Being part of a dynamic, growing organization offers an exciting career path full of opportunity.

TransForm Shared Service Organization, a nonprofit, unique, innovative, results-driven organization that provides a broad range of integrated services and support to its member hospitals in the Erie St. Clair and other customers in the healthcare industry. Our services include information technology and information management support, sourcing and contract management, purchasing and logistics services as well as project management. Our Mission is to deliver exceptional service and create new opportunities to improve value to the health system.

TransForm thrives on teamwork, collaboration, respect and accountability; we take a strategic approach to meeting our member’s needs. One of our strengths and strategic priorities are People: *We are committed to creating an environment that supports and values our people as they strive for personal excellence.* We know our employees accomplish the greatest results when they work together to fulfill our Vision – *to lead innovation and change to achieve health system transformation.*

If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization.

**PERIOPERATIVE MATERIAL MANAGER**

**POSITION SUMMARY:**
Working collaboratively with Nursing, Physicians, Stores, Medical Device Reprocessing Departments, and TransForm Supply Chain Division, the Perioperative Materiel Manager has responsibility for planning, procurement, coordination, implementation and evaluation of all materiel processes and services within the surgical services department. Data collection, analysis and presentation of utilization data for the purposes of service improvement and efficiencies and subsequent implementation of improvements. Utilization of cost accounting principles for cost management of processes, equipment and products. Capital asset planning, evaluation, and procurement.

**ACCOUNTABILITIES:**

**JOB RELATED:**
- Acts as a Facilitator and Coach to assist staff and team members in achieving benchmarked standards of performance that are in alignment with TransForm’s Mission, Vision, Values, Goals and Objectives.
- Acts as an ambassador for TransForm at hospital and community committees.
- Identifies and maintains revenue generating, cost containment, and reduction initiatives in alignment with TransForm goals and objectives.
- Works collaboratively with, provides guidance, and assists in-Hospital Supervisor-Lead Hand and Stores staff. Liaise with Medical Device Reprocessing Department and Stores for the efficient and quality exchange of supplies/equipment to maintain appropriate inventory levels.
- Works collaboratively with the perioperative team, managing overall supply/equipment requirements for the surgical services and other departments as requested.
- Provides information to assist with establishing standardization for surgical procedures.
Utilizes the surgical information system as needed.
Uses TransForm's ERP System to provide accurate and timely reports
Assists with annual supply budget process; Prepares monthly variance analysis and reports for budget purposes.
Prepares business case analysis as required.
Participates in the negotiations of service agreements and purchasing contracts.
Completes the capital procurement cycle for all purchases <$100,000.
Assists where required, in maintaining the surgical information system regarding preference card updates.
Partners with OR Manager for evaluation, monitoring and implementation of improved systems for the efficient utilization of OR supply chain resources and provides variance reports regarding effectiveness of programs.
Provides cost benefit analysis for all new supplies/equipment and communicates strategy for evaluation of purchase.
Plans trials and establishes selection criteria for the introduction of new supplies/equipment. Is an active participant on the Product Evaluation Committee.
Monitors and reviews inventory for appropriateness and cost implications.
Ensures specific quality monitoring activities with regards to purchasing, storage and utilization of supplies and equipment.
Acts as a resource for others e.g. procurement.
Liaise with Vendors and End Users.
Ensures compliance with National Group Purchasing Organization.
Maintains compliance with WHMIS regulations.
Provides assistance and coverage at other Erie St Clair member hospital sites, as necessary.
Minimal requirements to work at TransForm office site (Chatham); as assigned.
Perform all supply chain functions in compliance with BPS Directives.
Other duties as assigned.

EDUCATION & EXPERIENCE:
- 2 year college diploma in a related discipline
- 4-6 years of supply chain experience within a healthcare environment
- Supply Chain Management Professional designation preferred
- Strategic Sourcing Training Program Certificate an asset
- Central Supply Association of Ontario certificate an asset
- Knowledge of Medical Terminology an asset
- Knowledge of contract development
- Advanced knowledge of supply chain management
- Advanced knowledge of healthcare requirements within the Perioperative field
- Knowledge of budgeting, financial, and monitoring processes (ex: planning, performance reporting)
- Knowledge of MMIS and Operating Room Systems
**CORE COMPETENCIES:**

**Achieving Results:** demonstrating collaboration, impact & influence, organizational awareness, the ability to plan, coordinate & execute work, and providing quality stakeholder-centered care that requires getting the job done.

**Leading Effectively:** demonstrating behaviours that are focused on understanding the direction of the organization, building followership, and creating a sustaining organization

**Thinking Critically:** demonstrating behaviours that are associated with the critical analysis required to proactively address business and organizational issues into the future

**Personal Effectiveness:** demonstrating behaviours that are typically associated with emotional intelligence and that focus on self-knowledge/awareness and awareness of how best to conduct oneself in relation to others

**Leadership:** the ability to establish direction by developing a compelling and shared vision of the future to create a collective sense of purpose, translating that vision into terms that are relevant and meaningful to the work being performed, and communicating it in a way that creates alignment and generates enthusiasm, excitement and buy-in. Leadership begins from a point of deep insight about oneself and one’s impact on others, and using that insight to build followership. It’s about creating the conditions that will motivate and enable people to work towards achieving the vision, and that will foster multi-directional dialogue across the organization. A true leader is a pioneer who challenges the status quo to produce useful change, achieving results that improve the organization and inspire confidence and commitment

**CORE SKILLS:**

- **Strategic Visioning** – Ability to lead innovation and change to achieve health system transformation
- **Oral Communications** - Ability to express oneself and communicate with others verbally; recognizing that verbal communication is more than just language - it includes tone, style and structure
- **Written Communications** - Ability to produce a variety of written communications that demonstrate command of language, clarity of thought and orderliness of presentation
- **Accuracy/Attention to Detail** - Ability to process information with high levels of accuracy
- **Interpersonal Relationships** - Knowledge of approaches, tools and techniques for working with individuals and groups in a constructive and collaborative manner
- **Problem Solving** - Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems
- **Technology Savvy** – High computer literacy with the ability to learn software applications.

**TYPICAL PHYSICAL & MENTAL DEMANDS:**

- Must be able to sit at a desk for an extended period of time
- Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with multiple priorities and deadlines
OTHER CONDITIONS:
- Must be available to perform other duties as assigned
- Must meet the benchmarked standards and requirements of the job
- Must follow all company practices, policies and procedures
- Must be able to travel within the Erie St Clair area when required using a reliable vehicle
- Must be available to work after hours on occasion

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<th>Posting Period:</th>
<th>October 16, 2018 to October 30, 2018 at 4:00pm</th>
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<tbody>
<tr>
<td>Scope:</td>
<td>Internal and External</td>
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<tr>
<td>Status:</td>
<td>Fulltime, Temporary (13 month contract term)</td>
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<td>Condition of Employment:</td>
<td>Reference Checks</td>
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<td></td>
<td>Criminal Background Check</td>
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<td>Hospital Health Check</td>
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<tr>
<td>Submission:</td>
<td>Current, Updated Cover Letter and Resume in PDF format</td>
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<td>Requirements:</td>
<td>Send to the Human Resources Department at <a href="mailto:hr@transformsso.ca">hr@transformsso.ca</a></td>
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<tr>
<td>Subject Reference:</td>
<td>Perioperative Material Manager – Please state where you found our job advertisement</td>
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TransForm is an equal opportunity employer and is committed to fair and accessible employment practices that attract and retain employees. Where needed, accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process, as we do for all employees within TransForm who request accommodation. We thank all applicants for their interest however, only those selected for an interview will be contacted.

By applying to this position you are confirming you possess either a Canadian citizenship, permanent resident status or work permit.

Mission Statement: As a strategic partner, we are dedicated to delivering exceptional service and creating new opportunities to improve value to the health system

Vision Statement: Lead innovation and change to achieve health system transformation

Values: Collaboration, Accountability, Respect, Teamwork