

UW HEALTH JOB DESCRIPTION

DISTRIBUTION MANAGER

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| Job Code: 421007 | FLSA Status: Exempt | Mgt. Approval: R. Scheuer | Date: February 2022 |
| Department: Materials Management | | HR Approval: S. Whitlock | Date: February 2022 |

JOB SUMMARY

Reporting to the UW Health Director of Materials Management, this position manages teams utilizing the Materials Management Information System (MMIS) and bar code technology to perform a wide array of materials management activities throughout assigned UW Health facilities. The incumbent may also manage the Patient Transport team providing transportation to inpatients who must be moved to and from inpatient nursing units, various therapy/laboratory areas, facility entrances, etc. This position requires a high level of service orientation and effective communication with many major clinical areas. Activities by this person have a considerable impact upon direct patient care and those that provide that care.

MAJOR RESPONSIBILITIES

- Manage teams that electronically and physically receive, deliver, store, and distribute medical/surgical supplies, patient care equipment, linen, and mail/packages.
- Fulfill customer requests for medical/surgical supplies and equipment from inventory and maintain customer supply storage locations. Continuous emphasis placed on exact, error-free transactions.
- Work collaboratively with Nurse Managers and other department leaders throughout the UW Health network to establish delivery routines and maintain control of supply and equipment levels to maximize efficiencies and minimize cost at the user level.
- Expertise is required to anticipate customer needs by using historical and current knowledge of clinical activities.
- Design and implement new procedures for inventory control and customer needs satisfaction required by changing conditions.
- Provide daily leadership for frequent situations occurring outside of routine practices. These include supplier backorders, substitute items, item availability concerns, etc.
- Conduct all Patient Transport activities ensuring patient comfort and safety.
- Design and develop reporting tools, establish performance metrics, and monitor department goals and objectives to ensure continuous alignment with the UW Health strategic plan.
- Ensure the accuracy and completion of fiscal transactions and financial performance relating to budgets and general asset management.
- Responsible to ensure adequate staffing levels are maintained in all service areas to meet the demands of customers.
- Ensure all team members are continuously up to date regarding educational and employment specific requirements.
- Ensure accurate employee time keeping, attendance, and performance records. Work collaboratively with Human Resources to address concerns with employees as situations arise and when counselling or discipline is warranted.
- Evaluate employee performance as required by UW Health policy for all staff members in supervised areas.
- Represents Materials Management on several interdisciplinary committees and ad hoc teams.
- Assist the Director of Materials Management with the preparation and monitoring of operating and capital budgets.

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

JOB REQUIREMENTS

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| Education | Minimum | Bachelor's Degree in business or related field from an accredited institution. Four (4) years of relevant experience may be considered in lieu of degree in addition to the experience below. |
| | Preferred | |
| Work Experience | Minimum | Five (5) years of progressively responsible lead work or supervisory experience in a healthcare materials management environment. |
| | Preferred | |
| Licenses & Certifications | Minimum | |
| | Preferred | Certified Materials & Resource Professional (CMRP) certification. |

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| Required Skills, Knowledge, and Abilities | <ul style="list-style-type: none"> • Work collaboratively and communicate effectively (written and orally) with a wide variety of individuals including hospital staff, nurses, physicians, patients, and their families. • Must possess excellent interpersonal, conflict resolution, and problem-solving skills while working in a fast-paced environment. • Endure high level of physical activity (walk, lift, push, pull, stand, etc.) frequently throughout work shift. • Work independently and utilize efficient time management skills. • Strong computer skills including word processing, email, calendar, spreadsheets, department specific software, and UW Health management-specific applications. • Project a positive image of UW Health and the services offered. |
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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 |
|--|-------------------------------------|---|---|
| <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.