

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Supply Chain Technician I

Class Code: 7281

Pay Grade: 206

GENERAL CLASS DESCRIPTION:

Under general supervision, performs and coordinates specialized work associated with the dispensing of medical-surgical supplies, patient care equipment and medical implants throughout the medical center/hospital through the use of electronic supply chain management systems. Provides liaison services between supply chain leadership, nurses, and health care professionals in acquiring the desired products or services according to the defined schedule.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides customer service for the department and assists nurses and other healthcare professionals with a sense of urgency. Performs value-added activities, which result in positive financial performance and customer satisfaction.
2. Reviews, monitors and orders medical-surgical supply inventory to maintain established par levels.
3. Counts inventory, transmits orders to vendors, solves problems when there are shortages/outages, maintains the central medical-surgical supply area and provides delivery timelines. Recommends operational and policy revisions to improve health care service costs and/or increase revenues.
4. Maintains a basic knowledge of electronic hospital-based supply chain management systems and how to efficiently access all basic functions. Maintains the accuracy of medical-surgical supply inventory by properly accounting for all inventory transactions in the inventory software system.
5. Works as part of a team in order to ensure medical-surgical supplies are available where and when they are needed in order to provide excellence in patient care.
6. Ensures accurate patient billing by capturing all patient charges for medical-surgical supplies. Ensures staff cross-reference items as appropriate.
7. Maintains knowledge of reporting system and ability to utilize reports and resolve all discrepancies. Reports usage history data to management team and clinicians.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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8. Places safety stock in proper location keeping storage and supply areas neat and organized.
9. Performs miscellaneous tasks throughout the medical center as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of distribution and applying procedures, methods, and techniques commonly used in receiving, warehousing, and distribution products.
2. Knowledge of proper lifting and bending techniques as well as operating manual and electric powered handling equipment.
3. Ability to interpret and follow oral and written instructions.
4. Ability to prepare and maintain stock records, reports and inventories.
5. Ability to perform proficiency in Microsoft Office applications and others as required.
6. Ability to work and communicate effectively with employees, supervisors, and external parties.
7. Ability to work independently.
8. Ability to work with material management processes and computerized inventory control systems updating receiving, warehousing, and distribution transactions.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of work related experience in supply management receiving, warehousing, and distribution setting; or
2. Any combination of such experience and/or post high school education that totals one year.
3. Possession of appropriate driver's license as required.