

# RMO HOSPITAL IN THE HOME (HITH) HANDBOOK

Last modified: 14-12-22

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## Acknowledgement of Country



Mater acknowledges the people and the Elders of the Aboriginal and Torres Strait Islander Nations who are the Traditional Owners of the land and seas of Australia.

## WELCOME FROM THE MEU

The Medical Education Unit would like to welcome you to this rotation. Please read this handbook in conjunction with the RMO Orientation Handbook which is accessible on the MEU website via Zenworks or <http://mededu.matereducation.qld.edu.au/handbooks/>

### MEU Contact Details

If you're experiencing difficulty with any aspect of the term, clinical or otherwise, please contact the term supervisor and/or PME0 as early as possible.

Director of Clinical Training (DCT)	Ph. 8229
Medical Education Officer (MEO)	Ph. 8431
Medical Education Officer (MEO)	Ph.1560
Medical Education Admin Officer	Ph. 8272
Medical Education Manager	Ph. 8114

## INTRODUCTION

The Hospital in the Home (HITH) program offers eligible patients care for acute conditions in their homes as an alternative to being treated in hospital. This gives patients greater independence, choice about their care yet still provides appropriate medical oversight and management for their medical conditions. HITH is available to all age groups and patient eligibility is determined by the patients authorised medical practitioner.

Mater at Home provides a quality health professional team replicating the service experienced in the hospital, in the comfort of the patient's home resulting in higher levels of patient satisfaction and equivalent levels of patient safety to inpatient management. Mater HITH provides care for both Public and Private patients within their homes in a 40km radius from the South Brisbane Campus encompassing a large range of treatments including – intravenous antibiotic therapy, heart failure management and medication titration, geriatric management, anticoagulation bridging, chemotherapy in the home, complex wound and drain management.

In addition to areas outlined above, the HITH service has been used as a 'virtual ward' to monitor COVID positive patients in their homes during the pandemic utilising a remote monitoring platform and telehealth facilities.

## USEFUL CONTACT DETAILS

### HITH Medical Staff – Mater South Brisbane

<b>Medical Lead HITH/Term Supervisor</b>	Dr Jared Eismann	0421 578 619
<b>HITH SMO / Term Supervisor</b>	Dr Martin Hewitt	Mobile through Switch

<b>Registrar HITH</b>	Dr Lauren Philips	Mobile through Switch
<b>Nurse Unit Manager</b>	Jen Byrne	0466 149 392
<b>Nurse Team Leader / CNC</b>	Jill Black/Ash Gibson	0478 881 964
<b>RMO HITH</b>	Rotational	Mobile through Switch
<b>Mater at Home Administration</b>	Caitlyn Lawson	3163 7503

## RMO LEARNING OBJECTIVES

By the end of the term, show a comprehensive understanding of:

- To understand the benefits and limitations of hospital in the home care for both patients and clinicians
- To understand principles and real-world application behind patient selection for hospital in the home programs
- Understand the benefits and limitations of telemedicine in clinical practice
- To be adaptable and agile in caring for patients in their own homes

## HITH RMO DUTIES & RESPONSIBILITIES

### Clinical

- Provision of high quality and safe clinical care through:
  - Supporting the HITH team in the day-to-day management of existing HITH patients including:
    - Clinical reviews – in person, via telehealth or home visits for patients with on both the general HITH and Direct clinical services
    - Ordering and monitoring investigations results for HITH patients and following up results
    - Ensuring appropriate handover and liaison with nursing staff
    - Attendance at the twice weekly virtual rounds and documentation of digital case conference notes
  - Assessment of new referrals to the HITH service (both hospital inpatients and community patients) both with the registrar or independently.
  - Safe and appropriate escalation to senior staff as required
  - Attendance on twice weekly ID consultant ward rounds (optional)

### Research and quality improvement

- Participation in the departmental research and quality improvement projects under the supervision of the HITH Medical Lead/Nurse Unit Manger

### Quality and Safety

- Participation in M and M and medical unit meetings
- Completion of discharge summaries for HITH patients in a timely fashion (i.e. prior to or day of discharge)

## Education

- Attendance at Mater Medical Education RMO education sessions
- Presentation at Mater nursing education sessions (if available)

The HITH RMO participates in the daily care of HITH patients in collaboration with the registrar and consultants including:

- Oversight and management of Mater HITH patients including:
  - Facilitating patient management plans and responding to the nursing staff escalations
  - Charting medications
  - Arranging appropriate investigations and results
  - Clinical reviews of patients via Telehealth or in hospital
  - Home visits of patients if required
- Helping facilitate referrals from other teams within the hospital and other hospitals
- Providing regular medical support for HITH nursing staff and patients, especially when the registrar and consultants are engaged in other clinical activities (e.g. ward round, clinic)
- Completion of patient discharge summaries
- Providing weekend cover as required

## COVID HITH DUTIES & RESPONSIBILITIES

The HITH RMO is primarily responsible for managing patients admitted under the COVID HITH program. Responsibilities include:

- Triage new referrals and allocating patients to the COVID WELL or COVID HITH pathways
- Daily phone calls to high-risk patients
- Organising delivery of budesonide and pulse oximeters to patients in the community
- Identifying deteriorating patients in the community and escalating as appropriate
- Responding to concerns and questions from COVID HITH nursing staff
- Providing weekend cover every second weekend
- Identifying patients eligible for disease modifying therapy (sotrovimab, paxlovid, molnupiravir) and arranging access, delivery or admission if required

## SUPERVISION

The Term Supervisor responsible for residents is Dr Jared Eisemann. He will complete a detailed orientation to the unit and complete the resident mid-term and end-term assessments. Dr Martin Hewitt (General Physician/HITH SMO) will act as a co-supervisor.

Regarding COVID patients - disease modifying therapy must be approved for eligible patients by one of the ID consultants (Dr Eismann if he is available or the on-call ID physician x6915).

The ID consultants are all supportive and approachable – always call and ask with any questions or concerns.

The registrar is predominately responsible for the non-Covid HITH patients, but the RMO will still be asked to chart medications, chase results and review patients so it's important to know these patients.

After hours and on weekends – the ID Physician on call covers the HITH patients for both COVID and non-COVID patients.

### Scope of Practice

- Daily phone calls and new triages
- Charting medications
- Responsible for Sotrovimab(disease modifying therapy) Infusions on the Ward
- Manage Budesonide Inhaler supply
- Assist with discharge phone calls if time

### UNIT ORIENTATION

It remains the responsibility of the RMO to seek orientation within the first days of starting a new rotation and to complete the Start of Term Orientation Checklist before the end of the first week. The Term Supervisor takes a leadership role to orient new junior staff to the unit, and its protocols and procedures.

### UNIT POLICIES & PROCEDURES

#### Calling in Sick

Firstly, call your Registrar and make sure your team has been notified. Secondly, leave a message for or email both the Medical Education Manager 07 3163 8114 and the unit Administration Officer 07 3163 7503

**\*\*Please note\*\*** If you have taken more than 2 days of sick leave a medical certificate will be required.

### UNIT EDUCATION & TRAINING OPPORTUNITIES

#### Unit Learning Opportunities

Resident teaching should be prioritised unless clinical priorities/duties preclude attendance. The table below details the meetings within the Division of Medicine:

MEETING	LOCATION	TIME
HITH UNIT EDUCATION	Quarters Building	Tuesday 14:00

<b>INFECTIOUS DISEASES CLINICAL CASE DISCUSSION</b>	Whitty Building	Thursday 8:15
<b>MEDICAL GRAND ROUNDS</b>	Whitty Building	Monday 1300
<b>OBSTETRIC MEDICINE MEETING</b>	Whitty Building	Tuesday 1230
<b>MEDICAL REGISTRAR TEACHING</b>	Conference Room 4, Level 3	Wednesday 1230
<b>ENDOCRINE TEACHING</b>	QDEC Conference Room	Thursday 1230
<b>RESPIRATORY TEACHING</b>	Conference Room 4, Level 3	Friday 1200 (lunch)
<b>INTERNAL MEDICINE MEETING</b>	Conference Room 4, Level 3	Friday 1300

## UNIT ROSTERS & TIMETABLES

### HITH Timetable

DAY	TIME	UNIT ACTIVITY
<b>MONDAY - FRIDAY</b>	08:00	Commence Shift
	08:30 (Monday)	Clinical Case Discussion
	16:06	End of Shift
<b>WEEKENDS</b>	As required and directed by COVID Workflow	
<b>REMOTE</b>	Remain contactable and fit to work at all times Sat/Sun AM 08:00 – 20:00PM Sat/Sun PM 20:00 – 08:00AM next day Weekdays on call from 16:06 to 08:00am next day	

### Kronos

- Timesheets are to be completed via Kronos. Your pay is approved by Caitlin Lawson ext. 7503 on the Monday following the end of the previous pay cycle. It is essential to have entered any changes to your hours into Kronos by 10.00am that Monday. Email reminders will be sent out to the Division of Medicine the Friday prior to Kronos close off.

### Rostered Hours

- Regular rostered hours are from 8:00 – 16:06 with a half hour lunch break.
- ALL Medical staff will be required to complete their timesheets on Kronos accurately by the end of each fortnight.

- Any UNROSTERED OVERTIME will need to be authorised (as per RMO Enterprise Agreement Section 5.6) by the relevant Consultant/Director on each occasion.
- When adding any unrostered overtime to your Kronos timecard, in order to be paid the overtime, you must include a COMMENT with the relevant UR Number or reason for the overtime.
- If you need help managing tasks, speak to the team early; do not wait until your shift ends to speak up.

### **Leave Applications**

- Resident contact the Medical Education Manager ext. 8114



## APPENDIX 1: THERAPY GUIDELINES

### COVID Treatment Guidelines / Identification of patients eligible for disease modifying therapy

[Clinical guidelines | Queensland Health](#)