

UW HEALTH JOB DESCRIPTION

CATEGORY ACCOUNT SPECIALIST

Job Code: 420047	FLSA Status: Exempt	Mgt. Approval: S. Clayton	Date: September 2022
Department: Supply Chain - Procurement Services		HR Approval: S. Whitlock	Date: September 2022

JOB SUMMARY

The Category Account Specialist acts as a resource for UW Health or local site regarding contractual agreements with suppliers and UWH system agreements. The Category Account Specialist is responsible for the management, tracking, updating, distribution and system entry of all new and existing agreements, contracts, amendments and addenda for UW Health or local site. In addition, the Category Account Specialist participates in Clinical Quality Value Analysis teams, stakeholder and departmental meetings representing UW Health System Procurement or local site. The Category Account Specialist acts as department representative on contract negotiations, with Contract Manager partnership from UW Health. The Category Account Specialist reviews and negotiates local site contracts, while advocating for System level initiatives and decisions. The Category Account Specialist partners with Contract Managers and Senior Contract Managers on System Agreements and implementation. The Category Account Specialist independently project manages product conversions and implementation at local site.

Customer service is the focus of the Category Account Specialist role, providing consultation to internal customers in Sourcing/Contracting practices and ERP system policies and processes. Our success is our customer's success, we exist because of them.

MAJOR RESPONSIBILITIES

Sourcing, Contract Management, Analysis, Reporting,

- Sourcing and Contracting Subject Matter Expert for UW Health or local site.
- Advocates for system level alignment of contracts for goods and services, wherever practical. Acts as a resource to key stakeholders regarding contractual agreements with suppliers.
- Project manages product conversion, contract execution, and contract implementation within UW Health or local site. Ensures the business stakeholders are informed and provided in servicing as needed prior to new product introduction.
- Independently monitors , analyzes and reports on expiring System, GPO and local site contracts, Works closely with the Procurement team, the Clinical Quality Value Analysis team, UW Health and local site's stakeholders to avoid interruption in patient care, medical center operations and/or price continuity.
- Uses market data, benchmarking tools and analytics to effectively assist stakeholders in supply chain decisions. Identifies and negotiates cost reduction opportunities, including alternative strategies, and communicates to team members.
- Participates in Supplier business reviews to include key stakeholders, Clinical Quality Value Analysis, and Procurement leadership. Ensures Supplier's SLA's, including contract pricing, rebates, and delivery terms are met for System or local site contracts.
- Produces, analyzes and summarizes contract data during all stages of the contracting process to support negotiation and Clinical Quality Value Analysis strategies, integrating data from UW Health and local site.
- Develops and monitors key performance indicators for the contract management function, tracking and referencing industry performance benchmarks whenever possible.
- Manages Contract Data base for local site contract system as applicable. Ensures local site contracts are loaded into UW Health Contract Database. Communicates contract effective dates to Procurement and business stakeholders.
- Work with external and internal customer groups (Central Supply, Materials Management, Clinical Quality Value Analysis, etc.) to ensure alignment of data across all supply chain systems using a variety of data management tools.
- Produce reports to support supply chain functions including contract review and supplier performance.

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

JOB REQUIREMENTS

Education	Minimum	Associates degree in business management or related field
	Preferred	Bachelor's degree in Business Administration, Healthcare Administration, Legal Assistant/ Paralegal or related field
Work Experience	Minimum	<ul style="list-style-type: none"> • Two (2) years contract management, purchasing, commodities, supply chain or another relevant field.

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		<ul style="list-style-type: none"> Knowledge of contracts and procure-to-pay process
	Preferred	<ul style="list-style-type: none"> Five (5) years or more experience in contract management, purchasing, commodities, supply chain or another relevant field Familiarity with Oracle Cloud or other ERP systems Health care supply chain knowledge
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> CMRP- Certified Materials & Resource Professional
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of contracts and procure-to-pay process. Ability to manage projects to successful conclusion. Detail oriented with a demonstrated talent and enthusiasm for investigating and solving problems. Skilled in supplier relationships and negotiations. Skillful in using Microsoft Excel, PowerPoint and Word Strong verbal and written communication skills using Microsoft Word and Outlook. Strong, demonstrated skills in analytics, communications and interpersonal skills. Demonstrated ability to work independently, meet deadlines and adhere to strict guidelines. Interpersonal skills to work effectively with varying seniority levels, including managers, directors, and other leadership. Ability to multi-task and problem solve in a fast paced environment. Familiarity with Oracle Cloud or other ERP systems. Health care supply chain knowledge preferred.

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
X	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
	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
	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#

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List any other physical requirements or bona fide occupational qualifications:	
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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.