



Petersburg Medical Center

Materials Management August 2023

Workforce Wellness

- 2-Full time (manager and assistant) and 1 part time.
- Part-time assistant will be assisting with the upcoming endoscopy/colonoscopy procedures.
- The Materials Manager covers the assistants when they are out sick or on PTO.

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.
- Materials Management is currently working on replacing all latex catheters with non-latex and purchasing new items to replace old items.
- Materials Management is continuously working on surgery supplies.

Facility

- Medical staff has reviewed all the inventory supplies this year but are still working on surgical supplies.
- Discarded old items and supplies that are no longer needed, disposed expired items that were saved in the carts for future reference. Discarded number of items: 61, total amount \$7,427.11.
- Replaced catheters with latex to non-latex as mentioned above. Waiting for backordered to complete all the replacement.
- Rearranged carts and supplies into categories accordingly. For example, all wound care, ER, personal care, surgery, and other supplies are in one or multiple carts. Still working on some surgery supplies.
- Created a service request to add new cart and shelf numbers that are not in the inventory management system in Cerner.
- Working on updating all the cart/shelf numbers and the item master list binder for checking out supplies.
- Conducted annual inventory last week of June (calendar/fiscal year for July). The result is good with the net variance on the positive side.

Annual Inventory

PETE Med Center	Physical Count Summary				
Location :	PETE INVENTORY STOREROOM			Total Variance :	\$2,706.01
Count # :	137903177	Pre Perp Count Value :	\$102,615.91	Positive Variance :	\$1,401.09
Committed:	6/28/2023 9:07	Post Perp Count Value :	\$102,712.08	Negative Variance:	(\$1,304.91)
Committed By:	Randrup, Melva Yere	Non-Perp Count Value :	\$0.00	Net Variance:	\$96.18

Materials Management is a small department; however, I really appreciate the teamwork we have. We make sure that all supplies are organized, labeled and easy to find for staff. We get a lot of good feedback from staff and travelers during orientation.

Financial Wellness

- Inventory decreased from discarded items. Hoping that this will reduce the number of items expired going forward.

- High shipping cost issues continue not only affecting materials management but other departments.
- Sold some supplies that are no longer needed to Public Health.

Submitted by: Melva Randrup, Materials Manager
