

POSITION DESCRIPTION

Position Title:	HITH Paediatric Liaison/Community Nurse (Dual Role)
Business Unit/Department:	Hospital in the Home (HITH)
Division:	Western Health at Home
Award/Agreement:	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement
Classification:	HITH/PAC NURSE Level 1 YU15 (Community); HITH/PAC NURSE Level 2 YW15 (Liaison)
Reports To:	Nurse Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	24 June 2026

Position Purpose

Hospital in the Home (HITH) delivers acute, inpatient-equivalent care to patients in their home or preferred non-hospital setting. Care is provided by highly skilled clinicians using hospital-grade technologies, medications, and equipment, underpinned by robust safety and quality standards.

The Paediatric HITH Liaison Nurse (LN) is a senior and integral member of the multidisciplinary team, responsible for delivering and coordinating high-quality, family-centred care to paediatric patients within the HITH service. This role requires an experienced paediatric nurse with advanced clinical expertise, strong leadership capability, and the ability to work both autonomously and collaboratively across acute and community settings.

The primary aim of the Paediatric HITH Liaison Nurse is to reduce avoidable hospital presentations and facilitate early, safe transfer of paediatric patients through a home-first model of care. The LN works in close partnership with the Associate Nurse Unit Manager (ANUM) and medical teams to lead local service improvements, evaluate clinical protocols, and ensure care delivery aligns with contemporary paediatric best practice.

A key focus of the role is building strong relationships with inpatient paediatric wards, emergency departments, urgent care centres, and specialty medical teams, providing expert advice to support identification of suitable patients for HITH. The LN plays a critical role in ensuring safe, seamless transitions of care from hospital to home, advocating for hospital-equivalent treatment in the home where clinically appropriate.

The Paediatric HITH LN practices across the full continuum of care and demonstrates advanced clinical judgement in:

- Patient triage and referral assessment
- Telephone support and clinical advice
- Comprehensive paediatric assessment
- Care coordination and case management

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- Task-based clinical interventions
- Escalation and clinical risk management

The role of the Paediatric HITH Community Nurse (CN), includes direct clinical care delivery in the community, requiring the CN to conduct home visits and outreach care. This involves providing hands-on nursing care, monitoring clinical progress, administering treatments (e.g. IV therapies), and supporting families in the home environment. The nurse must be confident working independently in community settings while maintaining strong links to hospital-based services.

Being a dual role, the HITH LN and CN play a critical role in supporting children and their families, ensuring care is not only clinically safe and effective but also developmentally appropriate and responsive to the needs of carers. The role promotes a positive patient and family experience while achieving optimal clinical outcomes.

In line with service requirements, the Paediatric HITH Liaison Nurse may be required to work intermittently within inpatient paediatric wards to support operational needs, maintain clinical capability, and promote continuity and integration of care across acute and community settings.

Business Unit Overview

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic-based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, and allied health and administration staff.

Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting.

The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centered care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home.

Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges.

Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit.

Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

Key Responsibilities

- Support, direct and motivate employees in the provision of high quality, evidence based and culturally sensitive patient care in accordance with the care model of the ward/unit and Western Health as a whole.

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- Facilitate and perform nursing interventions within professional standards and boundaries as described by the relevant professional bodies/industry standards and ensure all employees adhere to the same standards
- Evaluate the quality-of-service provision through the comparison of patient outcomes against key performance indicators relevant to the specialised nature of the clinical area
- Responsibilities will include but are not limited to:
 - Collaborating in the triaging referrals to the service.
 - Provide phone monitoring, follow up, advice and support to internal and external stakeholders including Telehealth.
 - Contribute to monitoring the daily workflow to ensure urgent requests for intervention are allocated and a response is provided in a timely manner
 - Ensure processes and workflows accurately reflect service need, highlight risks and provides a plan to address requests for interventions on the following shifts/days
 - Perform comprehensive patient assessments, providing self-management support and coordinating patient healthcare needs across the health care continuum
 - Provide holistic support and care for those with chronic diseases and complex care needs
 - Perform clinical nursing duties based on patient need within the scope of the role.
- Apply conflict resolution skills when dealing with problems involving all levels of employees, patients and their significant others, internal and external stakeholders and the public
- Accurately document all interactions and maintain all patient records / patient management systems including the patient dashboard, iPM, Bossnet and EMR
- Exchange and share information gained from participation in meetings, seminars and conferences via in-services, presentations, education forums and team meetings
- Assume a portfolio as designated by the Nurse Unit Manager
- Participate and contribute to improvement of policies, procedures and protocols and identify potential issues in nursing practice and areas of improvement in clinical standards. Critically review outcomes of nursing/midwifery practice
- Participate in the collection of data analysis and monitor relevant KPI's as requested
- Contribute to the maintenance of records relating to patient throughput, bed utilisation, employee utilisation and management of consumable and non-consumable items, as requested
- Work within and towards the Nursing and Midwifery strategic plan
- Co-ordinate the assessment and development of a comprehensive individualised plan of care including an appropriate timely discharge plan for patients being transferred to HITH in conjunction with the multi-disciplinary team.
- Coordinate and liaise with community agencies and networks to ensure continuity of care.
- Foster a culture that recognises the important role in health care provided by HITH and community providers.
- Perform other duties as required

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

Internal:

- Unit Managers
- Divisional Directors/General Managers
- Operations Managers
- Clinical Service Directors
- Support Services
- People and Culture Services
- Medical and Allied Health staff relating to areas
- Heads of Units
- DONM's
- ANUM's
- AMUM's
- CNC's

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- Divisional Nurse Practitioners
- Unit/Ward team
- Quality and Safety Coordinators
- Business analysts

External:

- Community service providers
- Relevant clinical networks
- Patients, families, and significant others
- General Practitioners
- External pathology providers

Selection Criteria

Essential:

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Registration as a Registered Nurse in Australia
- Proven advanced clinical expertise in Paediatric nursing within an acute care environment, supported by 3–5 years of relevant experience
- Proven ability to deliver safe, high-quality, evidence-based care to paediatric patients with varying levels of complexity
- Demonstrated effective clinical assessment skills appropriate to the community role
- Experience in administering and managing acute therapies (e.g. IV medications, complex care needs) in a safe and effective manner
- Demonstrated expert communication skills both written and verbal
- Possess highly developed interpersonal skills including conflict resolution strategies and the ability to engage in highly sensitive conversations in a compassionate manner
- Demonstrate an ability to work collaboratively as part of a multidisciplinary team
- Possess knowledge of relevant legislation, policies and procedures
- Be innovative, resourceful and flexible.
- Possess the ability to identify, adapt to, adopt and promote new processes and procedures in a rapidly evolving and changeable work environment.
- A commitment to high quality, safe and person-centred patient care
- Current Victorian driver's license

Desirable:

- Postgraduate qualification in Paediatric nursing or working towards
- Demonstrated experience in working within the community nursing setting with recent acute care experience.
- Understanding of Hospital in the Home (HITH) or similar ambulatory/community-based models of care
- Experience working within a HITH, community nursing, or paediatric outreach service
- Experience in triage, referral assessment, or intake coordination roles
- Knowledge and understanding of clinical and patient data information systems.

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.

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- 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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