

Anness A

Ministeru	Ministeru għas-Sahħa u Anzjanità Attiva
L-impjeg	Non-Emergency Patient Transport Aide



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jkun smart, b'apparenza professjonali u jaġixxi skont il-kodiċi ta' kondotta, jkun ta' għajjnuna, pulit u b'korteżija f'kull hin;
- ii. Jipprovdi servizz iffukat fuq il-pazjent, kwalita` ta' vjaġġar li jkun san u komdu għall-klijent, ikun responsabbli għall-welfare tiegħu/ tagħha matul il-vjaġġ u waqt it-trasferiment lejn u mill-vettura tal-isptar;
- iii. Jiskambja handing over xierqa tal-klijent lill-professionist jew qarib xieraq;
- iv. Jsug il-vettura allokata, is-soltu ambulanza jew /vann tail lift/ karozza skont ir-regoli tat-traffiku u b'kunsiderazzjoni xierqa għas-sigurta` tal-okkupanti tal-vettura u oħrajn li jużaw it-triq;
- v. Jwettaq firxa shiħa ta' dmirijiet meħtieġa u li tindkludi inter alia portering, immaniġġjar ta' streċer u kklempjar ta' siġġu tar-roti;
- vi. Juri kompetenza fit-tqandil u ċaqlieg tal-pazjenti, terapija tal-ossiġnu, l-Ewwel Għajjnuna inkluż CPR;
- vii. Jzomm standard għoli ta' servizz tal-vetturi u tagħmir, indafa, twettiq ta' ċċekkjar ta' vetturi u tirrapporta difetti fil-pront;
- viii. Jkollha responsabbilta` taħt l-Att Dwar is-Sahħa u s-Sigurta` biex tiżgura ambjent san ta' xogħol għall-pazjenti, viżitaturi u impjegati;
- ix. Jzomm komunikazzjoni miftuħa mas-Supervisor tal-garaxx u tirrapporta kwalunkwe dewmien, inċidenti tat-traffiku tat-triq, aċċidenti, near misses skont il-politiki tal-garaxx u direzzjoni fil-hin;
- x. Jista' jkun meħtieġ jattendi taħriġ hekk kif meħtieġ;
- xi. Jaġmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Sahħa u l-Anzjanità Attiva;
- xii. kwalunkwe kompetu ieħor relevanti li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. kwalunkwe dmir ieħor relevanti hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Non-Emergency Patient Transport Aide



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. being of smart, professional appearance and acting in accordance with the code of conduct, in being helpful, polite and courteous at all times;
- ii. providing a patient focused service, providing a quality of travel that is safe and comfortable for the client, being responsible for their welfare throughout the trip, during transfer to and from hospital vehicle;
- iii. exchanging proper handing over of the client to the appropriate professional or relative;
- iv. driving the allocated vehicle usually an ambulance/tail lift van/van/car in accordance to road traffic regulations and with due consideration for the safety of the vehicle occupants and other road users;
- v. undertaking the full range of duties required and including inter alia portering, stretcher handling and wheelchair clamping;
- vi. showing competence in manual handling and moving of patients, oxygen therapy, First Aid including CPR;
- vii. maintaining a high standard of vehicle and equipment serviceability, cleanliness, carrying out vehicle checks and reports defects promptly;
- viii. having a responsibility under the Health & Safety Act to ensure a safe working environment for patients, visitors and employees;
- ix. maintaining open communication with the garage supervisor and report any delays, road traffic incidents, accidents, near misses in line with garage policies and direction in a timely manner;
- x. may be required to attend training as necessary;
- xi. makes use of the Information Technology systems which may be in operation within the Ministry for Health and Active Ageing;
- xii. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.