Example of Case Coordinator Job Description

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Our company is looking for a case coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for case coordinator

- Consistently checks integrity of the SPD supply picks lists and communicates errors or remissions to the Case Pick Supervisor
- Works closely with Case Pick Supervisor, picking instruments to ensure all supplies and instruments are placed in the appropriate case cart before it is dispatched to the OR
- Returns supplies not used after surgical cases to their proper stocking location in CSPS
- Assists with picking supplies of emergent and urgent cases during their scheduled shift
- Works under the direction of the Case Cart Supervisor and receives input on case pick prioritization
- Scans all instruments items and sets prior to placing into Case Cart
- Instruments returned to the Case Pick should be scanned to the return shelf and then placed into the original stocking location for that set or peel pack
- Storage duties include
- Quality check external indicators, holes in wrap, locks and filters for sterilized items before placing on a case
- Wiping down and preparing a clean case cart

Qualifications for case coordinator

- Demonstrated solid relationship management skills with internal and/or clients
- Bachelor's degree in Behavioral Sciences or related field and three (3) years

- Knowledge of program objectives, policies, procedures and duties specific to the position
- Knowledge of related the organization's and client agency's guidelines
- Supply Chain knowledge of surgical supplies
- Surgical instrument knowledge