

UW HEALTH JOB DESCRIPTION

SURGICAL SERVICES SUPPLY CLERK – SENIOR

Job Code: 420022	FLSA Status: Non-Exempt	Mgt. Approval: F. Clifton	Date: November 2023
Department: Supply Chain – Operating Room		HR Approval: S. Whitlock	Date: November 2023

JOB SUMMARY

This position is dedicated to ensuring that critical medical/surgical supplies are readily available to all clinicians practicing within Surgical Services specialties across hospitals. The incumbent functions as a lead worker and technical expert for a team that utilizes Enterprise Resource Planning (ERP) software and bar code scanning technology to perform a wide array of materials management activities in support of Surgical Services. This position must quickly react when called upon to by Surgical Services staff. Many requests are urgent and emergent requiring an immediate response. Policies and procedures are followed to ensure safe storage and handling with accurate record keeping. Continuous emphasis is placed on exact, error-free transactions. This position works independently and as part of a team. The incumbent receives guidance and direction from lead workers and supervisors.

The incumbent oversees the area and work team when a supervisor is not present. The incumbent must have detailed knowledge of the various responsibilities of each member of the team. This position coordinates the team's actions regarding customer requests and ensures quick and accurate responses. The incumbent is expected to design and implement new procedures to satisfy customer needs required by changing conditions.

MAJOR RESPONSIBILITIES

- Accurately deliver and stage all incoming medical/surgical supplies into the correct Surgical Services storage locations while maintaining sterile storage conditions.
- Communicate and collaborate with Surgical Services clinicians over a variety of technologies, while responding to challenging questions, on-demand requests, and an ever-changing Surgical Services procedure schedule.
- Monitor and maintain inventory of sterile surgical instrumentation and communicate any deficiencies with the Sterile Processing department staff for corrective action.
- Ability to navigate complex procurement and/or tracking software.
- Efficiently and accurately provide all requested medical/surgical supplies, patient care equipment, and linen.
- Prepare Efficiently and accurately provide all requested medical/surgical supplies, patient care equipment, and linen.
- Prepare scheduled Surgical Services case carts as well as STAT emergency case carts by assembling supplies and instrumentation required for each specific surgical procedure.
- Generate internal requisitions to central inventory via bar code scanning technology. Requires evaluation of Surgical Services supply storage locations to identify stock shortages eligible for replenishment.
- Fulfill internal requisitions submitted through ERP system.
- Work collaboratively to establish processes that maximize efficiency and minimize expense.
- Ensure all customer supply storage locations are free of expired or obsolete items. Update supply storage locations as needed.
- Communicate with Inventory Control team on critical medical/surgical supply concerns.
- Ensure the proper collection and return of unused supplies/instrumentation from Surgical Services to the designated storage location.
- Actively participate with cross-functional teams in continuous quality improvement efforts.
- Assist supervisor with interviewing, hiring, and evaluating prospective and current team members.
- Prepare team schedules and assign daily work activities for other team members.
- Assist supervisor with development of departmental training plan. Train and assist with team member onboarding.
- Follow-up on customer concerns, issues, and feedback, escalating further as needed.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATIONS PERFORMANCE STANDARDS

JOB REQUIREMENTS

Education	Minimum	High school graduate or equivalent
	Preferred	
Work Experience	Minimum	One (1) year experience in a materials management environment. Six (6) months experience in a UW Health materials management setting may be considered adequate.
	Preferred	One (1) year experience in a healthcare materials management setting
Licenses & Certifications	Minimum	

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	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Work independently and as a team member. Learn and understand medical terminology. Work collaboratively and communicate effectively (written and oral) with a wide variety of individuals. Excellent interpersonal, conflict resolution, and problem-solving skills Multi-task and alter priorities of assigned tasks in a fast-paced environment. Basic mathematical skills. High attention to detail. Maintain accurate records. Differentiate colors. Develop strong working knowledge of department specific hardware and software applications. Walk, lift, push, pull, stand, etc. frequently throughout work shift. 	
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.