.
	Preferred	
Work Experience	Minimum	One (1) year Inventory Control experience or relevant work in a healthcare environment.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Proven ability to work collaboratively and effectively with individuals under stress.</li> <li>• Strong computer skills including word processing, email, calendar, data base, and department specific software.</li> <li>• Strong analytical skills.</li> <li>• Strong Interpersonal skills.</li> <li>• Ability to work independently and as a team member.</li> </ul>

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<b>AGE SPECIFIC COMPETENCY</b> (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.