



Petersburg
MEDICAL CENTER

Materials Management Report March 2025

Workforce Wellness

The Materials department has experienced many changes over the past few months. Laura Buehler is still in PRN status and has always been consistently helpful whenever I assign her a task. One full-time assistant joined our team in March, and I am currently training a new assistant who joined in December. Our department consists of a small staff; however, we have a strong team, and I am enjoying being a part of it.

I am continuously developing ideas to better track both ordered and non-ordered supplies. One idea is to use binder clips with an "Ordered" sign attached to them. Additionally, we are marking items that are nearing their expiration dates with colored round dots to indicate their status while also entering expiration dates into a spreadsheet for tracking. These methods have been highly effective.

Community Engagement

We are currently using TRIOSE as our freight vendor, a project I worked on last year. So far, it appears that we are saving a small amount on shipping costs. We recently had our first meeting with the TRIOSE team, along with the AP and Laboratory departments, to discuss the details further. I am also exploring another freight vendor to determine if we can achieve greater savings.

Over the past three months, the Materials department has been quite busy. We have been working with medical staff from the Acute, Acute-Med, and ER storerooms to address overstock supplies that have been returned to Materials. Additionally, we are in the process of reorganizing supplies in all storerooms to help staff locate items more quickly and ensure easy access during urgent situations.

As part of this effort, we are updating the item lists for each cart and simplifying the lists for each shelf. We have been actively returning items and organizing shelves to accommodate stock brought in by staff. The Materials department has also been busy ordering new supplies for the decontamination room due to updates in the facility's sterilization process.

Our GPO will undergo a change during the upcoming renewal. HRS (Health Resource Services), our current GPO sponsor, is leaving Premier. THR (Texas Health Resources) will become our new GPO sponsor, with the transfer set to be completed on April 1, 2025.

Patient Centered Care

Materials Management ensures that all inventory supplies and special orders are up to date and available for patients when needed. Our department ensures that all the designated supply rooms on the floor are replenished and organized.

Facility

The new PMC logo has been installed on our mail machine, and appointment cards and nurses' notes have been ordered and distributed to departments.

I have also been communicating with a project coordinator from the ARCADIS group to determine which vendor offers the best prices and supply availability for the WERC building. These supplies are essential for EVS operations. Additionally, I was asked to conduct an inventory of our carts, including their measurements and the quantity of each size category.

Financial Wellness

We are making every effort to compare prices from each vendor when placing orders. We review items that are not regularly checked out and seek alternatives already available in our inventory. I am creating a list of items that are not frequently expensed, identifying possible alternatives from our existing inventory and sending them to departments for approval. This approach will help us reduce our inventory list, including items that have already been replaced.

We conducted our mid-year inventory in January and the results were good. The counting process went smoothly.

PETE Med Center		Physical Count Summary			
Location :	PETE INVENTORY STOREROOM			Total Variance :	\$2,139.59
Count # :	170726121	Pre Perp Count Value	\$103,370.3	Positive	
Committed :	1/22/2025 13:00	Post Perp Count Value	\$102,790.7	Variance :	\$780.00
Committed	Randrup, Melva			Negative	(\$1,359.59)
By :	Yere	Non-Perp Count Value	\$0.00	Variance :)
				Net Variance :	(\$579.59)

Submitted by: Melva Randrup - Materials Manager
