



Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Principle General Practitioner (Lead Administrative)

Duties and responsibilities

- i. Takes part in the activities of the respective Department and participates in its teaching and research programmes;
- ii. Liaises closely with the rest of his colleagues and provides all clinical care within the remit of the speciality in accordance with quality standards of the profession whilst providing a Customer Care service and deals with complaints;
- iii. Keeps abreast with the current developments in the field of the respective speciality and participates in postgraduate meetings locally and abroad;
- iv. Is required to involve himself in the ongoing education of clinical colleagues at all levels;
- v. Be subject to a yearly appraisal;
- vi. Provides service in any future extension of the health services;
- vii. Ensures that section discipline and practice (including aspects of hygiene and infection control) affecting patients under his care are of the highest possible level;
- viii. Ensures the implementation of ongoing training and education programmes in respect of the staff caring for the patients under his charge and liaises with and advises other members of the multidisciplinary team on matters pertaining to the speciality;
- ix. Participates in undergraduate and postgraduate teaching and training as required;
- x. Establishes appropriate mechanisms to ensure quality of services and medical audit;
- xi. Participates in audits, multidisciplinary and other meetings and, when asked, participates in selection boards, disciplinary boards, and procurement boards;
- xii. Takes care of the daily allocation and supervising of Foundation Doctors (Year 2), General Practitioner Trainees, General Practitioners and Senior General Practitioners, within the Active Ageing and Community Care;
- xiii. Plans weekly rosters for the doctors under his/her charge whilst approving and being cognisant of vacation and study leave and any approved absence of all staff falling within his remit, coordinating and supervising employees under his charge daily;
- xiv. Be required to provide cover for morning, afternoon and evening sessions;
- xv. When the appointee is duty, he may be required to attend to the needs of patients according to the exigencies of the service;
- xvi. Providing care plans and regular review of residents;
- xvii. Providing general practitioner service in the community as required;
- xviii. Forming part of a multidisciplinary team in expanding community services with the introduction of various initiatives such as telemedicine;
- xix. Discuss and endorse, for subsequent approval by relevant authorities, of the yearly job plans of the doctors under his charge;



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Makes use of the Information Technology systems which may be in operation within the Office of the Deputy Prime Minister and Ministry for Health;

- xxi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xxii. Any other duties as directed by the Principal Permanent Secretary.

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Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-Impjieg	Principal General Practitioner (Lead – Administrative)

Dmirijiet u Responsabbiltajiet:

- Jieħu sehem fl-attivitajiet tad-Dipartiment rispettiv u jipparteċipa fil-programmi ta' tagħlim u riċerka tiegħu;
- Jikkollabora mill-qrib mall-bqija tal-kollegi tiegħu u jipprovdi l-kura kollha fi ħdan il mandat tal ispeċjalita' skont l-istandards ta' kwalita' tal-professjoni filwaqt li jipprovdi servizz ta' Customer Care u jittratta ilmenti;
- Iżomm ruħu aġġornat mal-iżviluppi kurrenti fil-qasam tal-ispeċjalita' rispettiva u jipparteċipa f'laqgħat ta' wara l-gradwazzjoni lokament u barra minn Malta;
- Ikun meħtieġ li jinvolvi ruħu fl-edukazzjoni kontinwa tal-kollegi kliniċi fil-livelli kollha;
- Ikun suġġett għall-prestazzjoni annwali;
- Jipprovdi servizz fi kwalunkwe estensjoni futura tas-servizzi tas-saħħa;
- Jiżgura li d-dixxiplina u l-prattika tas-sezzjoni (inkluż aspetti tal-iġene u kontroll ta' infezzjoni) li jaffetwaw il-pazjenti taħt il-kura tiegħu ikunu tal-ogħla livell possibbli;
- Jiżgura l-implimentazzjoni ta' programm kontinwu ta' taħriġ u edukazzjoni fir-rispett tal impjegati li jieħdu ħsieb il-pazjenti taħt il-kura tiegħu u jikkollabora ma' u jagħti pariri lill membri oħra tat-tim multidixxiplinarju fuq materji li jappartjenu għall-ispeċjalita';
- Jipparteċipa fit-tagħlim u t-taħriġ ta' qabel u ta' wara l-gradwazzjoni kif ikun meħtieġ;
- Jistabbilixxi mekkaniżmi xierqa biex jiżgura kwalita' ta' servizzi u verifika medika;
- Jipparteċipa f'verifiki, laqgħat multidixxiplinarji u laqgħat oħra u jipparteċipa, meta mitlub, f'bordijiet tal għażla, bordijiet dixxiplinarji u bordijiet tal-akkwist;
- Jieħu ħsieb l-allokazzjoni u s-supervizjoni ta' kulljum tal-Foundation Doctors (Year 2), General Practitioner Trainees, General Practitioners u Senior General Practitioners fi ħdan l-Anzjanità Attiva u Kura fil-Komunità;
- Jippjana r-rosters ta' kull ġimgħa għat-tobba li huwa responsabbli minnhom, filwaqt li japprova u jkun konxju ta' leave ta' vaganza u ta' studju, u kwalunkwe assenza approvata tal-impjegati kollha li jaqgħu taħt il-mandat tiegħu, u jikkordina u jissorvelja ta' kulljum l impjegati taħt ir-responsabbilta' tiegħu;
- Ikopri għas-sessjonijiet ta' filgħodu, wara nofsinhar u filgħaxija fuq bażi ta' roster;
- Jista' jkun meħtieġ li jattendi għall-ħtiġijiet tal-pazjenti skont l-esiġenzi tas-servizz meta l-persuna maħtura tkun xogħol;



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- xvi. Jipprovdi pjanijiet ta' kura u revizjoni regolari tar-residenti;
xvii. Jipprovdi servizz ta' tabib tal-familja fil-komunità skont kif meħtieġ;

- xviii. Jifforma parti minn tim multidixxiplinarju fl-espansjoni tas-servizzi komunitarji bl-introduzzjoni ta' diversi inizjattivi bħat-telemedicine;
- xix. Jiddiskuti u jagħti pariri skond il-ħtieġa, fuq il-job plans annwali tat-tobba li jaqgħu taħt il-mandat tiegħu. Dan sabiex imbagħad jiġu approvati mill-awtoritajiet konċernati;
- xx. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fl-Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa;
- xxi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xxii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



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