

MEDICAL SUPPLY TECHNICIAN SUPERVISOR

This is supervisory work in coordinating and directing the activities of employees involved in replenishing and/or processing medical supply instruments for patient care units. Employee is responsible for planning department goals and objectives; organizing workflow and resources; projecting and monitoring budget; and being accountable for the personnel function of the work unit. Employee is supervised by the Materials Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans for maximum utilization of staff; establishes goals; sets priorities and deadlines for completion and determines space, personnel, and equipment needs.

Organizing and Directing - Employee evaluates the need for services, establishes priorities based on program objectives, makes work assignments, and develops procedures for workflow.

Budgeting - Budget recommendations are submitted with justification to a higher level supervisor. Employee is responsible for managing budget based on needs and priorities.

Training - Employee may provide on-the-job training for staff or work closely with the assistant supervisor (trainer) in determining training needs and evaluating the training program.

Setting Work Standards - Employee develops and/or revises internal policies and procedures to accomplish objectives. Employee assures adherence to establish policies, procedures, and work standards.

Reviewing Work - Employee reviews work through a number of reports and daily inspection of the areas.

Counseling and Disciplining - Employee is involved in both informal and formal disciplinary actions.

Performing Other Personnel Functions - Employee selects new personnel, prepares staff evaluations, and recommends employees for promotions and salary increases. .

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Frequent changes in methodology and guidelines requires employee to make minor or major changes or shifting in the program.

Variety of Work Supervised - Employee is responsible for supervising approximately twenty-five employees.

III. EXTENT OF SUPERVISION RECEIVED - Employee is responsible and accountable for the quality and quantity of services provided. Employee meets with supervisor on a regularly scheduled basis to inform or update changes in departmental goals and objectives. Budget, and goals and objectives are reviewed quarterly with supervisor. Performance evaluation is conducted annually.

IV. SPECIAL ADDITIONAL CONSIDERATION: Employee supervises the workforce which operates two shifts, five days per week and one shift on weekends and holidays. The workforce is basically stable.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of sterilization and decontamination techniques; and considerable knowledge of departmental policies and procedures. Ability to communicate effectively with a diverse population; ability to plan and direct the activities of the department; and ability to establish and maintain effective working relationships with subordinate employees and other hospital personnel.

Minimum Education and Experience - High school or General Educational Development diploma and four years of experience in the processing or inventorying of medical surgical supplies with one of the four years in a supervisory capacity; or as equivalent combination of education and experience.