



Petersburg Medical Center

Materials Management March 2024

Workforce Wellness

The Materials Department is a small staff who share many common interests which make planning team events enjoyable. Our small team works hard to ensure that every PMC department gets the supplies they need. I am proud of the dedication of the Materials Department team to provide excellent service while also maintaining a supportive and enjoyable work environment. Unfortunately, Nicole (materials assistant) is moving on to a role outside the company. She has been an important part of the materials department for the past few years. I wish her well in her future opportunities. The part-time assistant is also planning to take an indefinite time off for family needs but will stay as PRN. She is also a big help in the materials department. We are currently training a new staff member to take Nicole's place.

Community Engagement

- I was in Juneau last month and had the opportunity to visit the Supply Chain warehouse at Bartlett hospital. I gathered some ideas on how to organize carts that can save some space in the warehouse.
- We have been helping the PVFD (Police Volunteer Fire Department) with some medical supplies.

Patient Centered Care

- The Materials Department doesn't deal directly with patients, however, we provide medical and personal care items and make sure all supplies are available for patients when needed.
- The materials department continues to replenish the storerooms in LTC, acute care, acute med-room and ER, three times a week.

Facility

- Our mail machine has been having an issue which is affecting our workflow. A new mail machine has been purchased.
- We are again having issues with the Cerner in the credit memo application. This was resolved previously, but the issue has resumed. I have been speaking with technical system analyst/support service to resolve.
- Conducted mid-inventory the week of January 25,2024.

Physical Count Summary

Location :	PETE INVENTORY STOREROOM			Total Variance :	\$7,652.51
Count # :	150875084	Pre Perp Count Value :	\$100,215.24	Positive Variance :	\$4,320.64
Committed :	1/30/2024 13:51	Post Perp Count Value :	\$101,204.02	Negative Variance :	(\$3,331.86)
Committed By :	Randrup, Melva Yere	Non-Perp Count Value :	\$0.00	Net Variance :	\$988.78

Financial Wellness

- We are doing our best to compare prices of each vendor when placing orders. The challenge with high shipping costs continue.

Submitted by: Melva Randrup, Materials Manager