Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Ċerpersin għad-Dipartiment tal-Mediċina tal-Emerġenza

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

Dmirijiet u responsabbiltajiet

i. ikun responsabbli għall-ispeċjalisti kollha fil-qasam tal-Mediċina tal-Emerġenza fl-entitajiet kollha li jaqgħu taħt il-Ministeru, inklużi l-Isptar Mater Dei, l-Isptar Ġenerali ta' Għawdex, il-Vincent Moran Regional Hub, kif ukoll għall-ispeċjalisti li jipprovdu s-servizzi tagħhom fil-Kura Primarja;

ii. jiżviluppa pjan ta' servizz strateġiku minn ħames sa għaxar snin inkluż proposti ta' servizzi ġodda u r-riżultat ta' nefqa kapitali, iż-żieda kapitali tan-nefqa rikorrenti, kif ukoll il-bżonn tar-riżorsi umani u r-rekwiżiti tat-teknoloġija;

iii. jipproduċi rapport annwali tad-dipartiment b'emfasi tal-kisbiet u tal-isfidi li qed tiffaċċja l-professjoni billi jirrevedi l-prestazzjoni tas-sena preċedenti;

iv. iżomm rekord tal-għarfien, kompetenzi u esperjenzi tal-ħaddiema fil-livelli kollha;

v. jassigura li jkun hemm qbil fuq l-applikar tal-ftehim kollettiv kurrenti maqbul bejn l-gvern u l-Assoċjazzjoni Medika ta' Malta, fil-forma ta' 'job planning policy' għad dipartiment.

vi. jfassal pjan tax-xogħol għall-konsulenti u speċjalisti tad-Dipartiment b' konformita' mal-imsemmija 'policy', u jibgħat id-dokumenti mfassla għand id-direttur mediku għall-approvazzjoni u diskussjoni aħħarija, b' reviżjoni annwali jew bi-annwali tal-imsemmija pjanijiet tax-xogħol;

vii. jiżgura l-provvista ta' servizz sigur tal-mediċina tal-emerġenza mmexxi mill-konsulenti fuq bażi ta' 24 siegħa fid-dipartimenti tal-emerġenza tal-Isptar Mater Dei u tal-Isptar Ġenerali ta' Għawdex, inkluża kopertura adegwata minn speċjalisti fix-shifts kollha;

viii. jissorvelja t-triage, il-fluss tal-pazjenti u l-indikaturi tal-prestazzjoni tad-Dipartiment, inklużi l-ħinijiet ta' stennija u ta' permanenza fid-Dipartiment, u jaħdem mal-Amministrazzjoni tal-Isptar u mad-dipartimenti li jammettu l-pazjenti biex jitnaqqsu l-iffullar u l-imblukkar tal-aċċess għas-sodod;

ix. jikkontribwixxi għat-tħejjija għal inċidenti maġġuri u għal diżgrazzji b'ħafna vittmi, inkluż il-pjan tal-Isptar għal inċidenti maġġuri u l-eżerċizzji relatati, f'kollaborazzjoni mas-servizz tal-ambulanza, mad-Dipartiment tal-Protezzjoni Ċivili u ma' servizzi oħra tal-emerġenza, u jappoġġja l-governanza klinika tal-interfaċċja bejn il-kura ta' qabel l-isptar u l-kura tal-emerġenza fl-isptar;

x. jippromwovi u jissapportja taħriġ biex iżomm il-kompetenzi u t-titjib tal-ħiliet billi jippromwovi l-edukazzjoni medika kontinwa;

xi. jagħti sostenn lill-programm ta' speċjalizzazzjoni eżistenti fil-Mediċina tal-Emerġenza, flimkien ma' kumitat immexxi mill-'post-graduate training coordinator' fil-Mediċina tal-Emerġenza;

xii. jikkommissjona awditjar kontinwu mill-membri tad-Dipartiment fi prattiki tax-xogħol biex jtejjeb il-kwalità tal-kura u l-governanza, u jissorvelja l-iżvilupp ta' linji gwida u proċeduri;

xiii. jippromwovi riċerka, innovazzjoni u l-aħjar prattika u jassigura l-aqwa użu ta' riżorsi disponibbli;

xiv. iwassal lit-tim biex jipparteċipa b'mod attiv fl-akkwist u l-evalwazzjoni ta' prodotti ta' kwalità' tajba li jintużaw fid-Dipartiment u jkun kapaċi jipprovdi valutazzjoni ta' riskju fuq rapporti ta' inċidenti ta' apparat mediku;

xv. ikun mistenni li minn żmien għal żmien iwettaq taħriġ maniġerjali obbligatorju hekk kif iggwidat mill-Isptar;

xvi. jipparteċipa f'attivitajiet Ewropej kif ukoll attivitajiet li jagħtu viżibilità lil Malta f'networks internazzjonali. Dan jinkludi networks Ewropej u internazzjonali relatati mal-Mediċina tal-Emerġenza;

xvii. jwettaq kull xogħol ieħor li s-superjur immedjat tiegħu/tagħha jista' jiddelega lilu/lilha, kif ikun meħtieġ, kif ukoll kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job Title	Clinical Chairperson for the Department of Emergency Medicine

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

Duties and responsibilities

i. is responsible for all specialists in the field of Emergency Medicine in all entities falling under the Ministry, including Mater Dei Hospital, Gozo General Hospital and the Vincent Moran Regional Hub, as well as for specialists providing their services within Primary Care;

ii. develops a five-to-ten-year strategic development plan of service including proposed new services and resulting capital expenditure, increase in recurrent expenditure as well as necessary human resources and technology requirements;

iii. produces a yearly departmental report highlighting achievements and weaknesses by reviewing the performance of the previous year;

iv. keeps record of staff knowledge, competences and experience at all levels;

v. ensures that an updated job plan policy for the department is in place in line with the current Medical Association of Malta sectorial agreement

vi. finalises job plans in liaison with newly appointed resident specialists and consultants in line with the departmental job plan policy, following which such job plans are forwarded to the Medical Director for final vetting and approval; with annual or bi-annual reviews of the mentioned job plans;

vii. ensures the provision of a safe, consultant-led emergency medicine service on a 24-hour basis in the emergency departments of Mater Dei Hospital and Gozo General Hospital, including adequate specialist across all shifts;

viii. oversees triage, patient flow and departmental performance indicators, including waiting times and length of stay within the Department, and works with Hospital management and the admitting departments to reduce crowding and access block;

ix. contributes to major incident and mass casualty preparedness, including the Hospital major incident plan and related exercises, in liaison with the ambulance service, the Civil Protection Department and other emergency services, and supports the clinical governance of the interface between pre-hospital and in-hospital emergency care;

x. promotes and supports in-service training to maintain competences and enhancement of skills by supporting continuous medical education related activities

xi. supports the existing post-graduate training programme in Emergency Medicine, together with a committee led by the post-graduate training coordinator in Emergency Medicine;

xii. commissions audits by members of the Department into working practices to assess quality of care and governance and supervises the development of guidelines and procedures;

xiii. promotes research, innovation and best practice and ensures the best uses of resources available;

xiv. leads the team to actively participate in the procurement and evaluation of good quality products used in the Department and be able to provide risk assessment and feedback on medical device incident reports;

xv. be expected to undergo mandatory managerial training from time to time as guided by the hospital;

xvi. accepts responsibility and participates in activities arising from the membership or affiliation with EU and international networks of the Office of the Deputy Prime Minister and Ministry for Health and Mater Dei Hospital, including European and international networks relevant to Emergency Medicine;

xvii. undertakes any other tasks, as delegated by management and any other duties as directed by the Principal Permanent Secretary.

People Management Division

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