



Date	16 February 2023
Position Title	Supply Coordinator
Division	Finance
Reports to	Manager, Procurement & Supply

SECTION 1
Mission, Vision, and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctors, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct, and to contribute to and promote the positive working culture of the organisation.

SECTION 2
Position Summary and Role Purpose

The Supply Coordinator is responsible for supporting the day-to-day running of the supply function, including the receiving, distribution, replenishment, and maintenance of stock, processing internal inventory requests in a timely and efficient manner, ensuring the warehouse is neat, tidy, and stock levels are accurate as well as the management of vendor deliveries.

SECTION 3
Key Working Relationships

INTERNAL	EXTERNAL
Manager, Procurement & Supply	Suppliers
Supply Team	Patients
Chief Executive Officer	Couriers
The Executive Team	
Clinical Nurse Managers	
Department Managers	
All staff	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Coordinating

- Oversee the day-to-day running of all supply operations and be first escalation point for general day-to-day queries for Supply Officer/s
- Assist with training of current and new Supply Officer/s
- Identify, propose and in conjunction with Manager, Procurement & Supply, develop process improvement within daily processes and tasks
- Provide coverage for the Manager, Procurement & Supply during periods of leave

Receiving Stock

- Receiving, inspecting, verifying, and accepting or rejecting all incoming materials and equipment
- Accurately processing all necessary paperwork/documentation such as packing slips, bills of lading, packing slip/invoices and receipt reports
- Report any damage/discrepancies to Manager
- Assist with the unloading of goods when required using appropriate materials handling aids where necessary
- Prepare and mark materials for warehouse storage or distribution to end user
- Help with the organisation of returns to suppliers
- Maintain accurate filing and record management for all receipted items

Distribution of Stock/Replenishment of Imprest stock

- Determine and record stock replenishment requirements for imprest stores as per defined schedule by using an imprest scanner
- Download / enter count onto computerised supply management system
- Issuing of materials from the controlled stock
- Accurate picking of stock from system generated pick lists, paper requisitions and over the counter requests
- Packing and marking of picked items ready for distribution
- Marking and processing of paperwork utilising the computer system including confirmation of actioned pick lists, entry of paper requisitions and over counter issues
- Advising Manger of any stock discrepancies, excessive requests
- Attend to staff who require assistance with their requirement
- Obtain signature to acknowledge receipt at user department
- Ensure that urgently required goods are delivered as soon as possible
- Accurate distribution and replenishment of imprest store items

Maintaining Stock/General Warehouse Housekeeping

- Storage and custody of materials ensuring correct display of items
- Placement in proper stock location
- Rotation of stock to ensure first in, first out (FIFO) (and/or nearest expiry date)
- Preparation of stock for picking
- Physical counting and recording of stock as per the stock take policy and procedure

- Maintain the warehouse, receiving bays and other adjacent areas in a clean, tidy & safe condition
- Handling enquiries from personnel within and outside the organisation in a pleasant and helpful manner
- Assist with annual stock take
- Assist Accounts payable team with invoice queries

Purchasing

- Regular inventory replenishment of medical and surgical supplies and stationery items to ensure stock is available to meet the daily needs
- Assist with investigating and problem solving of outstanding purchase issues
- Assist with sourcing alternative suppliers, products and report cost effective supply options
- Review product lines for quality improvement and assist with trial and evaluation of alternative products and subsequent implementation
- Ensure supplier price lists are up to date

Other reasonable duties as directed by the Manager, Procurement & Supply

**SECTION 5
Health, Safety, and the Environment**

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards, and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment
- Perform hand hygiene

**SECTION 6
Quality and Risk**

- Record initiatives and issues in OneVault
- Abide by Bethesda Health Care's Code of Conduct, Work, Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

**SECTION 7
Partnering with the Consumer**

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Essential
<ul style="list-style-type: none"> ▪ Current Police Check (no more than 6 months old) ▪ Minimum 5 years previous experience working in warehousing or logistics with medical and hospital supplies, equipment, and supply processes and requirements ▪ Proficient computer skills in inventory management systems ▪ Working effectively to lead and as part of a team ▪ Excellent time management skills, an ability to work unsupervised and under pressure to meet deadlines ▪ Determining and exceeding customer expectations ▪ Strong communication and people management skills to enable effective working relationships at all levels
Desirable
<ul style="list-style-type: none"> ▪ Tertiary qualification in Logistics and Supply Chain ▪ Knowledge of strategic sourcing and category management ▪ Working in Supply within a Hospital setting ▪ Quality improvement and risk management processes

SECTION 9
Acceptance of Position Description

Employee

Date