



ROLE SUMMARY

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

TITLE: Supply Chain Manager

DEPARTMENT: Material Management

REPORTS TO: Administrator

SUBORDINATE STAFF: Equipment Purchasing & Accounts Payable Coordinator/Equipment Purchasing Assistant

OTHER INTERNAL CONTACTS: Surgery Center personnel, Physicians

EXTERNAL CONTACTS: Vendors

JOB SUMMARY:

Responsible for all aspects of supply chain management of the surgery center. Includes purchasing, inventory, contract negotiation, repair, and maintenance of equipment for the Center. Develops, implements, and maintains equipment control program to monitor maintenance and repairs. Coordinates, facilitates, and ensures all supply costs and inventory information is accurate and up to date in HST. Direct reports include Equipment Purchasing & Accounts Payable Coordinator and Equipment Purchasing Assistant. Supervises and manages direct reports to ensure supply chain functions run efficiently on a daily basis. Requires high degree of responsibility, confidentiality and discretion. Coordinates and collaborates with all other center staff on a daily basis to ensure equipment needs are met. Able to prioritize, organize, multi-task, and take direction. Demonstrates attention to accuracy and detail. Supports the organization mission and vision. Promotes teamwork and functions as a team member providing care that encompasses compassion, collaboration and trust.

Job Domains

A. Duties

- Obtains and manages service agreements.
- Coordinates all equipment repairs and maintenance.
- Obtains all equipment and supplies through completion of research including quotes from vendors.
- Gathers information for all purchases.
- Actively negotiates and evaluates price quotes with sales representatives to obtain best possible pricing and agreements.
- Evaluates case cost, as appropriate, to ensure supply costs aligned with case reimbursement.
- Purchasing for all departments
- Maintains PO System
- Manages subordinate positions of Equipment Purchasing & Accounts Payable coordinator and Equipment & Purchasing Assistant. This includes, but is not limited to daily oversight, bi-annual performance evaluations, payroll, scheduling and time management.
- Maintain inventory, stock supply areas, expiring items and establish par levels.
- Meets all established deadlines for the ordering, receipt, delivery, and storage of supplies. Ensures all necessary equipment/supplies are secured for every case.
- Coordinates order process and record keeping.
- Performs biannual (or more frequent) physical inventory count for the center.
- Ensures all supply and pricing information is current and updated in HST. Finalize process for perpetual inventory management in HST.
- Maintains all purchase requisitions and reconciles all invoices.
- Reviews supply list and charging process for accuracy and detail.
- Works in collaboration with OR staff to establish and maintain preference cards.
- Conducts charge audits as needed.
- Keeps all departments informed of shortages, back-orders, re-calls and any supply issues affecting requests/needs.
- Establishes and maintains the appropriate professional and ethical relationships with vendors.
- Coordinates all Biomedical and preventive maintenance on any and all equipment.
- Works in collaboration with Administration to ensure all accreditation/inspections meet necessary requirements.
- Understanding of principles, processing, and handling of sterile supplies.
- Orders medical gas.
- Order, distribute and track (for FDA) prosthesis.
- Assists with other duties in the Center as needed (may include patient care, pulling case supplies, etc.).

Knowledge and Skills

- Knowledge of policies and procedures in compliance with licensure and accreditation.
- Knowledge of surgeon preferences, procedures, instrumentation and equipment.
- Verbal skills to effectively listen and communicate.
- Writing skills to document and chart completely and accurately.
- Word and Excel proficiency.
- Able to develop reports as requested.
- Reading skills to read preference cards, charts, and instructions.
- Demonstrate competency of age specific criteria.
- Annual completion of specified mandatory in-services.

Physical Characteristics

- See well enough to read written/typed material, monitors, gages, printouts, etc.
- Good communication and negotiation skills.
- Hear well enough to interact with all contacts and to hear alarms and monitor signals.
- Mobility to stand, walk, run, and respond quickly and carefully within the confines of the operating room and also in emergency situations.
- Mobility to bend, stoop, pull, and lift.
- Good eye/hand coordination.
- Ability to push/pull carts, beds, and other equipment.
- Ability to physically assist patients.

Education/Experience

- 1-3 years' experience in ASC and/or OR supply chain management required.
- Associates degree required.
- Bachelor's degree preferred.

Additional Characteristics

- Flexible to work unscheduled hours as needed.
- Functions as a member of a multidisciplinary healthcare team, consults and collaborates with colleagues, peers, supervisors and other healthcare providers and promotes respectful relationships among colleagues.
- Performs duties in a non-judgmental, compassionate and nondiscriminatory manner that is sensitive to diversity.
- Performs duties in a manner that preserves and protects patient autonomy, dignity, respect and rights.
- Maintains patient confidentiality.

- Evaluates factors related to safety, effectiveness, and costs to the outcome of optimal patient care.
- Must know supplies and have knowledge of equipment.
- *Maintain cleanliness of work environment.*
- *Kitchen duty as assigned.*
- *Respectful of co-workers, physicians, patients, and leadership.*
- *Cooperation with a spirit of teamwork.*
- *Works as a team member to resolve conflicts, identify lost Equipment/instruments/supplies in whatever capacity is required (looking through linen, bagged waste, etc...)*
- *Insubordination will ensure immediate removal from worksite and progressive disciplinary actions will be taken.*
- *Lunch/break assignments at designated times, only variation is patient safety issues.*
- *All other duties necessary to maintain work environment, function and performance.*

APIC Standard for risk exposure: Level 1

Employee Signature

Date