

UW HEALTH JOB DESCRIPTION

SUPPLY COORDINATOR – SENIOR

Job Code: 420024	FLSA Status: Non-exempt	Mgt. Approval: M. Boardman	Date: November 2023
Department: Supply Chain		HR Approval: S. Whitlock	Date: November 2023

JOB SUMMARY

This position is dedicated to ensuring that critical medical/surgical supplies are readily available to clinicians practicing within the assigned areas of responsibility. The incumbent functions as a lead worker and technical expert responsible for all activities regarding complex perpetual and periodic medical/surgical supply inventories. These include setting levels, requisitioning, verifying/expediting with suppliers, evaluating substitutions, expiration dating, accounting, etc.

The incumbent oversees the area and work team whenever a supervisor is not present. This position schedules, plans, assigns, and guides the activities of those on the team. The incumbent must have detailed knowledge of the various responsibilities of each member of the team. Expertise by the incumbent is required to anticipate customer needs by using historical and current knowledge of clinical activities. This position coordinates the team's actions regarding customer requests and ensures quick and accurate responses. The incumbent is expected to design and recommend new procedures for inventory control and customer needs satisfaction required by changing conditions. This position is a liaison between the Inventory Control team, 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.
- 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.
- Coordinate the use of our Enterprise Resource Planning (ERP) system, Electronic Data Interchange (EDI), bar code scanning technology, etc. across all members of the Inventory Control team. Provide onsite support for interruptions, coordinating with supply chain and information systems partners as needed.
- Provide daily guidance to the team for frequent situations occurring outside of routine ordering practices.
- Actively participate with cross-functional teams to continuously improve requisitioning/purchasing processes.
- Assist supervisor with interviewing, hiring, and evaluating prospective and current team members.
- Prepare team schedules and assign daily work activities for other team members.

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	Two (2) years Inventory Control experience in a healthcare environment.
	Preferred	
Licenses & Certifications	Minimum	

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Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Proven ability to work collaboratively and effectively with individuals under stress. Strong computer skills including word processing, email, calendar, data base, and department specific software. Strong analytical skills. Strong Interpersonal skills. Ability to work independently and as a team member. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: 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)	
JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
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
	Sedentary: 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.	Up to 10#	Negligible	Negligible
	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - 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.