

 Oroville Hospital	Department:	<b>Surgery</b>
	Dept.#:	<b>7420</b>
	Last Reviewed:	05/08; 08/12
	Last Updated:	

## Job Description for OR Materials Coordinator

### Reports To

Nurse Manager

### Job Summary

The OR Materials Coordinator is responsible for planning for the ordering, receiving, storage and distribution of all supplies used in the Operating Room. The OR Materials Coordinator will be responsible for assuring that all surgical instrumentation and equipment is kept in good repair; adequate surgery inventory maintained in a cost effective manner; and include assisting in establishing and maintaining uniformity and accuracy of patient charges.

### Duties

1. The Operating Room Materials Coordinator is responsible for the ordering, receiving, storage and distribution of all supplies used in the O.R.
2. Responsible to assure that all surgical instrumentation and equipment is kept in good repair
3. Maintain adequate surgery inventory in a cost effective manner
4. Additional responsibilities include assisting in establishing and maintaining uniformity and accuracy of patient charges
5. Responsible for all required Medical Device Tracking, pertaining to Surgical Services
6. When not performing the role of Operating Room Materials Coordinator, will assume the role of Surgical Technician
7. Co-ordinate all “return” items in a timely manner
8. Co-ordinate all “recall” items in a timely manner
9. This position is responsible for the maintenance and coordination of the surgical supply system ensuring that it operates in a fiscally sound manner and manages supplies and equipment from acquisition to disposition

### Qualifications

1. Minimum of three years Materials Coordinator experience
2. BS degree preferred
3. Must have substantial knowledge of hospital peri-operative inventory control

4. Must have strong analytical skills, be able to trouble shoot equipment problems, ability to in-service staff on new equipment and able to build good relationships with nurses, vendors and surgeons
5. Ability to work well under pressure, and able to multi-task in a fast paced environment
6. Knowledge of Word Excel, Global Financial Systems, and experience with product standardization
7. Must be alert and intelligent
8. Must be well-groomed and present a good physical appearance
9. Must have a history of good physical health
10. Must have the ability to maintain a constructive working relationship with administration, surgeons, staff, support services, vendors and the Purchasing Department
11. Must be able to work in an independent and organized manner
12. Must possess good written and verbal communication skills
13. Must be able to lift stand and stoop without any physical limitations

### **Lifting Requirements**

Very Heavy- is considered generally lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs or more.