

UW HEALTH JOB DESCRIPTION

MSC Buying and Inventory Tech Lead

Job Code: 430030	FLSA Status: Non-Exempt	Mgt. Approval: Vilma Wineland	Date: August, 2023
Department: Madison Surgery Center		HR Approval: J. McCoy	Date: August 2023

JOB SUMMARY

Madison Surgery Center (MSC) Buying & Inventory Lead maintains the complete inventory of the Madison Surgery Center. The incumbent does this with assistance from the UW Health procurement team. They are expected to follow processes, policies, work rules, and adhere to regulatory guidelines. They may serve on committees and be assigned to complex projects which will require a full scope of knowledge to perform all aspects of the buying and inventory role at an advanced level, with little supervision.

Together, the MSC Materials & Sterile Reprocessing Supervisor and the MSC Buying and Inventory Lead are responsible for the entire range of buying and inventory functions and oversight of staff who are functioning as the Buying and Inventory Tech. This position assists management by assuring processes, policies and work rules are adhered to, and makes fiscally responsible decisions. The incumbent is responsible for ensuring that standards of operation are in compliance with the standards set by all regulatory agencies. The incumbent interacts with a wide variety of staff, disciplines, and customers daily and is expected to maintain positive relationships with all involved.

MAJOR RESPONSIBILITIES

1. Oversees and performs supply ordering and inventory control
 - Coordinates and assists with year-end counts
 - Renews service agreements
 - Places equipment service calls
 - Sets and maintains PAR levels in supply rooms with procurement services and SCI
 - Oversees cataract supply and lens ordering and PAR maintenance
 - Assists in setting and maintaining PAR levels in the Operating/Procedure Rooms, Pre/Post and PACU, and a storage areas.
 - Orders supplies and equipment, via Requisitions and Purchase Orders
 - Assists the accounts payable staff in reconciliation of invoice discrepancies
 - Promotes standardization and makes 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
 - Communicates backorders and any supply issues to leadership in timely manner
2. Leads the work of other employees
 - Assists with competency assessments annually
 - Identifies staff educational needs
 - Assists in staff orientation
 - In the absence of a supervisor, conducts daily huddles and weekly staff meetings ensuring pertinent information is communicated
3. Ensures tracking paperwork and customer charges are correct
4. Maintains compliance with quality assurance measures
5. Work as a cross-functional team, in support of the Madison Surgery Center
6. Conducts research for contracts in order to provide recommendations to MSC leadership and Procurement Services
 - Works closely with Materials and Sterile Reprocessing Supervisor, Nurse Manager and Administrative Director, UW Health 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
 - Confirms pricing for Procurement, regardless of dollar amount
7. Adds new items into the tracking/ordering system
8. Confirms Electronic Health Record billing
 - Maintains and updates 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

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

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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	
	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, Oracle, 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 • Position includes sustained standing, stooping, twisting, bending, and carrying/lifting a minimum of 40 lbs

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"/>	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 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
<input type="checkbox"/>	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	Up to 20#	Up to 10# or requires significant walking or standing, or requires	Negligible or constant push/pull of

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	amount, a job is in this category when it requires walking or standing to a significant degree.		pushing/pulling of arm/leg controls	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.