

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
MATERIALS / SUPPLY LEADERS – NURSING SUPPLY COORDINATOR & PURCHASING
DESIGNEE
Medical / Non-Medical

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|-----------------------------------------|
| Position Assigned To: _____ |
| You Report To: _____ (Finance Chief) |

MISSION: Organize and maintain emergency levels of medical supplies/equipment. Order non-medical supplies. Initiate order to purchase/lease medical and non-medical supplies and equipment.

Immediate

- ___ Receive Job Description from Finance Chief.
- ___ Read Job Description and put on position tag.
- ___ Obtain briefing from Finance Chief.
- ___ Meet with Materials Manager (Warehouse), Central Medical Supply, and Hospital Receiving for coordination and delivery of medical supplies and equipment as needed. Instruct them to notify you of any shortage or potential shortage of critical medical supplies/equipment.
- ___ Develop medical supplies/equipment inventory to include:
 - Bandages, dressings, compresses and suture materials
 - Sterile scrub brushes, normal saline, anti-microbial skin cleaner
 - Gloves
 - Fracture immobilization, splinting and casting materials
 - Oxygen – ventilation suction devices
 - Advance life support equipment (chest tubes, airway, major suture trays)
- ___ Have CMS send supply carts to Discharge Areas; 1st floor Comp Care Bldg. and Conference Center, ground floor, medical school, and a CMS employee to assist in distribution.
- ___ Prepare requisitions for purchases/leasing of supplies and equipment.
- ___ Have Finance Leader approve purchase request.
- ___ Forward copy of requisitions to Procurement Leader.

Intermediate

- ___ Periodically check with Central Medical Supply and Warehouse

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Extended

- on inventory status of supplies and equipment.
- ___ Document all actions/decisions with a copy to Finance Chief.
- ___ Observe and assist staff who exhibits signs of stress or fatigue.
- ___ Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to labor Pool.