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Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Medical Officer

OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA,
MALTA

Duties and responsibilities (Part A)

The duties of a Medical Officer, and of a Senior Medical Officer, include:

- i. participating in the clinical work of the respective department, unit or service, as assigned by the competent Clinical Administration;
- ii. providing appropriate medical assessment, diagnosis, treatment, follow-up and continuity of care to patients within the officer's level of competence and in accordance with established clinical protocols and professional standards;
- iii. working collaboratively with medical colleagues and other members of the multidisciplinary team in the delivery of safe, effective and patient-centred care;
- iv. participating in ward rounds, clinics, procedures, on-call duties and other clinical activities applicable to the respective department, unit or service
- v. ensuring the safe and appropriate prescribing, administration and monitoring of medicines and treatments, within the officer's competence and in accordance with applicable legislation, policies and clinical guidelines;
- vi. obtaining informed consent for examinations, investigations, treatments and procedures, where applicable and where the officer is competent and authorised to do so, and ensuring that patients are provided with clear and appropriate information;
- vii. maintaining accurate, timely and comprehensive clinical documentation and ensuring the appropriate communication and handover of relevant patient information;
- viii. ensuring the timely referral and escalation of care, particularly where a patient's condition deteriorates or requires specialist intervention;
- ix. recognising and responding appropriately to medical emergencies and participating in emergency preparedness and response arrangements, as required;

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- x. carrying out duties as directed by the respective Clinical Chairperson, Head of Department, Clinical Lead or other authorised superior;
- xi. performing clinical duties under the overall clinical responsibility of the consultant or resident specialist to whom the officer is assigned, and complying with any conditions, limitations or supervision arrangements applicable to the officer's practice;
- xii. adhering to all applicable legislation, ethical requirements, clinical guidelines, policies, standard operating procedures, and quality and patient-safety standards;
- xiii. safeguarding the dignity, privacy, rights and wellbeing of patients and reporting any safeguarding concerns through the established channels;
- xiv. maintaining registration with the Medical Council of Malta, together with any other licences, certifications or competencies required for the proper performance of the duties attached to the position, and practising only within the scope of that registration and of any conditions imposed by the Medical Council of Malta, it being understood that, where temporary registration has been granted, practice shall remain within the Government health service and under supervision;
- xv. refraining from using the title of Specialist or Resident Specialist, or any equivalent designation, and from signing any clinical report, certificate or other document in such a capacity, unless the officer is entered in the relevant Specialist Register kept by the Medical Council of Malta;
- xvi. practising within the limits of the officer's professional competence and of any supervision arrangements applicable to the officer, and seeking appropriate senior advice or assistance whenever necessary;
- xvii. complying with all requirements relating to patient confidentiality, data protection, records management and the appropriate handling of sensitive information;
- xviii. participating regularly in continuing professional development, clinical meetings, training activities and other educational initiatives;
- xix. cooperating with the assessment, documentation and periodic review of the officer's clinical competence, performance and supervision arrangements, including any appraisal or induction requirements applicable to the officer;
- xx. participating, where applicable, in morbidity and mortality meetings, case reviews, peer-review processes, clinical audits and investigations into clinical incidents;
- xxi. assisting in the establishment, implementation and review of appropriate mechanisms aimed at maintaining and improving the quality, efficiency and safety of healthcare services;
- xxii. contributing, as required, to clinical governance, infection prevention and control, risk management,

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incident reporting and service-improvement initiatives;

- xxiii. supporting the implementation of evidence-based practice and contributing to the development and review of clinical guidelines, care pathways, protocols and standard operating procedures;
- xxiv. providing appropriate information, advice and support to patients and, where applicable, their relatives or carers, while maintaining patient confidentiality;
- xxv. participating in the supervision, support and training of junior staff, students and other healthcare professionals, where applicable, commensurate with the officer's level of competence and experience and without prejudice to any supervision arrangements to which the officer is himself or herself subject;
- xxvi. participating, where required and appropriately authorised, in research, service evaluation, data collection and other initiatives aimed at improving patient outcomes and healthcare delivery;
- xxvii. promoting the appropriate and cost-effective use of medicines, investigations, equipment and other healthcare resources without compromising patient safety or quality of care;
- xxviii. cooperating with authorised inspections, audits, accreditation exercises and regulatory requirements applicable to the respective department, unit or service;
- xxix. reporting adverse incidents, near misses, medication errors, public-health concerns and other notifiable matters in accordance with the applicable procedures and legislation;
- xxx. participating in public-health, health-promotion, disease-prevention and patient-education initiatives, where relevant to the respective service;
- xxxi. communicating promptly and professionally with patients, relatives, colleagues and other stakeholders and addressing concerns through the appropriate channels;
- xxxii. working rostered hours, including on-call, evening, weekend, public holiday and night duties, as may be required to ensure continuous service provision;
- xxxiii. performing duties on a shift basis, where applicable, in accordance with established rosters and the exigencies of the Health Service;
- xxxiv. supporting service continuity during emergencies, major incidents, outbreaks or other exceptional circumstances, as directed by the competent authority;
- xxxv. undertaking duties at different healthcare facilities or service locations, as may be required according to service exigencies;
- xxxvi. making appropriate use of the information technology systems and digital health applications

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operating within the Ministry responsible for Health and its departments or entities;



- xxxvii. demonstrating professionalism, integrity, accountability, impartiality and respect in all dealings with patients, colleagues and members of the public;
- xxxviii. undertaking any other tasks that may be delegated by an authorised superior in accordance with the exigencies of the service; and
- xxxix. carrying out any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

B. Additional provisions applicable to Senior Medical Officer

In the case of an officer appointed in the grade of Senior Medical Officer, the following provisions apply in addition to, and where inconsistent in substitution for, the duties set out in Part A:

- i. The grade of Senior Medical Officer applies to a doctor who is registered as a specialist with a competent regulatory authority in a country other than Malta, in a specialty which is included in the Fifth Schedule of the Health Care Professions Act (Chapter 464 of the laws of Malta), and who has not yet obtained specialist registration with the Specialist Accreditation Committee in Malta. Registration as a specialist abroad does not, of itself, entitle the officer to practise or to hold himself or herself out as a specialist in Malta before his or her name is entered in the relevant Maltese specialist register.
- ii. For the whole period during which the officer is not registered with the Specialist Accreditation Committee, the officer shall perform all duties under supervision. The officer shall not practise independently and shall not carry sole or ultimate clinical responsibility for the care of a patient.
- iii. The competent Clinical Chairperson shall designate in writing, for each Senior Medical Officer, a named supervising specialist. Ultimate clinical responsibility for patients under the officer's care rests with the supervising specialist or with the specialist on duty.
- iv. The level of supervision applicable to each area of the officer's practice shall be specified in writing upon appointment, shall be recorded in the officer's file, and shall be reviewed at intervals of not more than six months or upon any material change in the officer's duties.
- v. A Senior Medical Officer shall not, unless and until registered with the Specialist Accreditation Committee and assimilated as provided in paragraph ix below: (a) be rostered as the responsible specialist on any consultant or specialist on-call rota; (b) conduct an outpatient clinic, operating list, procedural list or ward round otherwise than under the supervision arrangements applicable to the officer; (c) issue a definitive specialist opinion, report or medico-legal certificate save in accordance with those arrangements; or (d) act as the recognised educational or clinical supervisor of a doctor in training where that role is reserved to a registered specialist.
- vi. A Senior Medical Officer shall escalate to the supervising specialist, or to the specialist on duty, in accordance with the escalation criteria established for the respective department, unit or service, and in every

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case where the clinical situation falls outside the agreed scope of the officer's supervised practice.



vii. A Senior Medical Officer shall cooperate with the recording and certification of supervised practice, including the provision of such documentation as may be required in connection with the officer's application to the Specialist Accreditation Committee.

viii. Upon registration with the Specialist Accreditation Committee and upon the approval by the Public Service Commission of the officer's promotion into the grade of Locum Resident Specialist, the provisions of this Part shall cease to apply and the duties applicable to that grade shall take effect from the date of that approval.

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Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Medical Officer u ta' Senior Medical officer jinkludu:

- i. jipparteċipa fil-ħidma klinika tad-dipartiment, l-unità jew is-servizz rispettiv, kif assenjat mill-Amministrazzjoni Klinika kompetenti;
- ii. jipprovdi valutazzjoni medika, dijanjosi, trattament, follow-up u kontinwità xierqa tal-kura lill-pazjenti, fil-limiti tal-kompetenza tiegħu u f'konformità mal-protokolli kliniċi stabbiliti u l-istandards professjonali;
- iii. jaħdem f'kollaborazzjoni mal-kollegi mediċi u mal-membri l-oħra tat-tim multidixxiplinari sabiex tingħata kura sigura, effettiva u ċentrata fuq il-pazjent;
- iv. jipparteċipa fil-ġiri tal-wards, fil-kliniċi, fil-proċeduri, fid-dmirijiet ta' on-call u f'attivitajiet kliniċi oħra applikabbli għad-dipartiment, l-unità jew is-servizz rispettiv;
- v. jiżgura li l-preskrizzjoni, l-għoti u l-monitoraġġ tal-mediċini u t-trattamenti jsiru b'mod sigur u xieraq, fil-limiti tal-kompetenza tiegħu u f'konformità mal-leġiżlazzjoni, il-politiki u l-linji gwida kliniċi applikabbli;
- vi. jikseb il-kunsens infurmat għall-eżamijiet, l-investigazzjonijiet, it-trattamenti u l-proċeduri, fejn applikabbli u sakemm ikollu l-kompetenza u l-awtorizzazzjoni meħtieġa sabiex jagħmel dan, u jiżgura li l-pazjenti jingħataw informazzjoni ċara u xierqa;
- vii. iżomm dokumentazzjoni klinika preċiża, komprensiva u aġġornata fil-ħin, u jiżgura l-komunikazzjoni u t-trasferiment xieraq tal-informazzjoni rilevanti dwar il-pazjenti;
- viii. jiżgura li r-riferiment u l-eskalazzjoni tal-kura jsiru fil-ħin, partikolarment meta l-kundizzjoni tal-pazjent tmur għall-aġar jew tkun teħtieġ intervent speċjalizzat;
- ix. jagħraf u jirreagixxi b'mod xieraq għal emergenzi mediċi u jipparteċipa fl-arrangamenti ta' thejjija u rispons għal emergenzi, kif meħtieġ;
- x. iwettaq id-dmirijiet kif ordnat mill-Clinical Chairperson, Head of Department, Clinical Lead jew superjur awtorizzat ieħor rispettiv;
- xi. iwettaq dmirijiet kliniċi taħt ir-responsabbiltà klinika generali tal-konsulent jew tal-ispeċjalista residenti li jkun assenjat miegħu, u jikkonforma ma' kwalunkwe kundizzjoni, limitazzjoni jew arrangement ta' superviżjoni applikabbli għall-prattika tiegħu;

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- xii. jikkonforma mal-leġiżlazzjoni, ir-rekwiżiti etiċi, il-linji gwida kliniċi, il-politiki, il-proċeduri operattivi standard u l-istandards applikabbli dwar il-kwalità u s-sigurtà tal-pazjent;
- xiii. jipproteġi d-dinjità, il-privatezza, id-drittijiet u l-benesseri tal-pazjenti, u jirrapporta kwalunkwe tħassib relatat mas-salvagwardja permezz tal-kanali stabbiliti;
- xiv. iżomm ir-reġistrazzjoni tiegħu mal-Kunsill Mediku ta' Malta, flimkien ma' kwalunkwe liċenzja, ċertifikazzjoni jew kompetenza oħra meħtieġa għat-twettiq xieraq tad-dmirijiet marbuta mal-kariga, u jipprattika biss fil-limiti ta' dik ir-reġistrazzjoni u ta' kwalunkwe kundizzjoni imposta mill-Kunsill Mediku ta' Malta. Fejn tkun ingħatat reġistrazzjoni temporanja, il-prattika għandha tibqa' limitata għas-servizz tas-saħħa tal-Gvern u ssir taħt superviżjoni;
- xv. ma jużax it-titolu ta' Specialist jew Resident Specialist, jew kwalunkwe titolu ekwivalenti, u lanqas jiffirma rapport kliniku, ċertifikat jew dokument ieħor f'dik il-kwalità, sakemm ismu ma jkunx imniżżel fir-Registru tal-Ispedjanti rilevanti miżmum mill-Kunsill Mediku ta' Malta;
- xvi. jipprattika fil-limiti tal-kompetenza professjonali tiegħu u ta' kwalunkwe arrangament ta' superviżjoni applikabbli għalih, u jitlob parir jew assistenza xierqa minghand senior kull meta jkun meħtieġ;
- xvii. jikkonforma mar-rekwiżiti kollha relatati mal-kunfidenzjalità tal-pazjenti, il-protezzjoni tad-data, il-ġestjoni tar-rekords u l-immaniġġjar xieraq ta' informazzjoni sensittiva;
- xviii. jipparteċipa regolarment fi programmi ta' żvilupp professjonali kontinwu, laqgħat kliniċi, attivitajiet ta' taħriġ u inizjattivi edukattivi oħra;
- xix. jikkoopera mal-valutazzjoni, id-dokumentazzjoni u r-reviżjoni perijodika tal-kompetenza klinika, il-prestazzjoni u l-arrangamenti ta' superviżjoni tiegħu, inklużi kwalunkwe rekwiżiti ta' valutazzjoni tal-prestazzjoni jew induzzjoni applikabbli għalih;
- xx. jipparteċipa, fejn applikabbli, f'laqgħat dwar il-morbidità u l-mortalità, reviżjonijiet ta' każijiet, proċessi ta' evalwazzjoni bejn il-pari, awditi kliniċi u investigazzjonijiet dwar inċidenti kliniċi;
- xxi. jassisti fit-twaqqif, l-implimentazzjoni u r-reviżjoni ta' mekkaniżmi xierqa intiżi sabiex tinżamm u titjieb il-kwalità, l-effiċjenza u s-sigurtà tas-servizzi tal-kura tas-saħħa;
- xxii. jikkontribwixxi, kif meħtieġ, għall-governanza klinika, il-prevenzjoni u l-kontroll tal-infezzjonijiet, il-ġestjoni tar-riskju, ir-rappurtar ta' inċidenti u inizjattivi għat-titjib tas-servizzi;
- xxiii. jappoġġa l-implimentazzjoni tal-prattika bbażata fuq l-evidenza u jikkontribwixxi għall-iżvilupp u r-reviżjoni ta' linji gwida kliniċi, perkorsi ta' kura, protokollu u proċeduri operattivi standard;
- xxiv. jipprovdi informazzjoni, pariri u appoġġ xierqa lill-pazjenti u, fejn applikabbli, lill-qraba jew lil dawk li jiehdu hsiebhom, filwaqt li jħares il-kunfidenzjalità tal-pazjent;
- xxv. jipparteċipa fis-superviżjoni, l-appoġġ u t-taħriġ ta' persunal junior, studenti u professjonisti oħra fil-qasam tal-kura tas-saħħa, fejn applikabbli, skont il-livell ta' kompetenza u esperjenza tiegħu u mingħajr preġudizzju għal kwalunkwe arrangament ta' superviżjoni li jkun sugġett għalih huwa stess;
- xxvi. jipparteċipa, fejn meħtieġ u debitament awtorizzat, f'attivitajiet ta' riċerka, evalwazzjoni tas-servizzi, ġbir

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ta' data u inizjattivi oħra intiżi sabiex jitjiebu r-rizultati għall-pazjenti u l-ġhoti tal-kura tas-saħħa;

xxvii. jippromwovi l-użu xieraq u kosteffettiv tal-medicini, l-investigazzjonijiet, it-tagħmir u riżorsi oħra tal-kura tas-saħħa, mingħajr ma jikkomprometti s-sigurtà tal-pazjent jew il-kwalità tal-kura;

xxviii. jikkoopera ma' spezzjonijiet awtorizzati, awditi, eżerċizzji ta' akkreditazzjoni u rekwiżiti regolatorji applikabbli għad-dipartiment, l-unità jew is-servizz rispettiv;

xxix. jirrapporta inċidenti avversi, kważi inċidenti, żbalji fil-medikazzjoni, tħassib relatat mas-saħħa pubblika u kwistjonijiet oħra li għandhom jiġu nnotifikati, f'konformità mal-proċeduri u l-legiżlazzjoni applikabbli;

xxx. jipparteċipa f'inizjattivi tas-saħħa pubblika, il-promozzjoni tas-saħħa, il-prevenzjoni tal-mard u l-edukazzjoni tal-pazjenti, fejn dawn ikunu rilevanti għas-servizz rispettiv;

xxxi. jikkomunika fil-pront u b'mod professjonali mal-pazjenti, il-qraba, il-kollegi u partijiet interessati oħra, u jindirizza t-tħassib permezz tal-kanali xierqa;

xxxii. jaħdem skont ir-rosters stabbiliti, inkluzi d-dmirijiet ta' on-call, filgħaxija, fi tmiem il-ġimgħa, fil-festi pubbliċi u matul il-lejl, kif meħtieġ sabiex tiġi żgurata l-kontinwità tas-servizz;

xxxiii. iwettaq dmirijiet fuq bażi ta' xiftijiet, fejn applikabbli, f'konformità mar-rosters stabbiliti u skont il-htigijiet tas-Servizz tas-Saħħa;

xxxiv. jappoġġa l-kontinwità tas-servizz waqt emergenzi, inċidenti maġġuri, tifqigħat ta' mard jew ċirkostanzi eċċezzjonali oħra, kif ordnat mill-awtorità kompetenti;

xxxv. iwettaq dmirijiet f'faċilitajiet jew postijiet differenti fejn jingħataw servizzi tal-kura tas-saħħa, skont il-htigijiet tas-servizz;

xxxvi. jagħmel użu xieraq mis-sistemi tat-teknoloġija tal-informazzjoni u mill-applikazzjonijiet tas-saħħa diġitali li jintużaw fi hdan il-Ministeru responsabbli għas-Saħħa u d-dipartimenti jew l-entitajiet tiegħu;

xxxvii. juri professjonalizmu, integrità, responsabbiltà, imparzjalità u rispett fil-konfront tal-pazjenti, il-kollegi u l-membri tal-pubbliku f'kull hin;

xxxviii. iwettaq kwalunkwe kompitu ieħor li jista' jiġi delegat lil minn superjur awtorizzat, skont il-htigijiet tas-servizz; u

xxxix. iwettaq kwalunkwe dmir ieħor skont il-htigijiet tas-Servizz Pubbliku, kif ordnat mis-Segretarju Permanenti Ewlieni.

B. Dispożizzjonijiet Addizzjonali Applikabbli għall-Senior Medical Officer

Fil-każ ta' uffiċjal mahtur fil-grad ta' Senior Medical Officers, japplikaw id-dispożizzjonijiet li ġejjin flimkien mad-dmirijiet stabbiliti fil-Parti A , u, fejn ikun hemm xi inkonsistenza, dawn id-dispożizzjonijiet għandhom jiehdu post id-dmirijiet imsemmija:

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- i. Il-grad ta' Senior Medical Officer japplika għal tabib li jkun irreġistrat bħala speċjalista ma' awtorità regolatorja kompetenti f'pajjiż barra minn Malta, fi speċjalità inkluża fil-Hames Skeda tal-Att dwar il-professjonijiet tal-Kura tas-Saħħa (Kapitolu 464 tal-Liġijiet ta' Malta), u li jkun għadu ma kisibx ir-registrazzjoni bħala speċjalista mal-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti f'Malta. Ir-registrazzjoni bħala Speċjalista barra minn Malta, wahedha, ma tagħtix dritt lill-uffiċjal jipprattika jew jippreżenta ruħu bħala speċjalista f'Malta qabel ma ismu jiddaħħal fir-registru Malti rilevanti tal-ispeċjalisti.
- ii. Għall-perjodu kollu li matulu l-uffiċjal ma jkunx irreġistrat mal-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti, huwa għandu jwettaq id-dmirijiet kollha tiegħu taħt superviżjoni. L-uffiċjal ma għandux jipprattika b'mod indipendenti u ma għandux ikollu responsabbiltà klinika esklużiva jew aħħarija għall-kura ta' pazjent.
- iii. Il-Clinical Chairperson kompetenti għandu jahtar bil-miktub speċjalista superviżur nominat għal kull Senior Medical Officer. Ir-responsabbiltà klinika aħħarija għall-pazjenti taħt il-kura tal-uffiċjal għandha taqa' fuq l-ispeċjalista superviżur jew fuq l-ispeċjalista li jkun xogħol dak il-ħin.
- iv. Il-livell ta' superviżjoni applikabbli għal kull qasam tal-prattika tal-uffiċjal għandu jiġi speċifikat bil-miktub mal-ħatra tiegħu, irreġistrat fil-fajl personali tiegħu u rivedut f'intervalli li ma jaqbżux sitt xhur, jew kull meta jkun hemm bidla materjali fid-dmirijiet tiegħu.
- v. Senior Medical Officer, ma għandux, sakemm ma jkunx irreġistrat mal-Kumitat ta' Akkreditazzjoni tal-Ispeċjalisti u assimilat kif previst fil-paragrafu ix hawn taħt: (a) ikun irreġistrat bħala l-ispeċjalista responsabbli fuq kwalunkwe rota on-call ta' konsulent jew speċjalista; (b) imexxi klinika outpatient, lista ta' operazzjonijiet, lista proċedurali jew round tas-swali hlief taħt l-arrangamenti ta' superviżjoni applikabbli għall-uffiċjal; (c) joħroġ opinjoni, rapport jew ċertifikat mediku-legali definittiv ta' speċjalista hlief skont daww l-arrangamenti; jew (d) jaġixxi bħala s-superviżur edukattiv jew kliniku rikonoxxut ta' tabib li jkun qed jitharreg fejn dak ir-rwol ikun riżervat għal speċjalista rreġistrat.
- vi. Senior Medical Officer għandu jirreferi l-każ lill-ispeċjalista superviżur jew lill-ispeċjalista li jkun xogħol dak il-ħin, f'konformità mal-kriterji ta' eskalazzjoni stabbiliti għad-dipartiment, l-unità jew is-servizz rispettiv, u f'kull każ fejn is-sitwazzjoni klinika taqa' barra mill-ambitu miftiehem tal-prattika tiegħu taħt superviżjoni.
- vii. Senior Medical Officer għandu jikkoopera mar-registrazzjoni u ċ-ċertifikazzjoni tal-prattika mwettqa taħt superviżjoni, inkluż billi jipprovdi d-dokumentazzjoni li tista' tkun meħtieġa b'rabta mal-applikazzjoni tiegħu lill-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti.
- viii. Malli l-uffiċjal jikseb ir-registrazzjoni mal-Kumitat għall-Akkreditazzjoni tal-Ispeċjalisti u wara l-approvazzjoni mill-Kummissjoni dwar is-Servizz Pubbliku tal-promozzjoni tiegħu għall-grad ta' Locum Resident Specialist, id-dispożizzjonijiet ta' din il-Parti ma jibqgħux japplikaw u jidhlu fis-seħh id-dmirijiet applikabbli għal dak il-grad mid-data ta' dik l-approvazzjoni.