

Anness A

Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Consultant (Public Health Medicine) with special interest in Health information.



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

Dmirijiet u responsabbiltajiet

- Jiffirma parti mid-Direttorat għall-Informazzjoni dwar is-Saħħa u Riċerka (DHIR) u jkun direttament responsabbli lejn id-Direttur responsabbli mill-Informazzjoni dwar is-Saħħa u lejn iċ-Chief Medical Officer.
- Imexxi t-tim tal-intelliġenza dwar l-Attività fl-Isptarijiet u l-Kliniċi fi ħdan id-DHIR.
- Jipprovdi tmexxija strateġika, klinika u analitika għall-funzjoni tal-intelliġenza dwar l-attività fl-isptarijiet ta' Malta, filwaqt li jiżgura l-produzzjoni f' waqtha ta' informazzjoni preċiża, ta' kwalità għolja u li tista' twassal għal azzjonijiet konkreti, minn settijiet ta' dejta nazzjonali dwar l-attività fl-isptarijiet u l-kliniċi.
- Isaħħaħ il-monitoraġġ tal-prestazzjoni tas-servizz, l-intelliġenza dwar l-użu tas-sodod u ċ-ċaqliq tal-pazjenti, l-analiżi tal-inugwaljanzi, l-eżattezza tal-kodifikazzjoni u l-ippjanar ibbażat fuq id-dejta, biex jiżgura li d-DHIR jagħti intelliġenza soda lill-eżekuttivi tal-isptarijiet, lill-kliniċisti, lil dawk li jfasslu l-politika u lill-Ministeru.
- Jissorvelja t-titjib fil-kwalità tad-dejta fis-sorsi kollha ta' dejta tal-isptarijiet (fis-settur pubbliku u dak privat).
- Jipprovdi sorveljanza esperta tal-kodifikazzjoni ICD 10/11, kodifikazzjoni ICD-9-CM, u r-raggruppament ta' DRG/case mix.
- Jippromwovi u jiżgura l-kompletezza tad-dejta, inkluż dati u ħinijiet tad-dħul u l-ħruġ mill-isptar, id-djanjożi primarji u sekondarji, il-kodifikazzjoni tal-proċeduri, u l-attribuzzjoni tal-ispeċjalità.
- Jistabbilixxi u jimplimenta regoli ta' validazzjoni, sistemi (pipelines) għar-rappurtar tal-iżbalji, audit trails, u valutazzjoni tal-kwalità tad-dejta.
- Imexxi verifiki (audits) tal-kodifikazzjoni, jgħin fir-riżoluzzjoni ta' każijiet ta' kodifikazzjoni kumplessi, u jżomm kuntatt mal-unitajiet tal-kodifikazzjoni tal-isptarijiet, inkluż dwar kwalunkwe riskju ta' up-coding jew down-coding sistematiku, u jiżgura li l-proċessi ta' validazzjoni klinika jkunu b'saħħithom.
- Jappoġġja r-rekwiżiti obbligatorji ta' rappurtar nazzjonali, tal-UE, tad-WHO u tal-OECD, flimkien ma' kwalunkwe obbligu internazzjonali ieħor li l-Ministeru Malti responsabbli mis-saħħa jista' jidhol għalih.
- Imexxi l-produzzjoni u t-titjib tal-indikaturi tal-prestazzjoni tal-isptarijiet flivell nazzjonali.
- Jikkontribwixxi b'mod attiv fl-iżvilupp ta' dawn l-indikaturi flivell internazzjonali, skont il-kuntest, fl-interessi ta' Malta u fil-kapaċità professjonali tiegħu/tagħha.
- Jipprovdi kontribut analitiku f' waqtu għal briefs ministerjali, dokumenti strateġiċi, briefs ta' proġetti u attivitajiet relatati.
- Jipproduċi intelliġenza li tgħaqqad l-epidemjoloġija mal-kuntest kliniku u l-fattibbiltà operazzjonali, u

jikkomunika dan b'mod effettiv, proattiv u skont l-udjenza.

- xv. Jidentifika żidiet f'daqqa (surges), anomaliji u pressjonijiet; jagħti bidu għal twissijiet ta' eskalazzjoni f'każ li jinqabżu l-limiti stabbiliti.
- xvi. Jiżgura li l-ipproċessar ta' dejta tal-isptar identifikabbli jkun konformi mal-GDPR u l-EHDS, f'konformità mal-leġiżlazzjoni tal-UE u dik lokali dwar il-privatezza tad-dejta u mal-politika tad-DHIR dwar il-protezzjoni tad-dejta għal dejta aggregata jew ibbażata fuq każijiet—kemm jekk anonimizzata, psewdonimizzata jew identifikabbli—waqt li dejjem jippromwovi l-minimizzazzjoni tad-dejta.
- xvii. Imexxi jew jikkontribwixxi għal Valutazzjonijiet tal-Impatt fuq il-Protezzjoni tad-Dejta (DPIAs) relatati ma' settijiet ta' dejta tal-isptarijiet.
- xviii. Jissorvelja proċessi ta' aċċess sigur għad-dejta, u jippromwovi u jiżgura użu etiku f'kull analiżi, inklużi l-analitika tbassira (predictive analytics) u l-Intelliġenza Artifiċjali (IA), f'konformità mal-leġiżlazzjoni lokali u dik tal-UE.
- xix. Jagħti pariri dwar strateġiji għal immaniġġjar, koordinazzjoni u governanza effettiva ta' servizzi ffinanzjati pubblikament li huma aċċessibbli, ekwabbli, effiċjenti, affordabbli u ta' kwalità għolja għal kulhadd, ibbażati wkoll fuq l-aħħar evidenza.
- xx. Jagħti pariri dwar l-allokazzjoni effiċjenti, effettiva u ekwabbli ta' riżorsi umani, finanzjarji u kapitali tas-saħħa abbażi tal-aħħar evidenza.
- xxi. Immaniġġja r-relazzjonijiet bejn il-partijiet ikkonċernati (stakeholders) differenti involuti fil-produzzjoni u l-użu ta' informazzjoni dwar is-saħħa, inklużi dipartimenti u entitajiet tal-gvern, fornituri tal-kura tas-saħħa, pazjenti u l-familji tagħhom, kunsilli lokali, ċittadini u komunitajiet, organizzazzjonijiet tas-soċjetà ċivili u entitajiet tas-settur privat.
- xxii. Jinterpreta, jevalwa u jagħmel rakkomandazzjonijiet għal azzjoni bbażati fuq dejta, informazzjoni, statistika u sistemi ta' intelliġenza eżistenti biex iservu ta' bażi għal interventi fis-saħħa pubblika u l-immaniġġjar f'diversi dixxiplini.
- xxiii. Jikkontribwixxi għar-riċerka dwar is-saħħa pubblika u l-evalwazzjoni ta' inizjattivi tas-saħħa pubblika u servizzi tal-kura tas-saħħa.
- xxiv. Jipprovdi tmexxija u jirrapporta regolarment dwar il-progress miksub f'proġetti, attivitajiet u inizjattivi ta' informazzjoni dwar is-saħħa, inklużi proġetti tal-UE.
- xxv. Jipprovdi opportunitajiet ta' taħriġ fl-informazzjoni dwar is-saħħa f'livelli undergraduate u postgraduate.
- xxvi. Iżomm ruħu agġornat dwar xejriet, żviluppi, politiki, strateġiji, pjanijiet ta' azzjoni u leġiżlazzjoni nazzjonali u internazzjonali; jipparteċipa f'laqgħat postgraduate lokalment u barra mill-pajjiż, u jinvolvi ruħu fl-educazzjoni kontinwa tiegħu nnifsu u tal-kollegi fil-livelli kollha fil-qasam tal-informazzjoni dwar is-saħħa.
- xxvii. Jirrappreżenta lid-Direttur għall-Informazzjoni dwar is-Saħħa u Riċerka, lis-Supretendent tas-Saħħa Pubblika u lill-Ministeru rigward promozzjoni tas-saħħa ma' organizzazzjonijiet lokali (governattivi, mhux governattivi u privati) u dawh internazzjonali, b'mod partikolari mal-istituzzjonijiet tal-Unjoni Ewropea, l-OECD u l-Organizzazzjoni Dinjija tas-Saħħa (WHO).
- xxviii. Jipparteċipa f'kull inizjattiva u attività organizzata mid-Direttorat, avvenimenti tal-midja kif meħtieġ, u jiehu sehem fil-proċess ta' assigurazzjoni tal-kwalità u verifika (audit).
- xxix. Jipparteċipa meta mitlub f'bordijiet tal-għażla, bordijiet dixxiplinari u bordijiet tal-akkwist (procurement).

xxx. Ikun responsabbli mis-superviżjoni tal-impjegati taht ir-responsabbiltà tiegħu u jattendi regolarment laqgħat tal-istaff anzjan.

xxxi. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Infommazzjoni li jistgħu jkunu fis-seħħ f' idan il-Ministeru

xxxii. Jagħmel hidmiet oħra li s-superjur tiegħu/ tagħha jista' jiddelegalu/a skond il-bżonn

xxxiii. Jagħmel dmirijiet oħra skond kif iddirigħit mis-Segretarju
Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Consultant (Public Health Medicine) with special interest in Health information



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

Duties and responsibilities

- i. Form part of the Directorate of Health Information & Research (DHIR) and be directly responsible to the Director responsible for Health Information and the Chief Medical Officer.
- ii. Lead the Hospital Activity intelligence team within DHIR,
- iii. Provide strategic, clinical and analytical leadership for Malta's hospital activity intelligence function, ensuring the timely production of accurate, high-quality, actionable insights from national hospital activity datasets
- iv. strengthens service performance monitoring, bed and flow intelligence, inequality analysis, coding accuracy, and data-driven planning, ensuring DHIR delivers robust intelligence to hospital executives, clinicians, policymakers and the Ministry,
- v. Oversee data quality improvement across hospital data feeds (public and private sector).
- vi. Provide expert oversight of ICD 10/11 coding, ICD-9-CM coding, DRG/case mix grouping.
- vii. Advocate for completeness of admission and discharge timestamps, primary and secondary diagnoses, procedure coding, specialty attribution
- viii. Establish and implement validation rules, error reporting pipelines, audit trails, and data-quality assessment.
- ix. Lead coding audits, help resolve complex coding cases, and liaise with hospital coding units, including any risks of systematic up/down coding and ensure clinical validation processes are robust.
- x. Support mandatory national, EU, WHO and OECD reporting requirements, together with any other international obligations the Maltese Ministry responsible for health may enter into.
- xi. Lead the production and improvement of hospital performance indicators at national level
- xii. Actively contribute to the development of these indicators at international level, depending on the context, in Malta's interests and in one's own professional capacity
- xiii. Provide timely analytical inputs to ministerial briefs, strategic documents, project briefs and related activities.
- xiv. Produce intelligence that blends epidemiology with clinical context and operational feasibility and

communicating this effectively, according to audience, and pro-actively.

- xv. Detect surges, anomalies, and pressures; initiate escalation alerts where thresholds are breached.
- xvi. Ensure GDPR and EHDS compliant processing of identifiable hospital data in line with EU and local data privacy legislation and with DHIR data protection policy for aggregate or case-based data, anonymised, pseudonymised or identifiable, and always advocating for data minimisation
- xvii. Lead or contribute to Data Protection Impact Assessments (DPIAs) related to hospital datasets.
- xviii. Oversee secure data access processes, and advocate and ensure ethical use, in any analysis, including predictive analytics and AI in line with local and EU legislation.
- xix. Advise upon strategies for effective management, coordination, and governance of publicly funded services that are accessible, equitable, efficient, affordable and of high quality for all, informed also by latest evidence
- xx. Advise on the efficient, effective and equitable allocation of human, financial and capital health resources based on latest evidence.
- xxi. Manage the relationships between different stakeholders involved in health information production and use, including government departments and entities, healthcare providers, patients and their families, local councils, citizens and communities, civil society organizations and private sector entities.
- xxii. Interpret, evaluate, and make recommendations for action based on existing data, information, statistics, and intelligence systems to underpin public health and management interventions across disciplines.
- xxiii. Contribute to public health research and the evaluation of public health initiatives and healthcare services.
- xxiv. Provide leadership and report regularly on progress achieved in health information projects, activities, and initiatives, including EU projects.
- xxv. Provide training opportunities in health information at undergraduate and postgraduate levels
- xxvi. Keep up to date on national and international trends, developments, policies, strategies, action plans, and legislation, participate in postgraduate meetings locally and abroad and involve him/herself in the on-going education of self and colleagues at all levels in the field of health information.
- xxvii. Represent the Director for Health Information & Research, the Superintendent of Public Health and the Ministry on health promotion with local (governmental, non-governmental, private) and international organizations particularly with the institutions the European Union, OECD and of the World Health Organisation.
- xxviii. Participate in any initiatives and activities organised by the Directorate, media events as required, and partake in the process of quality assurance and audit.
- xxix. Participate when asked in selection boards, disciplinary boards, and procurement boards.
- xxx. Be responsible for the supervision of staff under his/her charge and attend regularly at senior staff

meetings

- xxxi. Make use of the Information Technology systems which may be in operation within the Ministry.
- xxxii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xxxiii. Carries out any other duties as directed by the Principal Permanent Secretary