

## UW HEALTH JOB DESCRIPTION

### Coordinator, Vendor Liaison Office

Job Code: 440095	FLSA Status: Non-Exempt	Mgt. Approval: E. Aton	Date: July 2019
Department: Supply Chain – Vendor Liaison Office	HR Approval: J. Olson		Date: July 2019

#### JOB SUMMARY

Under the supervision of the Program Manager of the Vendor Liaison Office, the Coordinator is responsible for ensuring vendor compliance with all policies governing the behavior of vendor personnel across UW Health. This includes all vendors with products/services related to patient care. The role also oversees the onboarding of non-physician observers in accordance to all UW Health policies.

This role requires a great deal of independence and decision making, as a wide variety of internal and external relationships are involved to perform the duties in this position. Internal contacts include representatives from UW Health and Affiliates. External contacts are comprised of vendors, industry, and community observers. Developing and maintaining positive communication with these contacts and the ability to have sensitive conversations on behalf of UW Health is essential to accomplishing the objectives of this position and the goals of UW Health.

#### MAJOR RESPONSIBILITIES

**1) Coordinates vendor management tracking and reporting processes for vendors with products/services related to patient care**

- Provides input into database organization to ensure appropriate tracking output.
- Tracks vendor information – contact information, registration information, products sold, primary client department, visits to clients, and vendor violations of UW Health policy.
- Documents reports of violations to be entered into the database and provides documentation to management for review.

**2) Coordinates vendor registration process**

- Provides UW Health vendor policies to new vendors and responds to questions.
- Enters new vendor registration information into appropriate databases.
- Ensures vendor registration fees are paid and that vendors comply with immunization and infectious disease requirements.
- Ensures validity of Criminal Background/ Caregiver/ OIG Checks on those vendors in patient areas.
- Prepares and issues vendor identification.

**3) Coordinates and oversees UW Health Non-Physician Observer Process**

- Ensures compliance with HIPPA, Safety and Infection Control, immunization and vaccination requirements.
- Notifies all internal and external parties involved as to completion of necessary requirements.
- Issues photo ID badges specific to the dates determined by the Sponsor.
- Coordinates with Radiology Admin to ensure onboarding of GE Healthcare Show Site Observations.
- Coordinates onboarding of UW Industrial Engineering student project groups.

**4) Coordinates and oversees research monitor process**

- Registers and badges those monitoring projects within UW School of Medicine and Public Health.
- Coordinates monitor acquisition of designated laptops for visits qualified as Release to Inspector (RTI).
- Coordinates visits via qualified RTI requests submitted by Health Information Services.
- Ensure security of RTI laptops during visits and storage.
- Coordinates scheduling and chaperone for each qualified monitor visit.

**5) Additional Duties**

- Conducts inspections of UW Health clinics to ensure compliance with relevant UW Health policies.
- Coordinates destruction of all medication samples prohibited by UW Health policies.
- Assists in investigating claims of policy violation and manages the policy-prescribed disciplinary process.
- Speaks on behalf of UW Health when communicating with outside industry. Conducts sensitive and crucial conversations.
- Effectively triages requests by the vendor community upon UWHC, UWMF, UHS, School of Medicine and Public Health, School of Nursing, School of Pharmacy, etc.

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

### JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Bachelor's degree
Work Experience	Minimum	5 years in a healthcare system working in an independent role with strong decision making skills.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Computer skills: knowledge of Microsoft Word, Excel, and Access desirable</li> <li>• Ability to prepare reports from Excel, Access, or other specialized databases</li> <li>• Strong customer service skills</li> <li>• Strong organizational skills</li> <li>• Good written and verbal communication skills</li> </ul>

### 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.** *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
	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
X	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>

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	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

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.