

POSITION DESCRIPTION

Position Title:	Hospital Medical Officer (HMO)
Business Unit/Department:	Geriatric Evaluation & Management (GEM) at Home
Division:	Medical Services & relevant Clinical Division
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM13+
Reports To:	Chief Medical Officer; Clinical Department Head as per rotations
Direct Reports:	N/A
Date Prepared/Updated:	1 May 2026

Position Purpose
<p>The role of the HMO is to assist in the clinical management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.</p> <p>Key responsibilities of this role include providing patient care as part of a multidisciplinary team, conducting phone calls (including telehealth) to patients and other specialties/GPs, liaising with inpatient teams, reviewing and admitting patients in their homes, and completing discharge summaries in a timely manner.</p>
Business Unit Overview
<p>The GEM at Home department:</p> <ul style="list-style-type: none"> • Aims to enable earlier discharge of patients over the age of 65 whose family and/or carers can support them at home whilst they continue to make functional and cognitive improvements following hospital admission. • Provides comprehensive Geriatric care and assessments from the patient's home. Referred by Western Health acute and subacute wards via SNAP (Subacute and Non-acute Assessment and Pathways) and external healthcare networks. • Up to 20 virtual beds with a length of stay varying from 1-4 weeks, depending on patient's progress. • Is based in the Western Health at Home Community Hub, located at Sunshine Hospital, where you will be part of a supportive and collaborative team dedicated to delivering high-quality care to our patients in their homes.
Key Responsibilities
<ul style="list-style-type: none"> • Participate in on-going assessment of competencies via a mid and end of term unit assessment

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- Work under the supervision and support of the registrar or consultant to further develop general clinical and decision-making skills
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Undertake clinical assessments of urgent and non-urgent patients within clinically appropriate time frames and participate in the ordering and interpretation of clinical investigations, ensuring communication of abnormal results
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Provide clinical handovers to covering HMOs
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Support and contribute to research activities as relates to HMOs
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in HMO continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Participate in the teaching of Interns and medical students where appropriate
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar
- To excel in this role, you must have an Australian Driver's license and be willing to perform home visits with support from our team.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- PGY3+ at time of commencement
- Current Australian medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development
- Australian driver's license and willingness to drive
- Experience with Western Health Electronic Medical Records (EMR)

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Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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