

# Anness A

<b>Ministeru</b>	Ministeru għas-Sahħa u Anzjanità Attiva
<b>L-impjeg</b>	Chairperson Kliniku fid-Dipartiment tar-Radjoloġija Dijanjestika u Interventiva



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

## Dmirijiet u responsabbiltajiet

- i. jizviluppa pjan ta' servizz strategiku minn hames sa għaxar snin inkluż proposti ta' servizzi ġodda u r-rizultat ta' nefqa kapitali, iż-żieda kapitali tan-nefqa rikorrenti, kif ukoll il-bżonn tar-rizorsi umani u r-rekwiżiti tat-teknoloġija;
- ii. jipproduci rapport annwali tad-dipartiment b'emfasi tal-kisbiet u tal-isfidi li qed tiffaċċja l-professjoni billi jirrevedi l-prestazzjoni tas-sena preċedenti;
- iii. iżomm rekord tal-għarfien, kompetenzi u esperjenzi tal-haddiema fil-livelli kollha;
- iv. jassigura li jkun hemm qbil fuq l-applikar tal-ftehim kollettiv kurrenti maqbul bejn l-gvern u l-Assoċjazzjoni Medika ta' Malta, fil-forma ta' 'job planning policy' għad dipartiment.
- v. jfassal pjan tax-xogħol għall-konsulenti u speċjalisti tad-Dipartiment b' konformita' mal-imsemmija 'policy', u jibgħat id-dokumenti mfassla għand id-direttur mediku għall-approvazzjoni u diskussjoni aħharija, b' revizjoni annwali jew bi-annwali tal-imsemmija pjanijiet tax-xogħol;
- vi. jistabbilixxi servizz 'on-call' mmexxi mill-ispeċjalisti fil-hdan tad-dipartiment tar-Radjoloġija bl-għan li titjeb l-livell ta' kura għal kundizzjonijiet akuti relatati mar-Radjoloġija;
- vii. jippromwovi u jissupportja taħriġ biex iżomm il-kompetenzi u t-titjeb tal-hiliet billi jippromwovi l-edukazzjoni medika kontinwa;
- viii. jagħti sostenn lil-programm ta' speċjalizzazzjoni tar-Radjoloġija, flimkien ma' kumitat mmexxi mill-'post-graduate training coordinator' tar-Radjoloġija;
- ix. jikkommissjona awditjar kontinwu mill-membri tad-Dipartiment fi Prattiki tax-xogħol biex jtejjeb il-kwalità tal-kura u l-governanza, u jissorvelja l-iżvilupp ta' linji gwida u proċeduri;
- x. jippromwovi riċerka, innovazzjoni u l-aħjar Prattika u jassigura l-aqwa użu ta' rizorsi disponibbli;
- xi. iwassal lit-tim biex jipparteċipa b'mod attiv fl-akkwist u l-evalwazzjoni ta' prodotti ta' kwalità tajba li jintużaw fid-Dipartiment u jkun kapaċi jipprovdi valutazzjoni ta' riskju fuq rapporti ta' inċidenti ta' apparat mediku;
- xii. ikun mistenni li minn żmien għal żmien iwettaq taħriġ maniġerjali obligatorju hekk kif iggwidat mill-Isptar;
- xiii. jipparteċipa f'attivitajiet Ewropej kif ukoll attivitajiet li jagħtu viżibilità lil Malta f' networks internazzjonali. Dan jinkludi European Reference Networks relatati mar-Radjoloġija

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- i. jwettaq kull xogħol ieħor li s-superjur immedjat tiegħu/tagħha jista' jiddelega lilu/lilha, kif ikun meħtieġ, kif ukoll kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Health and Active Ageing
<b>Job Title</b>	Clinical Chairperson in the Department of Diagnostic and Interventional Radiology



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## **Duties and responsibilities**

- i. develops a five-to-ten-year strategic development plan of service including proposed new services and resulting capital expenditure, increase in recurrent expenditure as well as necessary human resources and technology requirements;
- ii. produces a yearly departmental report highlighting achievements and weaknesses by reviewing the performance of the previous year;
- iii. keeps record of staff knowledge, competences and experience at all levels;
- iv. ensures that an updated job plan policy for the department is in place in line with the current Medical Association of Malta sectorial agreement
- v. finalises job plans in liaison with newly appointed resident specialists and consultants in line with the departmental job plan policy, following which such job plans are forwarded to the Medical Director for final vetting and approval; with annual or bi-annual reviews of the mentioned job plans;
- vi. establishes a specialist-led out-of-hours on-call service targeted at improving the level of care of radiological emergencies.
- vii. promotes and supports in-service training to maintain competences and enhancement of skills by supporting continuous medical education related activities
- viii. supports the post graduate training programme in radiology, together with a committee led by the post-graduate training coordinator in Radiology;
- ix. commissions audits by members of the Department into working practices to assess quality of care and governance and supervises the development of guidelines and procedures;
- x. promotes research, innovation and best practice and ensures the best uses of resources available;
- xi. leads the team to actively participate in the procurement and evaluation of good quality products used in the Department and be able to provide risk assessment and feedback on medical device incident reports;
- xii. be expected to undergo mandatory managerial training from time to time as guided by the hospital;
- xiii. accepts responsibility and participates in activities arising from the membership or affiliation with EU and international networks of the Ministry for Health and Active Ageing and Mater Dei Hospital such as the European Reference Networks for Radiology;
- xiv. undertakes any other tasks, as delegated by management and any other duties as directed by the Principal Permanent Secretary.

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