

UW HEALTH JOB DESCRIPTION

SURGICAL SERVICES EQUIPMENT COORDINATOR			
Job Code: 420035	FLSA Status: Non-Exempt	Mgt. Approval: B. Haack	Date: April 2022
Department: Supply Chain – Healthcare Technology Management		HR Approval: S. Whitlock	Date: April 2022
JOB SUMMARY			
<p>The Surgical Services Equipment Coordinator is responsible for managing the medical equipment, facilities, and supplies in support of Surgical Services through the effective use of the UW Health Medical Equipment Management Plan. Work is performed independently in various operating rooms and related procedure areas. This position keeps 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.</p> <p>This position is a contact for Surgical Services' internal and external customers relating to the above services. Examples of internal customers are nursing staff, surgeons, Central Services, Information Services, Procurement, Value Analysis, and Maintenance and Engineering Services.</p> <p>The Coordinator is a resource to clinical staff in the proper use and availability of supplies and medical equipment in the Surgical Services area. They are also responsible for scheduling time for equipment to be maintained and/or repaired, either by in-house staff or outside vendors as needed.</p> <p>The Surgical Services Equipment Coordinator demonstrates and professional behavior and is aware of how their actions affect patient care. This position requires good problem solving, decision making, and communication skills in dealing with various disciplines through the organization.</p>			
MAJOR RESPONSIBILITIES			
<p>The incumbent performs the following job responsibilities:</p> <ol style="list-style-type: none"> 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, completely and promptly. 4. Coordinate preventive maintenance of applicable Surgical Services equipment based on the UW Health Medical Equipment Management Plan. 5. Have a 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 (EPIC) 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. Provide outstanding customer service. Contact department customers and provide equipment repair status and estimated time of return. Resolve customer complaints in a diplomatic and professional manner. 10. Demonstrate correct setup and operation of Surgical Services equipment including integrated related systems used during procedures to clinical staff as required. 11. 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. 12. Develop and maintain instruction sheets and equipment labels as needed. 			

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13. Functions as a clinical staff contact for Surgical Services equipment and systems troubleshooting.
14. Requisitions, receives and assimilates new computer equipment in close coordination and consultation with Information Systems. Re-deploys present equipment as necessary

Supply and inventory management.

1. Request, receive, assimilate unique items, replacement parts, and some urgently needed items.
2. Request, receive, and assimilate product stocks for evaluation programs. Coordinate evaluations in accordance with UWHealth policies and procedures with sales representatives and clinical staff. 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 UWH to improve patient care delivery, cut costs and improve staff safety and job satisfaction.

Equipment and facilities management.

1. Makes recommendations for capital equipment purchases based on current equipment conditions, clinical needs and repair costs of current equipment. Receives and implements new equipment used in the Surgical Services areas (e.g., Operating Room tables, lights, electrosurgery units, lasers and medical video systems.) Assists clinical staff as necessary with capital equipment purchasing.
2. Serves as a resource for nursing and surgeons for equipment, software and phone problems during and between cases. Answers emergent pages to fix equipment while case is in progress. Ensures that problems are resolved and defective equipment is repaired as needed.
3. Uses proper procedures to surplus, store or re-deploy older equipment.
4. Sets up special equipment support systems and new supply inventories of products related to equipment as needed.
5. Assists with maintaining a database of all capital equipment and annual capital equipment physical inventories.
6. Assists with Surgical Services product recalls and hazard alert notices, determining if we have affected product, and if so, taking appropriate actions.
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Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature and other duties may be assigned as appropriate.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATION'S PERFORMANCE STANDARDS.

JOB REQUIREMENTS		
Education	Minimum	High School Diploma
	Preferred	Completion of surgical technician program or other applicable certifications and/or degrees.
Work Experience	Minimum	One (1) year of applicable experience in a healthcare setting.
	Preferred	Three (3) years of experience in an operating room healthcare setting or perioperative environment.
Licenses & Certifications	Minimum	
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Ability to troubleshoot failures in Surgical Services equipment. Good organizational and project management skills. Knowledge of physiological and medical terminology. Ability to use a computerized maintenance management system (CMMS) Basic knowledge of IT (Information Technology) terminology, setup, and configuration. Strong customer service skills. Ability to diagnose and resolve problems over the telephone using unskilled non-technical or clinical staff for assistance. 		
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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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 docket, 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 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
<input checked="" type="checkbox"/> 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#
<input type="checkbox"/> 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#
<input type="checkbox"/> 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.