UW HEALTH JOB DESCRIPTION

Job Code: FLSA Status: Non-Exempl Mgt. Approval: V. Wineland Date: July 2023 Department: Mailson Surgery Center Operating Room IH & Approval: S. Whiteok Date: July 2023 JOB JOB JUMMARY Date: July 2023 The Materials Purchasing Technician is responsible for picking supplies for scheduled cases, delivers the necessary supplies throughout the center and for maintaining PAR levels in supply room, Operating/Procedure Rooms, Pre/Post and various supply carts. They will order supplies and equipment via requisitions and Purchase Orders and then receives the orders into the building and intentory used Technician and Materials & Sterife Processing Supervisor. Additionally, the incumbent will add new kerns into the tracking/ordering system and confirm billing in the electronic medicat record. The insumbant must be able to analyze problems, develop solutions, and communicate with the team. Reacting quickly, accurately, and with a high level of self-direction, service orientation and effective communication with many different people who function in different roles, including vendors serving the Surgery Center. The incumbent must ensure the accuracy and completion of the supplies and equipment, via Requisitions and Purchase Orders. Orders and maintains Cataract Lens supply. Orders and maintains Cataract Lens supply. Orders and maintains Cataract Lens supply. Orders and maintains Cataract Lens supply. Orders and maintains Cataract Lens supply.		MSC	Buying and	Invento	ory Technici	an			
JOB SUMMARY The Materials Purchasing Technician is responsible for picking supplies for scheduled cases, delivers the necessary supplies throughout the center and for maintaining PAR levels in supply room, Operating/Procedure Rooms, Pre/Post and various supply carts. They will order supplies and equipment will monitor PAR levels and supplies used to provide ordering recommendations to the Buying and Inventory Lead Technican and Materiate & Sterile Processing Supervisor. Additionally, the incumbent will add new items into the tracking/ordering system and confirm billing in the electronic medical record. The incumbent must be able to analyze problems, develop solutions, and communicate with the team. Reacting quickly, accurately, and with a high level of esperitise to complex situations that occur on a regular basis is a necessity. This position requires a high level of self-direction, service orientation and affective communication with many different people who function in different roles, including vendors serving the Surgery Center. The incumbent must ensure the accuracy and completion of fiscal transactions inventory control, and general asset management. MAJOR RESPONSIBILITIES • Supply ordering and inventory control • Supply ordering and inventory control • Assist the accounts payable staff in recondition of invoice discrepancies. • Promote standardization and materiase Orders. • Promote standardization and materiase orders. • Order supplies and equipment, via Reguistitions and Purchase Orders.									
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UW HEALTH JOB DESCRIPTION

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	AGE SPE	-	ETENCY (Clinical	iobs only)	
	Identify age-specific competencies for dire		•		and treat patients.
Ins	tructions: Indicate the age groups o				
app	ropriate boxes below. Next,		/		
	Infants (Birth – 11 months)			13 – 19 years)	
	Toddlers (1 – 3 years)			(20 – 40 years)	
Preschool (4 – 5 years)			Middle Adult (41 – 65 years) Older Adult (Over 65 years)		
	School Age (6 – 12 years)			Over 65 years)	
R	eview the employee's job description and in		ial function that is perfor patient.	med differently based on	the age group of the
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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.