Position Description

Position Title:	Hospital in the Home (HITH) Medical Lead JMS
Classification & Salary Range:	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
Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Position Reports to:	Clinical Director, Hospital in The Home (HITH) (EH)
Last updated:	06-11-2026

Position purpose

The HITH Medical Lead – Junior Medical Staff (JMS) is a senior medical leadership position responsible for supporting the management, coordination, development and supervision of the HITH junior medical workforce.

Working in partnership with, and under the direction of, the Clinical Director, the role provides leadership for JMS workforce planning, education, supervision, professional development and wellbeing. The position ensures delivery of a high-quality registrar training experience and supports safe, effective and patient-centred care within the HITH service.

The role acts as the primary medical liaison between HITH and Medical Workforce Unit (MWU) for registrar workforce matters, including rotations, onboarding and rostering. It oversees registrar orientation, training and supervision frameworks to ensure alignment with relevant specialist training pathways, accreditation standards and organisational expectations.

The position supports the development of future medical leaders through engagement in education, research, quality improvement and innovation activities. The HITH Medical Lead – JMS also provides delegated leadership support to the Clinical Director and acts on their behalf as required.

Major duties and/or responsibilities

Workforce Leadership and Coordination

- Support the Clinical Director in the management and coordination of the HITH JMS workforce.
- Act as the primary liaison between HITH and the MWU regarding registrar allocations, workforce planning, onboarding and term-to-term transitions.
- Oversee registrar rostering in collaboration with the Clinical Director and MWU.
- Support the Clinical Director in monitoring registrar workforce capacity and escalation of workforce risks to support safe and sustainable service delivery.
- Provide delegated leadership support to the Clinical Director and act on their behalf as required.

Education, Supervision and Training

- Lead JMS education, training and supervision within HITH.
- Ensure registrars receive a comprehensive orientation to HITH clinical operations, models of care, governance requirements and service expectations.
- Coordinate and oversee a structured HITH registrar education program aligned with service priorities and trainee learning needs.
- Ensure supervision frameworks are appropriate to registrar experience, competence and specialist training program requirements.
- Support consultants in fulfilling educational and supervisory responsibilities.
- Promote a positive learning environment that supports clinical excellence, professional development and wellbeing.

Registrar Development and Engagement

- Provide guidance and mentorship to junior medical staff throughout their HITH rotation.
- Facilitate performance review, feedback and professional development processes.
- Support registrars experiencing performance, professional or wellbeing concerns, in collaboration with the Clinical Director and relevant organisational supports.
- Foster registrar engagement in leadership, teaching, research, quality improvement and innovation activities.
- Support junior medical staff to develop and present scholarly, quality improvement and research projects at local, national and international forums.

Stakeholder Engagement and Service Development

- Develop and maintain effective working relationships with the MWU, Director of Physician Education, training colleges, HITH consultants and other key stakeholders.
- Collaborate with the HITH Medical Lead – Research, Quality and Safety to strengthen junior medical staff participation in scholarly activities.

- Represent HITH at relevant workforce, education and training forums as delegated by the Clinical Director.
- Provide advice to the Clinical Director on junior medical workforce, education and training priorities.
- Contribute to service development initiatives that strengthen workforce capability, succession planning and long-term sustainability of HITH.

Key Selection Criteria

Essential Selection criteria:

- Fellowship of a recognised specialist medical college and current registration with the Medical Board of Australia/AHPRA, with ongoing compliance with CPD requirements.
- Demonstrated experience in HITH, ambulatory care, virtual care, or other bed-substitution models.
- Demonstrated experience in junior medical staff supervision, education and professional development.
- Understanding of specialist training pathways, supervision requirements and accreditation requirements
- Proven leadership, mentoring and stakeholder engagement skills within multidisciplinary healthcare teams.
- Commitment to fostering a positive culture of learning, wellbeing and professional development.

Desirable but Non-Essential Criteria

- Experience in junior medical workforce management, including rostering, onboarding, workforce planning, or registrar coordination.
- Demonstrated ability to lead workforce, education or service improvement initiatives.
- Post-graduate qualifications in Clinical Education, Medical Leadership, Health Management or a related field.
- Experience developing and delivering structured medical education programs.
- Involvement in research, quality improvement and innovation.
- Experience supporting JMS participation in research, quality improvement or scholarly activities.

Key Performance Indications

- Effective coordination of registrar onboarding, rostering and workforce planning.
- Delivery of a structured registrar orientation, education and supervision program.
- Positive registrar feedback regarding supervision, training and wellbeing.
- Compliance with specialist college and organisational training requirements
- Increased registrar participation in research, quality improvement and leadership activities.
- Effective support of the Clinical Director in workforce management, service development and strategic priorities.
- Demonstrated contribution to succession planning, workforce capability and HITH service sustainability.

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 LGBTIQA+ 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 Aboriginal Workforce Plan 2026 - 2028 was released in July 2026. 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.

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

- To uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- To comply with Eastern Health code of conduct and Policy and Procedures
- To comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an 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.

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. **Child Safety | Eastern Health**

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.

Appointment to this position is subject to a satisfactory National Police Check, compliance with mandatory vaccination requirements, including annual influenza vaccination, and evidence of immunity to vaccine-preventable diseases where required.

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: _____