

Annex A



Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Sahħa
L-impjeg	Senior Health Carer

OFFICE OF THE DEPUTY PRIME MINISTER AND MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirjiet u Responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

- i. Jikkoopera fl-għoti ta' servizz uman u effiċjenti billi jkun edukat, ġentili u rispettuż mal-pazjenti/residenti, viżitaturi u staff;
- ii. Jzomm komunikazzjoni effettiva mal-pazjenti/residenti, viżitaturi u staff;
- iii. Jzomm il-kunfidenzjalità;
- iv. Jgħin lill-pazjenti/residenti biex jilhq u l-attivitajiet tagħhom tal-ħajja ta' kuljum;
- v. Jipparteċipa fl-għoti tal-kura filwaqt li jirrapporta lis-senior staff kwalunkwe tibdil fil-kundizzjoni tal-pazjent/resident;
- vi. Jzomm is-sigurtà tal-pazjent/resident billi ssegwi proċeduri xierqa ta' kontroll tal-infezzjoni;
- vii. Josserva u tiddokumenta l-kundizzjoni u l-karatteristiċi tal-eskrezzjonijiet tal-ġisem u rrapporta kwalunkwe sejba notevoli lil infermier imħarġ;
- viii. Jieħu azzjoni fir-rigward tal-perikli attwali jew potenzjali għas-saħħa u s-sigurtà billi jfittex parir xieraq fejn meħtieġ;
- ix. Jgħin lill-Infermiera u lis-Senior Health Carers oħra fit-twettiq ta' osservazzjonijiet, recordings u ġbir ta' kampjuni;
- x. Tinteraġixxi ma 'membri oħra tat-tim multidixxiplinarju b'modi li jikkontribwixxu għal relazzjonijiet ta' hidma effettivi u l-kisba tal-għanijiet;
- xi. Twettaq dmirijiet domestiċi eż. tibdil ta' lożor u organizzazzjoni taż-żona tas-sodda jew tal-kamra tal-pazjent/resident;
- xii. Jirrapporta immedjatament lill-infermier, kwalunkwe problema li tiltaqa' magħhom waqt li tingħata kwalunkwe kura lill-pazjenti/residenti;
- xiii. Naħdmu kif xieraq li l-attivitajiet ta' kura kollha jkunu qed isiru b'mod xieraq kif delegat mill-infermier u/jew mill-professjonisti tal-kura tas-saħħa;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job Title	Senior Health Carer

OFFICE OF THE DEPUTY PRIME MINISTER AND MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and Responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i. Co-operates in the provision of humane and efficient service by being polite, courteous and respectful to patients/residents, visitors and staff;
- ii. Maintains effective communication with patients/residents, visitors and staff;
- iii. Maintains confidentiality
- iv. Assists patients/residents in meeting their activities of daily living;
- v. Participates in the provision of care while reporting to senior staff any changes in patient/resident's condition;
- vi. Maintains patient/resident's safety by following proper infection control procedures;
- vii. Observe and document the condition and characteristics of bodily excretions and report any notable findings to a trained nurse;
- viii. Takes action with regards to actual or potential health and safety hazards by seeking appropriate advice where required;
- ix. Assists the Nurses and other Senior Health Carers in carrying out observations, recording and sample collections;
- x. Interact with other members of the multi disciplinary team in ways that contribute to effective working relationships and achievement of goals;
- xi. Carries out domestic duties e.g. changing of sheets and organising the patient/resident's bed area or room;
- xii. Reports immediately to the nurse, any problems encountered while providing any care to the patients/residents;
- xiii. Working accordingly that all caring activities are being carried out appropriately as delegated by the nurse and/or healthcare professionals;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed the the Principal Permanent Secretary.