

SUBJECT: SCOPE OF SERVICES	REFERENCE #1002
DEPARTMENT: MATERIALS MANAGEMENT	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE:
	REVISED:

- Goals:
 - The goals of the Materials Management Department is to provide the proper quality and quantity of material at the proper location and time consistent with the hospital's standards of care. The Materials Management Department is service related with a constant effort to meet and exceed the needs of customers, patients and personnel.

- Objective:
 - To create, implement and maintain systems of procurement, processing and distribution so that the facility's objectives can be accomplished in the most cost efficient manner possible.
 - To enhance current systems whenever possible.
 - To continually strive to develop new methods of meeting the facility's goals and objectives, placing the need of those whom we serve above all other variables.

- Scope of Service:
 - The Materials Management Department is open for business from _____ AM to _____ PM, Monday through Friday. The Materials Management Department is staffed after hours, weekends and holidays for emergencies.
 - Materials Management is responsible for the procurement, processing and distribution of supplies, equipment and services through the various departments within Materials Management.
 - Purchasing prepares and processes all purchase orders.
 - Receiving receives all materials coming into the facility, inspects shipments for accuracy and completes and forwards documentation to Purchasing.
 - Storeroom maintains an adequate supply of stock inventory to maintain the PAR Level Replenishment System and fills departmental stock requisitions.
 - Inventory Control manages the Computer Inventory Control System, and provides timely and accurate data regarding the conditions of all official inventory items maintained in a Perpetual Inventory System. It is linked with the Accounting System for the general ledger, accounts payable and budget management.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Clerk/Receiving Agent

Supervised by Materials Management Director:

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Job Summary: Responsible for the receipt, storage and distribution of all materials delivered to the Materials Management Department by various vendors. Responsible for the PAR Level Systems in the warehouse and throughout the facility, including the adjustment of stock levels.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard

M = Meets the Standard

NI = Needs Improvement

Demonstrates Competency in the Following Areas:

	<u>E</u>	<u>M</u>	<u>NI</u>
Receives all materials delivered to the facility by various vendors.	2	1	0
Properly disburses all materials to various locations in the warehouse and facility.	2	1	0
Makes corrections, deletions and adjustments to quantities of materials stocked in relation to the PAR Level Replenishment Systems throughout the facility.	2	1	0
Checks all documents for accuracy prior to the processing of packing slips, etc.	2	1	0
Interfaces directly with staff members at the user departments to determine the need for additions or deletions in relation to the PAR Level System.	2	1	0
Maintains all areas of material storage in a neat and organized manner, utilizing proper rotation.	2	1	0
Properly handles and stores sterile supplies, maintaining sterility.	2	1	0
Forwards information pertaining to critical back-order situations to the Materials Management Director or to the Purchasing Agent.	2	1	0
Sets delivery assignments for various departments to ensure that the proper quantity of materials is delivered at the proper time.	2	1	0
Prepares items for return shipment in conjunction with the user department and Purchasing.	2	1	0
Maintains all equipment utilized in transporting materials in a manner that ensures reliable and safe operation.	2	1	0
Performs any duties as assigned by the Materials Management Director.	2	1	0
Pre-codes and submits suggested orders for inventory in an expeditious manner.	2	1	0
Demonstrates knowledge of the overall function of the Materials Management Department.	2	1	0
Requires minimal supervision in performance of job duties.	2	1	0
Completes duties in an efficient manner.	2	1	0
Understands how to prioritize responsibilities to ensure completion of duties.	2	1	0
Receives, reviews and fills all requisitions from departments that are not automatically replenished by Materials Management.	2	1	0
Helps to complete tasks in the materials function that are not within his/her job description. Renders self available when responsibilities have been met to assist in areas that may require assistance within the materials function	2	1	0

SUBJECT: PURCHASE AUTHORIZATION	REFERENCE #4001
DEPARTMENT: MATERIALS MANAGEMENT	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE:
	REVISED:

POLICY:

- All purchases of supplies, equipment and services for the facility will be monitored by the approval process.
- Purchasing of supplies, equipment and service for the facility is the responsibility of Materials Management.
- The purchase of dietary products and pharmaceuticals will be done by each department.
- A signed purchase order by the Materials Management Director is considered binding.
- An invoice will be paid only after it is matched with its corresponding authorized purchase order and packing slip that has been checked, signed, dated and processed.
- The purchase of supplies and equipment is authorized in advance as part of the budgetary process. Non-budgeted or emergency items will be evaluated by the Materials Management Director and presented to the Administration for approval.
- The Materials Management Director is authorized by the Chief Executive Officer and the hospital Administration to commit facility funds for items and services purchased.
- The purchasing functions produce research, negotiations, closing, etc., are coordinated or conducted by the Materials Management Director and/or the Purchasing Agent. Exceptions are as follows:
 - Contracts for outside services such as consultants, registry or temporary staff;
 - Donations;
 - Construction as authorized by the Chief Executive Officer or Administration;
 - Employee contracts;
 - Specialty items as designated by the Chief Executive Office or Administration, such as: major x-ray equipment, computers, software, major laboratory equipment, etc.
- Members of the Administrative team may research and investigate on a purchase, but the Materials Management Director will complete all negotiations and the closing of the purchase.

SUBJECT: PURCHASES, CAPITAL EXPENDITURES -- EQUIPMENT, RENOVATION, SUPPLIES	REFERENCE #4012
DEPARTMENT: MATERIALS MANAGEMENT	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE:
	REVISED:

- Capital expenditure:
 - Capital equipment is defined as equipment with a unit cost of \$____.00 or greater and/or a life of three (3) years or more. These items will be requested on the Capital Equipment Requisition.
 - The Chief Executive Officer and Governing Body must approve items exceeding \$____.00.
 - Capital expenditures will be budgeted for and require written justification with approval from Administration.
 - Non-budgeted items will be identified as such on the requisition.
 - The Materials Management Director will oversee the formal bidding process for capital equipment expenditures after Administration has given its approval.
 - Three (3) written quotations from three (3) independent sources will be obtained for all capital expenditure requests.
 - The Engineering Department Director will review all planned equipment purchases to verify adequate space is allocated, sufficient utilities are available and equipment meets specifications.
 - The Materials Management Director will discuss the Summary Report of the bidding process with the requesting department.
 - All data will be forwarded to the Chief Executive Officer/Administration for final review and approval. After approval, all involved departments will be notified of the funds allocated and the date the purchase was authorized.

- Contracted services and equipment:
 - The Administration/Chief Executive Officer is responsible for the following:
 - Contracts for consultants;
 - Employment contracts;
 - Construction contracts;

SUBJECT: VENDOR SHIPPING ERRORS	REFERENCE #5015
DEPARTMENT: MATERIALS MANAGEMENT	PAGE: 1 OF: 2
	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

In the event there is a vendor shipping error, the following procedures will be followed.

PROCEDURE:

• Shortages:

- Verify the number of cartons received with the bill of lading, if there is a discrepancy consider the error a shipping error.
- Indicate the shortage on the packing slip and the Receiving Report;

Attach a copy of the Receiving Report to the packing slip, the freight bill and an explanation of the shortage and forward it to the Purchasing Agent. for follow-up;

- All copies will be forwarded to Accounts Payable by the Purchasing Agent.

• Overshipment:

- Duplicate shipment: A previously received shipment.
 - Receiving personnel will notify the Purchasing Agent and obtain authorization to return or keep the overshipment;
 - Items that will be kept will be documented on the Receiving Report by marking "Overshipment". Document the name of the person who gives authorization to keep the items on the Receiving Report;
 - Complete the Receiving Report and send copies of all Receiving receipts per policy and procedure;
 - Items that will be returned will be documented on the Receiving Report;
 - The Purchasing Agent will prepare a Return form and the items will be shipped per policy and procedure.

• Quantity received is greater than itemized on the purchase order:

- The Receiving Clerk will document the amount received on the packing slip and the Receiving Report and sign and date it;