

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Medical Supply Coordinator	SOG #101-003I
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Classification

Committee Head

Reports to

Clinical Care Coordinator

POSITION DESCRIPTION

Summary/Objective

The Medical Supply Coordinator will coordinate and oversee a committee of individuals that will ensure the proper stocking and ordering of medical supplies (non-medications) for all LPEMS stations. The coordinator will work hand in hand with the Training Officer and Clinical Care Coordinator to ensure proper training on purchases of any demo or new equipment.

Essential Functions (Engineer)

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

1. Ensure adequate stocking of medical supplies in Main Station Closet
2. Ensure adequate stocking and organization of supplies in Sub Station Cabinet
3. Order medical supplies from appropriate approved vendors.
4. Unpack supplies and place orderly in proper location as they arrive.
5. Must submit a monthly report to the Clinical Care Coordinator and Chief of Operations by the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Medical Supply Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File

