

STATEMENT OF ACCOUNTABILITY SUPPLY COORDINATOR

TEAM	Supply Department
POSITION TITLE	Team Member Logistics & Scanning
REPORTS TO	Team Leader Logistics & Scanning

OUR TEAM ACCOUNTABILITY

As a member of the WCDHB Supply Department, this role has shared accountability for:

- **Providing the best supply chain solutions for the healthcare system**
- Embodying the departments values in everything that you do;
 - Respecting one another
 - Being accountable and acting with integrity
 - Collaborating with internal and external teams
- Being a champion of innovation and challenging how we can do things better for our customers.

MY ROLE RESPONSIBILITY

The Supply Department is responsible for ensuring products are always available to clinical staff at the point of care when they are required for the treatment of patients. This is achieved through accurately ensuring efficient inventory management within all clinical and non-clinical areas serviced and being the customer representative for the Supply Department.

Specifically the role is responsible for:

- Positively representing the Supply Department through embodying the department values in everything that you do.
- Working cohesively within a team environment, and consistently following instructions and direction set by management.
- Ensuring clinical and non-clinical customer areas are integrated into the Oracle replenishment scanning system.
- Inventory Management within all serviced storage areas ensuring all areas are replenished according to Service Level Agreement.
- Being a Supply Department Inventory and storage liaison for our customers.
- Coordinate product replacements, alternatives, returns and recalls with all Supply Teams.
- Exception reporting functions required by Department and or product assessment and usage analysing data periodically as per request.

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have the following proven capabilities:

- An eye for detail and a level of pride in one's own work that drives perfectionism in all work related tasks.
- A desire to grow and develop your own skillset through relevant on the job training and education for both personal and departmental gain.
- A willingness to go above and beyond, when required, to provide the best solutions for our customers.
- Job relevant computer competencies, including but not limited to, an understanding of the Microsoft Office suite of applications, and ORACLE software used throughout the Supply Department.
- Strong communication skills with colleagues, management, and internal and external customers.
- The ability to work under minimum supervision and manage your workload to help achieve the team's daily goals.
- Strong analytical mindset, with a solution based focus that allows for timely resolution of customer issues.

MY RELATIONSHIPS TO NURTURE

External

- CDHB Supply Coordinator Supervisor
- CDHB Warehouse Manager
- CDHB Warehouse/Stores Team
- CDHB Supply Department Data Office Team
- CDHB Supply Department Purchasing Team
- CDHB Supply Department Clinical Product Coordinators
- CDHB Oracle Support Team
- Community Clients
- Contracted logistics providers (courier/truck drivers)
- Non-contracted logistics providers (local courier/truck drivers)
- ISS Support Services
- Supplier/Product Representatives

Internal

- WCDHB Supply Department
- RT2C/Clinical Change Teams
- WCDHB Department Aides
- WCDHB Department Managers
- WCDHB Departmental Health and Safety representative
- WCDHB Transport
- WCDHB Accounts Payable/ Receivable
- WCDHB Finance Department
- WCDHB Facilities

MY WELLBEING, HEALTH AND SAFETY

Care starts here

Our people are the most important thing at West Coast DHB. Ensuring we all come home healthy and safe each day is up to all of us. Safety starts with you:

- **Look:** It's everyone's responsibly to be on the lookout for risks.
- **Make the right choice:** If you see a risk, either fix it yourself if that's the right thing to do, or speak up so someone else can. If you're not sure what to do look at the relevant policy and procedure.

Through working together, we can look after ourselves and those around us.