

UW HEALTH JOB DESCRIPTION

SUPPLY CLERK - OBJECTIVE

Job Code: 9362	FLSA Status: Non Exempt	Mgt. Approval: B Scheuer/K Calmese Walker	Date: 3-15
Department :		HR Approval: CJU	Date: 3-15

JOB SUMMARY

In concert with the Central Services team, the Supply Clerk is responsible for the effective and efficient re-supply of requested supplies, equipment, and linen. Working under general supervision, this position works independently and exercises some independent judgment.

MAJOR RESPONSIBILITIES

Central Area:

Fills orders for medical/surgical supplies and equipment which includes:

- Using UWHC specific computer systems (PeopleSoft, AtPar, Health Link, and MobileView).
- Interacting with bar code technology (hardware and software).
- Keeping inventory of supplies and equipment (>2000 items).
- Answering the telephone and filling requests.
- Filling orders via the pneumatic tube system.
- Filling in-person requests at the CS door (staff and patients).
- Delivering and setting up basic patient helper assemblies as well as bed extenders as needed, including set-ups in isolation rooms.
- Placing orders for Specialty Beds through specified vendor.
- Ensuring Patient Charge stickers are used appropriately.
- Ensuring prompt delivery of equipment
- Filling all internal and external requests.
- Stocking all Pharmacy areas.
- Filling all internal and external linen requests.
- Stocking and dispatching linen exchange carts.
- Filling supply and equipment needs
- Responding to all STAT requests for supplies and equipment.
- Maintaining ACLS Blue carts and BLS Crash Carts and delivering as required.
- Transporting empty carts from the exit of the cart wash to specified storage areas.
- Monitoring all supply areas for expired or obsolete items.
- Delivers supplies and equipment to in-patient units on pre-determined scheduled runs.
- Assists putting away all incoming orders on the CS shelves.
- Maintain linen storage and housekeeping supply storage areas in an orderly manner.
- Maintain all equipment storage areas in an orderly manner.
- Maintains the central distribution area in an orderly manner.
- Ensures shelving units and bin boxes in all supply areas are free of dust and debris.
- Performs other duties as assigned.

Decentral Area:

- Fills Decentral orders for medical/surgical supplies and equipment which includes:
 - Continuously paying close attention to detail.
 - Using UWHC specific computer systems (PeopleSoft, AtPar).
 - Keeping inventory of supplies and equipment (>2500 items).
 - Ensuring the adequate daily stocking of medical/surgical items and linen in all assigned patient rooms and supply storage areas.
 - Ensuring the adequate daily stocking of all Environmental Services supplies in all specified stock areas.
 - Ensuring the adequate stocking of medical/surgical items and linen in all assigned outpatient clinics, labs and radiology areas.
 - Stock all assigned stock room areas
 - Ensuring prompt delivery of equipment
 - Ensuring Patient Charge Stickers are used appropriately.
 - Returning unused equipment and supplies for credit.
 - Returning all linen exchange carts for restocking.

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- Responding to all STAT requests
- Monitoring all supply areas for expired or obsolete items.
- Ensures shelving units and bin boxes in all supply areas are free of dust and debris.
- Maintains the Decentral distribution area in an orderly manner.
- Maintains the Central distribution pick area in an orderly manner.
- Maintain linen storage and housekeeping supply storage areas in an orderly manner.
- Maintain all equipment storage areas in an orderly manner.
- Assists putting away all incoming orders on the CS shelves.
- Performs other duties as assigned.

Receiving Dock:

Delivering Items:

- Specialized knowledge of a vast inventory (>2500 items) of supplies and equipment.
- Use AtPar software and hand-held devices to record receiving and delivery information.
- Use PeopleSoft software for materials management transactions.
- Verify packages for delivery address and/or Purchase Order number.
- Research incomplete addresses using various directories and other means.
- Pull packing list for items with hospital Purchase Order.
- Ensure all items received are in proper condition (undamaged).
- Make copy of packing list and include with items.
- Maintain transaction records (freight bills, packing slips, etc.).
- Mark packages with room number and stage for delivery.
- Make deliveries and get electronic signatures from recipients.
- Deliver all non-receivable (e.g. MUHL, US Mail, Pharmacy, etc.).
- Call departments to set up deliveries for large equipment.
- Make deliveries of large equipment and furniture.
- Deliver gas cylinders and maintain gas cage.
- Call vendors and internal customers concerning packages without enough delivery information.

Receiving Items:

- Receive items from all vendors.
- Uses UWHC specific computer systems (PeopleSoft).
- Interacts with bar code technology (hardware and software).
- Works closely with Purchasing and Accounts Payable.
- Process outgoing U.P.S. on manifest system.
- Control surplus and storage items.
- Assist customers with shipping and receiving inquiries.
- General dock maintenance and cleanup.
- Sort and facilitate delivery of incoming interdepartmental and US Postal Service (USPS).
- Immediately hand-deliver all incoming products requiring refrigeration or other special handling.
- Use the PeopleSoft system to accurately locate and sort all mail.
- Perform directory searches to redirect all misdirected mail to proper location.
- Using the AtPar Delivery, maintain a signature record of all in-coming Certified and Express mail.
- Capture and report postage used and departmental charge-backs to the accounting office for reimbursement.
- Print bar-code labels using the PeopleSoft system and deliver them to all mail customers.
- Operate postage meter machine to process mail items.
- Performs other duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	
Work Experience	Minimum	

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	Preferred	Related experience preferred.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Excellent communication, customer service, and interpersonal skills. • Ability to proficiently read, write and speak English. • Excellent phone skills. • Basic mechanical ability. • Ability to follow instructions. • Ability to keep accurate records. • Attention to detail. • Basic judgment and logic skills. • Knowledge of and ability to follow safety principles. • Basic mathematical skills. • Ability to differentiate colors. • Basic knowledge of computer applications, Microsoft Office 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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	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. *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
	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
X	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#
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.