

Annex A

Ministeru	Office of the Deputy Prime Minister and Ministry for Health
L-impjeg	Charge Nurse



UFFIĊJU TAD-DEPUTAT PRIM MINISTRU U MINISTERU GĦAS-SAĦĦA
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. jkun konformi ma' policies u proċeduri standard kif determinat miċ-Chief Nursing Manager;
- ii. jassumi responsabbiltà kontinwa għall-immaniġġjar ta' l-unità klinika speċifikata;
- iii. jassigura tmexxija effettiva ta' kuljum tas-sala li jinkludi l-imħażen, il-provvisti, irrekwiżizzjonijiet godda u oġġetti ta' sostituzzjoni;
- iv. jassigura li l-impjegati taħt ir-responsabbiltà tagħha qed jaħdmu fl-ambitu ta' responsabbiltà professjonali kif definit mid-deskrizzjoni tax-xogħol tagħhom u kif definit mill-Kodiċi ta' Kondotta Professjonali;
- v. jieħu r-responsabbiltà għas-sigurtà tal-klijenti u l-impjegati f'kull hin u tiżgura li l-inċidenti tassigurtà kollha jiġu rrapportati kif meħtieġ;
- vi. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fl-Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa;
- vii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Charge Nurse



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

Duties and responsibilities

- i. complies with standard policies and procedures as determined by the Chief Nursing Manager;
- ii. assumes continuous responsibility for the management of the specified clinical unit;
- iii. ensures that there is effective daily running of the ward including stores, supplies, new requisitions and replacement items;
- iv. ensures that staff under his/her charge are working within the scope of professional responsibility as defined by their job description and as defined by the Code of Professional Conduct;
- v. takes responsibility for the safety of the clients and employees at all times and make sure that all safety incidents are reported as necessary;
- vi. makes use of the Information Technology systems which may be in operation the Office of the Deputy Prime Minister and Ministry for Health;
- vii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- viii. Any other duties as directed by the Principal Permanent Secretary.