

UW HEALTH JOB DESCRIPTION

Surgical Materials Coordinator

Job Code: 420043

FLSA Status: Non-Exempt

Mgt. Approval: L. Lehner

Date: March 2022

Department: Surg/OR – Operating Room

HR Approval: J. Olson

Date: March 2022

JOB SUMMARY

The Surgical Materials Coordinator is responsible for managing the medical equipment, facilities, supplies, and daily business operations in support of Surgical Services. Work is performed independently in various operating rooms and in support of the Perioperative, Ambulatory, and Emergency Departments at East Madison Hospital. This position maintains accurate records of repairs made and follows up with customers on work performed or scheduled. This position provides support and training to clinical operators on the correct setup and operation of patient care equipment.

This position is a contact for internal and external customers of Surgical Services relating to the above services. The incumbent may work with nursing staff, surgeons, Central Services, Information Services, Procurement, Value Analysis, and Maintenance and Engineering Services.

This position also supports the daily business operations of the operating room by reviewing charges, equipment, and implant usage, evaluating par levels, coordinating surgical equipment for upcoming cases, evaluating processes, documenting to ensure OR staff efficiency and accuracy, and managing workflows for cost savings.

The Surgical Materials Coordinator, in collaboration with the OR Manager and Surgical Services Director, will determine capital request needs for future growth and expansion as well as keep current equipment up to date. This position will work with vendors and Procurement to generate quotes and will be the project lead for any capital requests and/or projects with Surgical Services.

MAJOR RESPONSIBILITIES

Daily Operations

1. Coordinate the availability and serviceability of medical equipment, facilities, and supplies in the Surgical Services areas.
2. Troubleshoot and provide guidance on the proper use of Surgical Services equipment and implement repairs when appropriate.
3. Keep accurate records of all maintenance activities performed on applicable Surgical Services equipment and update the department's computerized maintenance management system (CMMS) of this record of service.
4. Coordinate preventive maintenance of applicable Surgical Services equipment based on the UW Health Medical Equipment Management Plan.
5. Demonstrate working knowledge of all applicable codes and standards for maintaining medical equipment, including those issued by The Joint Commission and other accrediting agencies.
6. Install and maintain various devices used to interface critical medical equipment data into the UW Health electronic medical record system.
7. Ensure urgent device corrections and equipment recalls are acted upon in a timely manner for the safety of patients, visitors, and staff.
8. Ensure medical equipment involved in or suspected to be involved with adverse patient interactions is processed in accordance with UW Health policies and procedures.
9. Demonstrate correct setup and operation of Surgical Services equipment, including integrated related systems used during procedures to clinical staff as required.
10. Assist in the installation of medical equipment and systems by collaborating with Surgical Services staff in the selection of proper equipment for their needs, determining required infrastructure additions or changes, recommending mounting locations, and working with contractors to ensure proper equipment installation, cable routing, and labeling.
11. Develop and maintain instruction sheets and equipment labels as needed.
12. Coordinate across the UW Health System to ensure supplies, equipment, and instruments are available to a surgeon to complete the assigned case.

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Supply and Inventory Management

1. Request, receive, and assimilate unique items, replacement parts, urgently needed items, and product stocks for evaluation programs. Coordinate evaluations with sales representatives and clinical staff.
2. Collect and prepare summary reports and decisions about evaluation projects.
3. Meet with vendor representatives as necessary to become aware of product marketplace and opportunities for UW Health to improve patient care delivery, cut costs, and improve staff safety and job satisfaction.

Equipment and Facilities Management

1. Make recommendations for capital equipment purchases based on current equipment conditions, clinical needs, and repair costs of current equipment. Receive and implement new equipment used in the Surgical Services areas (e.g., operating room tables, lights, electrosurgery units, lasers, and medical video systems) and assist with equipment purchasing.
2. Serve as a resource for nursing and surgeons for equipment, software, and phone problems during and between cases. Answer emergent pages to fix equipment while case is in progress. Ensure that problems are resolved and defective equipment is repaired as needed.
3. Surplus, store, or re-deploy older equipment.
4. Implement special equipment support systems and new supply inventories of products related to equipment as needed.
5. Assist with maintaining a database of all capital equipment and annual capital equipment physical inventories.
6. Assist with Surgical Services product recalls and hazard alert notices, determining whether affected products are within utilization.

Business Operations

1. Review Health Link daily to ensure all patient charges have been submitted completely and accurately.
2. Serve as liaison to Procurement to recommend improvements in surgical services vendor contracts, trials, and renewals.
3. Work with service line leads to improve instrument utilization, decrease/optimize inventory, and evaluate needs for future purchases. Recommend the need for equipment and instrumentation based on operational volumes.
4. Participate in Value Analysis Team (VAT) by presenting new supplies or equipment and evaluating the risks and benefits of other system requests.

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

JOB REQUIREMENTS

Education	Minimum	Completion of Surgical Technologist program
	Preferred	Bachelor's Degree in Business Management
Work Experience	Minimum	Three (3) years as a Surgical Tech
	Preferred	Service line lead or other business operations experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Detail oriented with strong organizational skills • Must possess knowledge of and the ability to use computer software • Ability to work independently and in a team environment • Ability to present concise recommendations based on impact analysis • Strong decision making skills • Problem solving skills • Ability to communicate with various disciplines throughout the organization

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,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
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Toddlers (1 – 3 years)	Young Adult (20 – 40 years)						
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)						
School Age (6 – 12 years)	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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>							
Physical Demand Level	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</td> <td style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</td> <td style="width: 25%; padding: 5px;">Constant 67%-100% of the time</td> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time			
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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.