



UNION JOB DESCRIPTION

JD3233

JOB TITLE:	Inventory & Purchasing Assistant - OR	JOB DESCRIPTION NO.:	40554
CLASSIFICATION:	Clerk V, Purchasing ; Inventory Analyst ; Nursing Unit Assistant	GRID/PAY LEVEL:	F 21
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10903; 10906; 10317
UNION:	HEU	JOB/CLASS CODE:	40554
PROGRAM/DEPARTMENT:	Community Hospitals	BENCHMARKS (If Applicable):	10903; 10906; 10317
REPORTING TO:	Manager or designate		
FACILITY/SITE:	SPH		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate and working in a computerized environment, the Inventory & Purchasing Assistant - OR develops, implements and maintains systems for inventory control and to provide inventory information, and facilitates the timely supply of a variety of complex and surgical instruments, equipment and supplies used in the Operating Room; prepares purchase requisitions, places purchase orders, and orders supplies from purchasing, stores and external suppliers; receives and stores supplies; maintains records and produces summaries and reports, and investigates inventory discrepancies as required to support the optimal use of department resources.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Controls inventory content and levels of a variety of materials and supplies within the Department. Produces and reviews reports such as usage and stock status reports. Confers with users and vendors such as surgeons, clinical nurse leaders, managers and purchasing regarding requirements and items no longer in demand and establishing and/or revising optimum reorder points and quantities.
2. Reviews non-inventory purchases and recommends additions of items to inventory, such as adjustment of quotas for implants and consumable supplies used in surgery.
3. Assists team in the trial of new products and equipment by gathering data related to the success and/or usability of new products and providing feedback to Manager.
4. Audits inventory levels by conducting regular and spot physical checks and comparing actual inventory levels to recorded levels. Investigates discrepancies, resolving where possible, referring complex or contentious problems to the Manager or designate.
5. Utilizing a computerized inventory management system and a variety of software applications, such as ORSOS and AMS, to maintain records related to Operating Room inventory, purchases, consignment goods, and the distribution of equipment/supplies.

6. Produces summaries and reports as required, maintains inventory of supplies on hand. Re-orders according to re-order points. Recommends adjustments to re-order points, product packaging and substitute products. Completes purchase requisitions from both internal and external sources.
7. Arranges direct purchases from suppliers in the event of urgent requirements that cannot be met through Purchasing. Orders specialized equipment in response to requests from Managers, physicians and physician's offices or Clinical Nurse Leaders and confirms availability in time for patient's surgical procedures. Contacts suppliers to determine product availability and price. Arranges for delivery and storage of consignment equipment/supplies, and completes purchase requisitions upon usage.
8. Receives, records and re-stocks supplies. Checks incoming products and matches receiving slips with purchase requisitions. Checks pricing to ensure appropriate discounts have been applied. Investigates discrepancies by contacting suppliers, internal departments, and reviewing records. Answers inquiries on outstanding purchase orders and expedites acquisition. Processes product returns and exchanges.
9. Assists with stocking, maintenance of specialized carts including re-stocking and refreshing outdated stock. Communicates any discrepancies noted. Ensures exchange of carts and that appropriate specialized carts are placed in designated procedure area.
10. Completes requisitions for maintenance and repair work for approval in accordance with established procedures.
11. Performs related clerical duties such as keyboarding, data entry, filing, compiling, preparing and maintaining statistics such as the daily census, producing reports, delivery and picking up items as necessary.
12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 supplemented by accounting, inventory or purchasing courses, surgical and medical terminology knowledge and mathematical aptitude, and two (2) years recent related experience, or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 50 wpm.
- Ability to communicate effectively both verbally and in writing.
- Ability to operate related equipment, such as a computer using a variety of software applications.
- Ability to deal with others effectively.
- Physical ability to perform the duties of the position.
- Ability to organize work.