

Position Description

Position Title:	General HMO2
Classification & Salary Range:	HM12 - \$90,607 per annum
Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
Position Reports to:	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.
Last Updated:	September 2026

Position purpose

The HMO is responsible for:

- Coordinating and documenting the admission, management and discharge planning of patients admitted to his/her unit.
- The day-to-day assessment and management of the patients in his/her unit.
- Discharge planning, including preparation of a discharge summary and other components of handover to a general practitioner/subacute/chronic care facility Decisions concerning the patients should be executed through the intern.

Major duties and/or responsibilities

The duties in this position description cannot be fulfilled by practitioners with Level 1 supervision.

Assessment & Investigation

- Obtain and document a comprehensive history from the patient, and from other relevant sources, e.g. medical record, family, nursing home, general practitioner, ambulance transfer sheet. [It is important to distinguish between factual and presumed information, and to verify presumed past diagnoses. Many patients have chronic illnesses or functional problems which impact on their social situation, so it is important to gain a full social and psychological history].
- Conduct and document a thorough physical examination.
- Request, follow up and interpret appropriate investigations revising management plan as necessary.

Case Management

- Formulate a management plan for each patient and play an active role in the multidisciplinary health care team looking after the patient by coordinating care, referral and follow-up. Communicate with the patient's GP when necessary during admission.

- Formulate an appropriate strategy for investigation and be able to interpret results of commonly used investigations. Develop knowledge of the common therapeutic agents, their clinical uses and dosages, adverse effects and potential drug interactions, as applied to each of the patients. Be able to demonstrate safe prescribing of medications, with particular emphasis on anticoagulants, sedatives and hypoglycaemic agents.
- Legible, accurate and signed progress notes must be written every day, and particularly after every ward round, identifying changes in clinical problems, results of investigations, and procedures performed and their interpretation.

Organisation

- Prioritise your work, ensuring that the sickest patients are seen first. Familiarise yourself with the SOS classification for your patients. Check results of important tests of the day and ensure that decisions made earlier in the day have been carried out. Hand over information about very sick patients to the covering intern/HMO.
- Do a daily ward round of all patients with the registrar. The registrar is the first contact for any patient issues you have. Notify the registrar of any serious change in a patient's condition or a patient's death.
- Whilst realising that ward responsibilities take precedence, it is important that a surgical intern attends operating theatre sessions as much as possible. If unable to attend on time, he/she should ensure that the consultant surgeon is aware of the reason for non-attendance.
- Ensure that discharge medication is written up the day before discharge and the discharge summary on the day of discharge. Ensure that the discharge summary is sent to the patient's GP and any other doctors/hospitals involved in the patient's previous or subsequent care.
- Ensure that death, death audit certificates and a discharge summary is completed as soon as possible for patients who die.

Communication

- Communicate clearly and concisely with your professional colleagues including the patient's GP.
- Communicate effectively, (respectfully and with the ability to listen), to patients and their families, using an interpreter where necessary and contact the Patient Relations Advisor on 9091 8820 if you feel their presence would enhance patient and family meetings.
- Write a concise and timely discharge summary containing pertinent information for the patient's GP, which includes how the patient has been managed, investigations done, changes to medication, Outpatient appointments, future follow up, etc.
- Develop and maintain good communication with nursing and allied health staff. Be especially aware of the need for culturally sensitive communication with patients, families and other care providers. Show sensitivity to the special needs of individual patients, and be aware of palliative care needs, emotional distress, psychosocial disorders and communication difficulties/ethnic beliefs. Ensure that the patient's relatives are aware of the patient's condition, bearing in mind any privacy issues.
- All adverse events must be reported to Clinical Services Medical.

Professional Practice and Education

- Attend weekly intern education meetings and unit education sessions and play an active role in the multidisciplinary health care team.
- Develop a learning plan for the rotation, covering technical skills development and management of specific conditions.



- Take an evidence based approach to clinical care and access relevant and current literature to assist with understanding clinical problems, and help in formulating the best possible management plans.
- Be able to describe the management of common conditions seen on this rotation.
- Develop the ability to cope with uncertainty whilst recognising limitations of your practice.
- Show an understanding of relevant medico-legal and privacy issues.
- Be involved in teaching and supervising medical students on the unit.
- Inform Clinical Services (Medical) and your consultant of any issues related to patient care or general hospital organisation about which you have concerns. Consider completing an incident report so that the situation or event can be monitored.

Clinical Procedures

- Practice and improve procedural skills relevant and appropriate to rotation.
- At the completion of the core medical rotation, it is expected that you will have had the opportunity to perform, under appropriate supervision, the following procedures and demonstrate competency:
 - Insertion of IV cannulae
 - Insertion of nasogastric tube
 - Insertion of urinary catheter (male)
 - Performance of venipuncture; and
 - Taking of arterial blood gases
- The performance of lumbar puncture, paracentesis and the insertion of intercostal catheters or diagnostic needles, while likely to occur in the rural setting, are not expected to be performed by all interns; these are not essential skills to acquire but are nevertheless desirable.

Other Duties

- Take part in the after-hours and weekend rosters. All Junior Medical Staff will undertake rotating rosters and night duty during their HMO year.
- Other duties, including covering ill or absent colleagues, as directed by the Director of Clinical Services (Medical).

Key Selection Criteria

Essential Selection Criteria:

- Must hold a MBBS or equivalent degree and be eligible to be registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable Selection Criteria:

- Experience in the Australian Hospital system is highly desirable.
- Australian Citizenship or Permanent Residency is also desirable.



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. Read more about Eastern Health's strategic goals [here](#).

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](#).

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical supports for all Aboriginal and Torres Strait Islander people.

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.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- 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, Quality and Improvement

Eastern Health is committed to provide and maintain 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, particularly 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click [here](#) or for Staff Wellbeing please click [here](#).

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Final 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.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: _____



Role specific Attachments – Key Result Areas/Performance Indicators

Learning Objectives

The intern is expected to take an active part in defining his/her education needs and to obtain help in meeting them.

Particular objectives for Medicine are:

1. Develop good time management and be able to prioritise tasks.
2. Develop your ability to perform and document a problem oriented history and examination.
3. Improve your ability to provide a concise summary of a patient's illness and management for the consultant ward rounds.
4. Increase your clinical perspective; develop an understanding of which conditions or symptoms require urgent management, and which are less urgent.
5. Develop good communication skills with patients, families, nursing and allied health staff.
6. Develop your knowledge of the common medications used in this rotation, including their interactions.

Particular objectives for Surgery are:

1. Develop clinical evaluation, assessment and management skills for urgent general surgical cases.
2. Develop good communication skills with patients, families, nursing and allied health staff.
3. Increase your clinical perspective, develop an understanding of which conditions or symptoms require urgent management and which are less urgent.
4. Develop an understanding of basic peri-operative management.
5. Develop an understanding of consent, including a discussion of the risks and complications of common surgical procedures.

Particular objectives for Emergency are:

1. Perform a rapid initial assessment of patients to determine if urgent intervention is required.
2. Systems issues e.g. discharge planning, care coordination, intra and extra hospital liaison.

HMOs should download and consult the Australian Curriculum Framework for Junior Doctors located at: <http://www.cpmec.org.au/curriculum> to ascertain if they have met all the competencies for clinical management, communication, professionalism and skills / procedures as stipulated in the document for this rotation.

