

Position Description | PACU – Day stay Unit Coordinator

REPORTING

Reports To	Perioperative Services Manager
Direct Reports	PACU/ Day stay Unit Team

PURPOSE

The PACU/ Day stay Unit Coordinator will provide professional and clinical leadership for staff working in our Recovery and Daystay Units, ensuring effective day-to-day coordination. He/she will work collaboratively with our Specialists and wider health sector personnel to deliver these outcomes.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> Registered Nurse with a minimum of 3 years' clinical experience in a relevant area of practice. Capacity to demonstrate strong clinical leadership and decision making. Proven ability to communicate effectively with Medical Specialists, staff at all levels and develop relevant external networks. Exceptional patient and customer service aptitude. Computer literacy. A positive can do attitude. Demonstrates ability to apply Te Tiriti o Waitangi with practice and decision making. 	<ul style="list-style-type: none"> Previous experience in a leadership/staff management role in surgical nursing. Current PDRP (portfolio) demonstrating senior nurse attributes.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Clinical Team • Support Services Team • Buildings & Facilities Manager • Maintenance Coordinator
External	<ul style="list-style-type: none"> • Surgeons and their PA's • Anaesthetists • Northland DHB • Patients and their Family/Whānau

KEY ACCOUNTABILITIES

Clinical Leadership/ Coordination	<ul style="list-style-type: none"> • Ensure exceptional standards of clinical care are delivered to all patients. In partnership with our Specialists, provide leadership in the integration of patient care. • Act as an effective role model to staff by demonstrating high levels of clinical competence. • Coordinate day-to-day activities of both units to ensure patient flow meets theatre demands and the activities are streamlined, whilst maintaining a safe environment. • Allocate staff across both Units as required • Coordinate staff meal breaks. • Provide clinical supervision. • Assist the Perioperative Services Manager with change processes within the unit. • Inform the Perioperative Services Manager of equipment repairs, maintenance and replacement requirements. • Oversee day-to-day staffing issues as they arise and work with the Perioperative Services Manager to manage performance issues. • Assist the Perioperative Services Manager with One2One staff meetings as requested. • Work with Nurse Manager IPS and Admissions to staff and manage the Day stay Unit. • The Day stay Unit is a multipurpose Unit that is used to cover the following activities: <ul style="list-style-type: none"> - Care of postop day stay patients - Discharge lounge for patients from the IPS - Outpatient activities i.e. dressing changes, consultations - Overflow unit for IPS for overnight care - Transition area for IPS patients that are discharged from PACU waiting to be collected
Patient/Customer Service	<ul style="list-style-type: none"> • Develop a culture focused on providing superior class customer service to meet patient, Whānau and Specialists expectations of a private surgical hospital.
Financial/Business	<ul style="list-style-type: none"> • Make recommendations to the Perioperative Services Manager on any cost savings opportunities, areas for improvement identified.

	<ul style="list-style-type: none"> • Assist the Perioperative Manager and the Purchasing Officer with stock management initiatives and department stock takes as requested. • In conjunction with the Perioperative Services Manager maximise workforce efficiencies through the implementation of cost-effective yet safe workforce structures and flexible rostering practices that provide the ability to rapidly adapt to demand fluctuations.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Maintain a personal PDRP portfolio. • Upholds and promotes the Company values, house rules, policies and procedures. • Recognise and respect cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Contribute to and promote the adoption of new processes, innovations and ideas to improve service quality, efficiency or safety, ensuring continuous quality improvement activities occur. • Complete internal audits as requested.

DELEGATED AUTHORITIES

- Financial authorities as outlined in the Delegated Authorities policy.
- Sign off staff timesheets.

DOCUMENT NAME: doc_XXX_Position Description - PACU - Daystay Unit Coordinator_v1	APPROVAL OFFICER: Clinical Services Manager
REVIEW DATE: 22 July 2025	DATE APPROVED: 22 July 2022