

UW HEALTH JOB DESCRIPTION

MSC Buying & Reprocessing Tech Lead

Job Code: 420017	FLSA Status:	Mgt. Approval: K. Holley	Date: April 2019
Department: Madison Surgery Center		HR Approval: K. Szudy	Date: April 2019

JOB SUMMARY

Madison Surgery Center Buying & Reprocessing Lead ensures processes, policies and work rules are adhered to, per regulatory guidelines. The incumbent may serve on committees and be assigned to complex projects. Requires full scope of knowledge to perform all aspects of Reprocessing and Purchasing at an advanced level, with little supervision.

In concert with Clinic Management, the MSC Buying & Reprocessing Lead is responsible for the entire range of reprocessing and purchasing functions and oversees staff who are functioning in reprocessing and materials purchasing. This position assists the management by assuring processes, policies and work rules are adhered to. The incumbent is responsible for leading the entire range of reprocessing services ensuring that standards of operation are in compliance with the standards set by all regulatory agencies. Numerous internal and external relationships are involved in performing the duties of this position. The incumbent interacts daily with a wide variety of staff, disciplines and customers.

MAJOR RESPONSIBILITIES

1. Oversees cleaning, decontaminating, inspecting and assembling a high variety of complex surgical instruments and instrument sets. This includes troubleshooting and leveraging vendor partnerships for repairs and/or preventative maintenance of equipment.
2. Leads the work of other employees:
 - Assists with competency assessments annually
 - Prepares staffing schedules to provide coverage for assigned shifts
 - Conducts and documents staff training programs
 - In the absence of a supervisor, conduct daily huddles and weekly staff meetings ensuring pertinent information is communicated
3. Advises customers on proper cleaning, packaging and sterilization techniques appropriate to the items being reprocessed
4. Determines the appropriate reprocessing method for the materials received
5. Ensures tracking paperwork and customer charges are correct
6. Maintains an audit trail for Reprocessing budget and accountability purposes
7. Maintains compliance with quality assurance measures.
8. Work as a cross-functional team, in support of the Madison Surgery Center
9. Oversees and performs Supply ordering and inventory control
 - Sets and maintains par levels in supply room
 - Order supplies and equipment, via Requisitions and Purchase Orders
 - Assist the accounts payable staff in reconciliation of invoice discrepancies
 - Promote standardization and make recommendations for product substitutions to obtain cost savings.
 - Receives orders into the building and system
 - Picks supplies for scheduled cases
 - Delivers supplies across the center
 - Actively resolves problems as they develop in the supply chain.
 - Schedules and oversees the annual physical inventory count and coordinates closely with Internal Audit coordinators to ensure an acceptable count process under the supervision of the manager
 - Work with the staff and physicians in obtaining and evaluating equipment, instruments and supplies
 - Arranges for delivery of loaned instrumentation, equipment, and supplies for special cases and vendor payment for items used
10. Conducts research for contracts in order to provide recommendations to MSC senior leadership and Procurement Services
 - Works closely with Nurse Manager and Administrative Director, UWMF/Meriter purchasing departments, and sales representatives, to identify appropriate vendors/suppliers, utilize available purchasing agreements and/or contracts, and ensure cost effective operation of Surgery Center
 - Completes PSRs for contract advice
 - Finalizes contract signatures and documentation
 - Confirms pricing for Procurement, regardless of dollar amount.
11. Adds new items into the tracking/ordering system
12. Confirms Electronic Health Record billing
 - Maintain and update computerized inventory system and physician preference card information, with current product and price information, to ensure accuracy of case cost analysis reports generated from Surgery Center Information System (SIS) computer

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

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	Bachelor's degree in relevant field or equivalent combination of education and experience
Work Experience	Minimum	Three years progressively responsible experience in healthcare materials management or other relevant experience
	Preferred	Five (5) years' experience in purchasing or inventory control in a healthcare environment Epic software experience
Licenses & Certifications	Minimum	IAHCSCMM Certification
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Possess good communication skills and the ability to maintain interactive/interpersonal relationships • Proven ability to plan, schedule, and coordinate activities. • Knowledge of and ability to use a variety of computer programs including word-processing, database management, and spreadsheets. Windows, Microsoft Office, PeopleSoft, Electronic Data Interchange (EDI) software and bar code technology helpful. • Strong analytical skills. • Strong Interpersonal skills. • Ability to work independently and as a team member. • Excellent communication, customer service, human relations and interpersonal skills. • Effective oral and written communications skills. • Knowledge of and ability to use computers and a variety of computer programs including word processing, database management and spreadsheets. <p>Position includes sustained standing, stooping, twisting, bending, and carrying/lifting a minimum of 40 lbs.</p>

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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 dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	Up to 10#	Negligible	Negligible

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	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.			
	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.