

## **Beacon Hospital**

### **Job Description**

<b>Job Title:</b>	<b>Inventory and Supply Specialist</b>
<b>Department:</b>	<b>Surgical Services</b>
<b>Reports to:</b>	<b>Theatre Coordinator Director Peri-Operative Services</b>
<b>Date:</b>	<b>July 2011</b>

#### **Overall Purpose of Job**

Responsible for controlling the ordering, supply management of the day to day supplies in theatre, special orders, equipment, and implants reconciliation under the direction of the Coordinator for the Operating Rooms, and reporting into the Director of Peri-Operative Services; working closely with the Materials Management Department, internal and external customers including physicians, vendors, other department staff and Surgical Services staff.

#### **Key Responsibilities and Deliverables**

- This position will aid in the development of onsite material management, optimizing par management, gathering and analyzing pertinent data to assist with the tracking of all cost and service elements associated with the integrated supply distribution network for Surgical Services
- Demonstrates knowledge of medical/surgical supplies inventory.
- Ensure that clinical insight and direction is sought when evaluating clinical supplies which effect the operation of the department
- Competent in computer language, and able to navigate multiple systems, including but not limited to Microsoft Word, Excel, Meditech and other related systems
- Delivers all supplies in a timely and professional manner.
- Maintains accurate cart templates within PeopleSoft in addition to accurate information at all inventory locations.
- Maintains a positive attitude during interactions with all hospital staff, patients, internal and external customers

- Sources other supplies and equipment in collaboration with Physicians and Clinical Coordinators to ensure the highest quality, and cost effectiveness.
- Coordinates and assists with Capital Purchase Requests, preparing documents, obtaining quotes, etc.
- Processes all repairs for equipment, orders, and charges consignment use.
- Additional responsibilities include managing the materials management data posted to the ePro Supply System, or any other supply management system(s) adapted by the UPMC Beacon Hospital.
- Conforms with dress and attendance policies.
- Follows the chain of command as directed, and reports to the ADON for Surgical Services, with a dotted line to Director Materials Management

## **Beacon Hospital**

### **Person Specification**

<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Leaving Certificate diploma or equivalent.</li> <li>2. Knowledge of computer systems and inventory control preferred.</li> <li>3. Degree in Supply Management, Procurement, Logistics or related fields is preferable, but not necessary</li> </ol>
<b>Experience</b> (Amount and Type)	<ol style="list-style-type: none"> <li>1. Working knowledge of Surgery and Cath Lab is essential</li> <li>2. Strong communicative, decision making and interpersonal skills are necessary.</li> <li>3. Ability to multi-task, and maintain orders and receivables</li> <li>4. Computer literate, knowledgeable in Excel, PowerPoint and specific software applications used in Materiel Management.</li> </ol>
<b>Job Specific Competencies and Knowledge</b>	<ol style="list-style-type: none"> <li>1. Demonstrated competence in warehousing, distribution, and supply chain processes and data analysis is required.</li> <li>2. Works with corporate/facility distribution leadership and warehouse operations to evaluate and manage supply levels in both expensed and asset inventories for Surgery and Cath Lab.</li> <li>3. Trains or facilitate training as necessary for Surgery or Cath Lab material staff</li> <li>4. Coordinates new supplies and equipment with the Clinical Coordinator to ensure that there is one portal for supplies coming into the system.</li> <li>5. Works closely with Materials Management/Supply Chain when dealing with vendor representatives for pricing and products, streamlining the process for continuity, and value</li> <li>6. Responsible for monthly reporting and reporting integrity for the materials in Surgery and Cath Lab</li> </ol>

	<ul style="list-style-type: none"> <li>7. Meets all deadlines established for ePro and Billing Dept</li> <li>8. Reconciles implant logs to invoices, and manages reporting to Billing Offices.</li> <li>9. Assists materials management with other projects as requested</li> <li>10. Assists with and reviews data associated with physical inventory and/or cycle counting.</li> <li>11. Reports any discrepancies in billing and charges, checks costs on invoices, and reports discrepancies to the Director of Materials.</li> <li>12. Identifies opportunities for savings, and cost management by working with the Consultants, staff and Materials to ensure a quality product with added value.</li> <li>13. Participates in all regulatory and state regulatory requirements inclusive of Joint Commission International.</li> <li>14. Performs all other duties as required.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**