

## UW HEALTH JOB DESCRIPTION

### MSC Buying and Inventory Technician

Job Code: 420018	FLSA Status: Non-Exempt	Mgt. Approval: V. Wineland	Date: July 2023
Department: Madison Surgery Center Operating Room		HR Approval: S. Whitlock	Date: July 2023

### 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 via requisitions and Purchase Orders and then receives the orders into the building and into the system. The incumbent will monitor PAR levels and supplies usage to provide ordering recommendations to the Buying and Inventory Lead Technician and Materials & 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 expertise to complex situations that occur on a regular basis is a necessity. This position requires 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 fiscal transactions inventory control, and general asset management.

### MAJOR RESPONSIBILITIES

- Supply ordering and inventory control
  - Sets and maintains PAR levels in Operating/Procedure rooms, Pre/post, supply rooms and storage areas.
  - Orders and maintains Cataract Lens supply.
  - 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.
  - Pick supplies for scheduled cases.
  - Deliver supplies across the center.
  - Actively resolves problems as they develop in the supply chain.
  - Participate in the annual physical inventory count and coordinates closely with Internal Audit coordinators to ensure an acceptable count process with supervision.
  - 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.
- Adds new items into the tracking/ordering system.
- 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 computer.
- Support budget decisions.

**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 (3) 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	
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Possess good communication skills and the ability to maintain interactive/interpersonal relationships.</li> <li>• Proven ability to plan, schedule, and coordinate activities.</li> <li>• Knowledge of and ability to use a variety of computer programs including word-processing, database management, and spreadsheets. Windows, Microsoft Office, Oracle, Electronic Data Interchange (EDI) software and bar code technology helpful.</li> <li>• Strong analytical skills.</li> <li>• Strong Interpersonal skills.</li> <li>• Ability to work independently and as a team member.</li> <li>• Excellent communication, customer service, human relations and interpersonal skills.</li> <li>• Effective oral and written communications skills.</li> <li>• Knowledge of and ability to use computers and a variety of computer programs including word processing, database management and spreadsheets.</li> <li>• Position includes sustained standing, stooping, twisting, bending, and carrying/lifting a minimum of 40 lbs.</li> </ul>
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### 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
<input type="checkbox"/> <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.	<input type="checkbox"/> Up to 10#	<input type="checkbox"/> Negligible	<input type="checkbox"/> Negligible
<input type="checkbox"/> <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.	<input type="checkbox"/> Up to 20#	<input type="checkbox"/> Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<input type="checkbox"/> Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<input type="checkbox"/> 20-50#	<input type="checkbox"/> 10-25#	<input type="checkbox"/> Negligible-10#
<input type="checkbox"/> <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<input type="checkbox"/> 50-100#	<input type="checkbox"/> 25-50#	<input type="checkbox"/> 10-20#
<input type="checkbox"/> <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<input type="checkbox"/> Over 100#	<input type="checkbox"/> Over 50#	<input type="checkbox"/> Over 20#
<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.