

Position Description

Medical Director HITH

Classification:	Medical Specialist
Business unit/department:	Access, Critical Care, Imaging & Ambulatory Services Division
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
Employment type:	Sessional
Hours per week:	17.5 hours (3 clinical sessions / 2 HOU Sessions)
Reports to:	Divisional Medical Director, ACIA Chief Medical Officer
Direct reports:	3
Financial management:	Budget: Nil
Date:	August 2025

Position purpose

The Director of Hospital in the Home (HITH) and Virtual care (VC) leads all strategic and operational facets of the service to ensure the efficient management of resources and effective provision of patient centered services within a complex and dynamic health service.

As a member of the Senior Medical Staff (SMS) and Divisional Leadership team, the role of the Director is to provide professional leadership and promote excellence in clinical care, research and teaching through high quality clinical services and in partnership with all clinical units to provide specialist medical expertise and clinical leadership to patients being managed in the HITH service. The Hospital in the Home service will continue to promote excellent care outside the hospital physical walls reviewing new models of care including playing an integral governance role in the introduction of virtual care.

Working with the Divisional Director and Divisional Medical Director of Access, Critical Care, Imaging and Ambulatory Services, specialist units and other senior leaders, the Director will seek to deliver service targets under the statement of priorities in terms of access, activity, quality and fiscal management. The Director maintains key accountability for the standard of care and patient outcomes within their department. They provide clinical leadership to (clinical) staff to ensure services that efficiently and effectively enable the delivery of exceptional patient focused care. This is a Senior Medical position and carries with it the professional responsibilities of clinical leadership, teaching and training.

About the Directorate/Division/Department

Hospital in the Home (HITH) is a multi-disciplinary team providing 7 day/week home-based services and aligns with a key direction of providing more care outside the hospital. Through recent funding opportunities the HITH program is developing the strategic direction to provide new models of care to see a higher acuity HITH program utilising virtual care.

HITH has historically been primarily a nursing led service with local clinical unit oversight. The nursing model has both case coordination and visiting nurse teams alongside pharmacy and pharmacy technician support. The appointment of a Director of HITH will see increased medical input provided through the appointment of additional medical specialists and Registrars, alongside exploring new patient pathways for HITH admissions including elective surgery same day HITH admissions and prevention of readmission volumes in our complex care patient cohorts. The introduction of virtual care technology extends the scope of possibilities for bed substitution.

The Director of HITH and Virtual care position is based from the Austin and Heidelberg Repatriation campuses.

Position responsibilities

Role Specific:

Clinical Care:

- The Director will be responsible for the delivery of HITH services working collaboratively with the Nurse Unit Manager to ensure services are delivered to the highest quality to support the provision of exceptional, patient focused care.
- Develop and promote partnership with clinical units for acute bed substitution, including presence at multidisciplinary team meetings across the hospital
- Review and develop models of care to optimize the service and align with the organisational goals for quality care and access
- Ensure medical workforce coverage and oversight to deliver high standards of care within the HITH program
- Active participation and governance in clinical service delivery and achievement of targets
- Participation in an after-hours on call service.

Teaching, Training, Research and Quality

- The Director will be required to participate in both undergraduate and post graduate teaching activities of the hospital
- Ensure adequate training for the junior medical team
- Develop, maintain and monitor a regular clinical audit framework across Hospital in the Home and Virtual care that is consistent and aligned with the organisational goals as they pertain to Safety, Quality and Risk.
- The Director will participate in Austin Health quality, safety & risk activities and attend relevant clinical and quality committees as required including Medical Grand Round, Medical Outcome Review Committee and the Divisional Quality, Safety & Risk Committee
- Participate and foster participation in ACHS Accreditation.
- Assist in ensuring all accreditation assessments for training positions are successful.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.



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- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

Management Roles

- Contribute to the development of position descriptions, duty rosters and rostering of unit medical staff to ensure the service meets the requirements of Austin Health.
- Assist with annual and conference leave planning of medical staff, in particular minimizing excess leave and promoting timely notification of leave to enable agreed service provision.
- Promote and model the hospital's policies, such as the Code of Conduct, Occupational Health and Safety and Incident management.
- Performance management of medical staff, including evaluation, feedback and the development and monitoring of performance development action plans when behavioural issues arise.
- Reviewing and establishing appropriate processes for the monitoring and authorization of all overtime and recall claims for medical staff in the unit taking account of the resources available to the unit.
- Taking responsibility for managing the workloads of individuals and groups of staff such that the skill, knowledge and expertise best matches the work requirements.
- Ensuring that work requirements of medical staff are within acceptable industrial limits.
- Ensure clear accountability for quality and safety within the department.
- Ensure policies and procedures are maintained and embedded in local work areas.
- Develop work plans for continuous improvement of systems and care for inclusion in business improvement plans.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Mandatory Training – upon commencement of employment ensure new employees in your General Medicine Unit complete all mandatory e-learning and essential role based training modules.
- Ensure any additional training for specific clinical staff is completed (e.g. BLS, ALS, Movesmart, Cerner).
- - Emergencies, Fire & Sustainability
 - Bullying, Harassment, Equal Opportunity & Anti-Discrimination
 - Aggression Management & Prevention
 - Hand Hygiene
- Ensure Medical employees in your Department have completed the mandatory e-learning training.
- Ensure that employees responsible for acting as Fire Wardens complete Fire Warden training annually and within one month of commencing as Fire Warden.
- Ensure any additional training for specific clinical staff is completed (e.g. BLS, ALS, Movesmart, Cerner).
- Management of staff excess leave to ensure plans are in place to minimize excess leave and provide staff with adequate rest from work.

Business management, including but not limited to:

- Participation in the development of strategic plans for the Directorate and the Division.
- Development and implementation of appropriate policy and procedures.
- Working closely with the Divisional Director and Divisional Medical Director to constantly assess performance, including clinical activity indicators and expenditure to deliver rational and evidence-based use of available resources.
- Work with the clinical leads in each unit to establish a clear definition of expectations of their roles in relation to HITH service and Virtual care



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- Maximise bed utilisation through ensuring that all staff / units participate actively in effective discharge planning where HITH can provide bed substitution.
- Promote and participate in the management of emergency access issues supporting working towards the achievement of the National Emergency Access Targets.
- Assist in the development of business cases to introduce new or varied service models.

Financial

- Participate in the monthly review of the HITH budgets with the Divisional Director and Finance Business Partners. Identify reasons for variances to budget and take agreed actions to control any variance.
- Participate in building the annual budget for the Department in line with the strategies and guidelines of the organisation.
- Support the maximisation of revenue for the service.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Fellowship of an appropriate Australian Learned College (for example, but not limited to: The Royal Australasian College of Physicians, Australasian College of Emergency Medicine, Royal Australasian College of Surgeon) Leadership qualities including the ability to set clear individual/unit objectives commensurate with the health service objectives; ability to develop effective relationships and generate team confidence; commitment to ongoing quality



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improvement; a commitment to exercising stewardship over available resources to ensure the efficient and effective use of available funds

- Have appropriate training and experience applicable to undertake the defined scope of practice.
- Demonstrated commitment to high quality patient care.
- Demonstrated commitment and ongoing activity in research and/or clinical audit activities.
- Involvement in teaching and training of medical, technical and nursing staff, including at undergraduate and post-graduate level.
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies).
- Demonstrates engagement, teamwork and collaboration.
- Have demonstrated ability to communicate effectively at all levels.
- Have demonstrated understanding of, and commitment to Clinical Governance.

Desirable but not essential:

- A sound understanding of information technology including clinical systems.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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