

Eastern Health

POSITION DESCRIPTION

Position Title:	Hospital in the Home (HITH) Consultant
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with the Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Award / Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Reports to:	Clinical Director, Hospital in The Home (HITH) (EH)

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high-quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs. ‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’ is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER



1. POSITION PURPOSE

The HITH Consultant position is suited to Senior Medical Staff (SMS) from a variety of different specialties, including but not limited to Emergency Physicians, Infectious Diseases physicians, Geriatricians and General Physicians. Doctors with fellowships in their relevant Specialist College, including general practitioners, would be suitably qualified for this role.

HITH functions as an acute admitted bed-substitution service, delivering care to patients with a wide range of medical and surgical conditions, many of which are complex. Predominant clinical activities include administration of parenteral antibiotics, complex wound management, drain tube management, same-day post-surgical care, anticoagulation monitoring and titration, and heart failure management.

Core responsibilities encompass direct clinical care of HITH patients via face-to-face consultations in the HITH clinic at Maroondah Hospital, home visits, and telehealth assessments. HITH Consultants are also expected to demonstrate agility in problem-solving and apply advanced clinical skills to develop innovative approaches for managing complex, multimorbid patients at home. This includes addressing geriatric syndromes such as delirium and frailty, where tailored, home-based strategies are often required.

The role also requires active supervision of HITH registrars and close collaborative practice with the registrar group and HITH nursing team. Effective teamwork, clinical leadership, and strong communication are essential components of this position.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Good Clinical Care

- Provide expert clinical assessment, diagnosis and management for HITH patients across a broad range of acute medical and surgical conditions.
- Order and interpret diagnostic tests as clinically indicated, ensuring timely communication of results to patients and the broader treating team.
- Refer patients to other specialties or acute services when their care needs exceed the scope of HITH.
- Consult and collaborate effectively with HITH registrars, nursing staff, allied health and hospital-based teams to optimise patient outcomes.
- Escalate appropriate to specialty parent units when medical management is outside the scope of the HITH Physician.
- Ensure accurate and timely documentation in accordance with Eastern Health policies and local operating procedures.

2.2 Maintaining a Good Medical Practice

- Maintain up-to-date clinical knowledge and specialist skills through continuing professional development and participation in relevant educational activities.
- Have a working knowledge of legislative, regulatory and clinical standards relevant to acute care, primary care, community services and specialty practice.
- Maintain a current resuscitation certificate.
- Deliver care that aligns with Eastern Health values and mission.

2.3 Maintaining Trust (Professional Relationships with Patients)

- Provide care in a respectful, culturally safe, and patient-centre manner.
- Respond openly and professionally to patient feedback or concerns and participate in follow-up as required.
- Uphold the highest standards of professional behaviour in all interactions with patients, families, and staff.

2.4 Working Collaboratively with Colleagues

- Participate in rostered duties and contribute to reasonable leave cover to ensure continuity of HITH services.
- Work constructively with HITH nurses, registrars, allied health staff, administrative staff and other clinicians to provide coordinated and seamless care.
- Participate in service accreditation activities, clinical audits, quality improvement initiatives and morbidity and mortality reviews.
- Collaborate with broader Eastern Health services, including admitted and non-admitted services, to support integrated, patient-centred care.

2.5 Maintaining Integrity in Professional Practice

- Adhere to organisational policies regarding clinical workflows, documentation, billing and safety reporting.
- Declare any potential conflicts of interest in accordance with Eastern Health policy.
- Ensure timely completion of clinical correspondence, including completing medical reports, returning phone calls, making referrals and other internal communications.
- Manage clinical tasks efficiently including appropriate handover and delegation when absent.
- Demonstrate a working knowledge of Eastern Health policies and procedures.
- Report events or untoward incidents as per professional standards and organisational policy.
- Demonstrate proficiency in clinical information systems and maintain accurate data entry.
- Maintain knowledge of relevant funding mechanisms, where applicable to HITH operations.
- Ensure immunisation status is kept up to date.

2.6 Key Working Relationships

- HITH team members including consultants, registrars, nursing staff, allied health staff and administrative staff.
- Broader Eastern Health services including pathology, radiology, pharmacy, acute hospital teams, subacute services and Care@Home teams.
- External providers involved in patient management and continuity of care.

2.6 Research and Innovation

- Lead and contribute to research initiative that strengthen the evidence base for HITH services.
- Encourage and supervise junior medical staff participation in research, quality improvement and other scholarly activities.
- Collaborate with Eastern Health Research and external academic or industry partners under the guidance of Care@Home leadership to advance research opportunities and promote effective translation of findings into clinical practice.
- Engage in innovation activities such as piloting new clinical pathways, testing new technologies and contributing to service redesign and evaluation.
- Present or publish research or quality improvement outcomes in clinical or academic forums.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#)

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe, high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards, and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#)

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____ Date: ____/____/____
Executive Director Medical and Clinical Governance Eastern Health or delegate

INCUMBENT STATEMENT

I _____ (*Incumbent Name*) have read, understood and accepted the above *Position Description and associated Attachments*.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Demonstrate compliance with CPD requirements for the relevant specialist College
- Clinical proficiency in managing common HITH conditions, such as:
 - Acute heart failure
 - Cellulitis and other soft-tissue infections
 - Post-operative care and early supported discharge
 - Complex wound management
 - Anticoagulation management and titration
 - Management of drains, catheters and PICC lines
 - Acute exacerbations of chronic diseases (e.g. COPD)
- Demonstrate sound knowledge of Eastern Health policies, procedures and clinical governance frameworks, as well as local operating procedures within HITH.
- Demonstrate a patient-centred approach to care, with genuine empathy, excellent communication skills, and the ability to engage effectively with individuals from diverse cultural and psychosocial backgrounds.
- Professional presentation and conduct, consistently representing Eastern Health in a courteous, respectful and positive manner.
- Strong commitment to multidisciplinary teamwork, including the supervision of junior medical staff, and effective collaboration with nursing, allied health and other clinical teams.
- Willingness to contribute to the growth and development of the HITH service, including identifying and transitioning suitable patients from hospital wards and participating in emergency department diversion pathways.
- Demonstrate diligence, integrity and accountability in the performance of all duties.
- Maintain absolute confidentiality regarding patient information
- Have a vigilant attitude to accuracy, being prepared to double check as necessary
- Possession of current driver's licence and demonstrate willingness to perform patient assessments in the home environment as needed
- Registration as a medical practitioner with the Medical Board of Australia
- Current Medical Indemnity

Desirable but Non-Essential Criteria

- Experience in HITH or virtual care models, particularly managing acute illness in non-traditional settings.
- Proficiency in point-of-care ultrasound (POCUS) to support clinical decision making in the clinic or home environment (e.g. line/IV access guidance, volume assessment, lung ultrasound, DVT ultrasound)

- Postgraduate qualifications in relevant areas such as Infectious Diseases, Geriatric Medicine, Palliative Care, Clinical Education, Public Health or Clinical Leadership.
- Demonstrated experience in clinical research or quality improvement activities.
- Experience supervising or teaching junior medical staff.
- Proficiency with digital health systems and familiarity with telehealth-based models of care.
- Experience working with older adults or patients with multimorbidity, including management of geriatric syndromes such as frailty, delirium and cognitive impairment.
- Skill in leading or supporting service redesign, change management, and model-of-care development within multidisciplinary teams.
- Experience in seeking or managing competitive research or innovation grant funding.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au