



JOB DESCRIPTION

TITLE: Buyer- Laboratory
DEPARTMENT: Materials Management
REPORTS TO: Director Materials Management
FLSA: Non-Exempt

SUMMARY OF JOB:

Determines supplies and equipment for all tests in the Laboratory Department and orders as appropriate. Maintains all inventory controls for the Lab Department. Provides analytical support to the Material Director and the Laboratory Director on new products and comparable items for the Laboratory Department.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. The material buyer for the Laboratory Department will oversee supplies by:
 - a. Ordering supplies and materials required for department
 - b. Purchasing supplies and materials required for department by properly creating Purchase Orders
 - c. Receiving supplies and materials and distributes them to pre-determined locations
 - d. Managing inventory levels by maintaining pars
 - e. Researching new equipment and instrumentation
 - f. Providing pricing for requested equipment and instrumentation
 - g. Working with vendors regarding pricing and equipment loans
 - h. Working with all Laboratory staff to ensure equipment and supply needs are available for all tests and calibrations
 - i. Working with materials department to facilitate purchases orders, returns, credit memos etc.
 - j. Resolving backordered supplies via product substitution and vendor and staff communication
 - k. Reconciling procure-to-pay exceptions resulting from discrepancies of item, quantity, or price, in accordance with established contracts
 - l. Assuring Patient Health Information remains confidential
 - m. Examining instruments and supplies for damage or defects upon receipt; issues returns for credits as applicable
 - n. Reporting unusable supply items, resulting from mishandling, outdate, obsolescence, or overstock to Materials Management Director and Laboratory Director.
 - o. Enforcing all established policies and procedures for purchasing supplies, equipment, and services
 - p. Communicating routinely with lab staff to improve process and patient safety

2. Analyzes cost of supplies and equipment for the Laboratory Department in collaboration with lab director, lab manager and point of care manger, administration, and materials management on needed supplies and equipment:
 - a. Researches and benefits of product requests thru HPG, GHX, Nuvia, web search, cost analysis, and this will includes reviewing each item in inventory and non-stock items.
 - b. Researches for alternative lab products that can be presented to the Value Analysis Committee for their approval.
 - c. Working closely with Director/ Manager to ensure all supplies and equipment are available for lab operations.
3. Performs clerical responsibilities by:
 - a. Calling vendors and supply/equipment companies to ensure all needs are met
 - b. Maintaining par levels in computer system
 - c. Responding to emails and voice mail correspondence with staff and vendors
 - d. Maintaining and filing all necessary records
4. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and at least one (1) year of previous experience with bar coding and Meditech software applications. Prior occupational experience in the healthcare lab environment is required

OR

equivalent combination of education and experience.

CERTIFICATES/LICENSES:

None

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications and Meditech.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

NO ACCESS - a workforce member whose job duties do not require any access to protected health information will be prohibited access. However, a staff person with no access may, in the performance of his or her duties, be exposed to incidental use and disclosure.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date