

MEDICAL SUPPLY TECHNICIAN ASSISTANT SUPERVISOR

This is supervisory and/or administrative work in the central sterile supply, central distribution and/or operating room at North Carolina Memorial Hospital, Dorothea Dix Hospital and North Carolina State University School of Veterinary Medicine. Employees are responsible for ensuring that medical and surgical supplies, instruments, and equipment are on hand or available to meet the needs of the hospital. Employees serve as assistant supervisor of a large medical supply operation. At Dix and NCSU, the employees coordinate and direct the medical supply and/or activities of a small department. Duties include ensuring adequate staffing; preparing work schedules; determining work flow; monitoring quality control; providing liaison between the professional staff and medical supply technicians; and participating in all personnel related functions including the selection of new employees, training and orientation, approval of administrative leave and performance appraisals. Employees monitor the purchasing, receipt, distribution, and storage of medical supplies and handles complaints and questions regarding items. Work is performed under the general supervision of the Medical Supply Technician Supervisor or an administrative supervisor.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees assist with unit short range planning and plan daily shift operations to meet these objectives.

Organizing and Directing - Employees are responsible for ensuring adequate staffing; making assignments, monitoring and adjusting work, and training new staff.

Budget - Employees may recommend budgetary needs.

Training - Employees provide orientation and training to new staff; provide or coordinate inservice programs and recommend additional staff training needs to higher level supervisory staff.

Setting Work Standards - Employees ensure that staff complies with departmental and hospital policies and procedures. Employees may have input into the establishment or alteration of work procedures.

Reviewing Work - Employees supervise the work of assigned staff and monitor work procedures/techniques while in progress and quantity of work upon completion by records review.

Counseling and Disciplining - Employees counsel with staff as necessary and resolve minor discipline and other employee relation problems or situations in an assigned area. Discipline beyond an initial warning is referred to the Medical Supply Technician Supervisor or an administrative supervisor.

Performing Other Personnel Functions - Employees assist with the selection of employees, evaluation of staff performance, recommendations for increases and promotions, and interpret personnel policies and procedures.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees are responsible for supervising medical supply technicians involved in processing and providing medical surgical supplies to patient care areas which are subject to frequent changes in items. Changes in hospital guidelines may result in occasional changes in the program or methods utilized.

Variety of Work Supervised - Employees supervise staff who are involved in processing and providing medical surgical supplies to patient care units.

Number of Employees Responsible For - Employees are responsible for three or more staff members.

III. EXTENT OF SUPERVISION RECEIVED - Work is reviewed periodically by a higher level supervisor, however, regular meetings are held to discuss significant changes or programs in the work areas before action is taken.

IV. SPECIAL ADDITIONAL CONSIDERATION: Employees in this class supervise a relatively stable workforce on an assigned shift.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of medical surgical instrument supplies; thorough knowledge and understanding of the operation of hot air, gas, and hi vac steam sterilizers; and considerable knowledge of departmental policies and procedures. Ability to communicate in oral and written forms; and ability to organize and direct staff.

Minimum Education and Experience - High school or General Educational Development diploma and three years of experience in the processing or inventorying of medical surgical supplies; or an equivalent combination of education and experience.