Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Deputat Ċerpersin Kliniku għad-Dipartiment tal-Ispeċjalitajiet Kirurġiċi

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

Dmirijiet u responsabbiltajiet

Id-Deputat Ċerpersin Kliniku tad-Dipartiment tal-Ispeċjalitajiet Kirurġiċi, flimkien maċ-Ċerpersin Kliniku, huwa responsabbli biex:

i. jissostitwixxi liċ-Ċerpersin Kliniku fil-perjodi ta' assenza tiegħu/tagħha, u jassumi r-responsabbiltajiet li jiġu delegati lilu/lilha miċ-Ċerpersin Kliniku, fir-rigward tal-ispeċjalisti kollha fl-ispeċjalitajiet kirurġiċi tad-Dipartiment, jiġifieri l-Otorinolaringoloġija (ENT), il-Kirurġija Pedjatrika, il-Kirurġija Plastika, il-Kirurġija Orali u Maxillofaċjali u l-Uroloġija, 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 l-ispeċjalisti li jipprovdu s-servizzi tagħhom fil-Kura Primarja;

ii. jiżviluppa u jaġġorna kontinwament il-pjan strateġiku tas-servizz minn ħames sa għaxar snin, inkluż proposti ta' servizzi ġodda, in-nefqa kapitali u rikorrenti li tirriżulta, kif ukoll il-bżonnijiet tar-riżorsi umani u r-rekwiżiti tat-teknoloġija;

iii. jawditja l-prattiki tax-xogħol dipartimentali biex jevalwa l-kwalità tal-kura fuq bażi regolari, u juża d-data miksuba biex jipproduċi rapport dipartimentali annwali li jenfasizza l-kisbiet u d-dgħufijiet billi jirrevedi l-prestazzjoni tas-sena preċedenti;

iv. iżomm rekords tal-għarfien, il-kompetenzi u l-esperjenza tal-istaff fil-livelli kollha;

v. jappoġġja liċ-Ċerpersin Kliniku biex tkun fis-seħħ 'job planning policy' aġġornata għad-Dipartiment b'konformità mal-ftehim settorjali kurrenti mal-Assoċjazzjoni Medika ta' Malta, kif ukoll fl-iffinalizzar u r-reviżjoni annwali jew bi-annwali tal-pjanijiet tax-xogħol tal-ispeċjalisti residenti u tal-konsulenti, li jintbagħtu lid-Direttur Mediku għall-verifika u l-approvazzjoni finali;

vi. jappoġġja liċ-Ċerpersin Kliniku fil-koordinazzjoni tas-servizzi tal-Otorinolaringoloġija (ENT), tal-Kirurġija Pedjatrika, tal-Kirurġija Plastika, tal-Kirurġija Orali u Maxillofaċjali u tal-Uroloġija, inkluża l-allokazzjoni ġusta u effiċjenti tas-sessjonijiet fit-teatri tal-operazzjonijiet, tas-sodod u tal-kapaċità tal-kliniċi tal-outpatients bejn l-ispeċjalitajiet, f'kollaborazzjoni mal-'lead clinicians' rispettivi;

vii. jissorvelja l-arranġamenti tal-'on-call' tal-ispeċjalisti għal kull waħda minn dawn l-ispeċjalitajiet, u jiżgura mogħdijiet ċari għar-riferimenti ta' emerġenza u għall-konsultazzjonijiet bejn l-ispeċjalitajiet;

viii. jappoġġja l-iżvilupp u ż-żamma ta' mogħdijiet multidixxiplinari għall-kundizzjonijiet li jaqsmu aktar minn speċjalità waħda, bħall-kanċer tar-ras u l-għonq, il-qasma tax-xoffa u tal-palat, it-trawma tal-wiċċ u tal-maxilla, il-ħruq, u l-kundizzjonijiet uroloġiċi u tal-ENT fit-tfal, f'kollaborazzjoni mad-dipartimenti l-oħra kkonċernati;

ix. jimmonitorja l-listi u l-ħinijiet ta' stennija għall-proċeduri kirurġiċi elettivi u għall-appuntamenti tal-outpatients f'kull speċjalità tad-Dipartiment, u jaħdem biex jitnaqqsu b'konformità mal-miri nazzjonali;

x. jikkoordina mal-istaff Allied, Tekniku u Infermieristiku dwar it-taħriġ, biex jippromwovi u jappoġġja t-taħriġ fis-servizz għaż-żamma tal-kompetenzi u t-titjib tal-ħiliet;

xi. jippromwovi l-edukazzjoni medika kontinwa, ir-riċerka, prattiki innovattivi u approċċi bbażati fuq l-evidenza;

xii. imexxi l-iżvilupp u l-aġġornament tal-linji gwida u tal-proċeduri operattivi;

xiii. jappoġġja b'mod attiv il-programmi ta' speċjalizzazzjoni eżistenti, u l-istabbiliment ta' programmi ġodda fejn dawn ma jeżistux, f'l-Otorinolaringoloġija (ENT), il-Kirurġija Pedjatrika, il-Kirurġija Plastika, il-Kirurġija Orali u Maxillofaċjali u l-Uroloġija, u l-Kumitati tal-Post-Graduate Training rispettivi, u jiżgura edukazzjoni ta' kwalità għolja għat-'trainees' fil-livelli kollha;

xiv. jipparteċipa b'mod attiv fl-akkwist u l-evalwazzjoni ta' prodotti ta' kwalità tajba użati fid-Dipartiment u jkun kapaċi jipprovdi valutazzjoni tar-riskju u feedback dwar rapporti ta' inċidenti ta' apparat mediku;

xv. jipparteċipa fit-taħriġ maniġerjali kontinwu kif iggwidat mill-amministrazzjoni tal-Isptar;

xvi. ikun soġġett għal valutazzjoni annwali;

xvii. jiżgura li l-istaff ikun konxju mill-ħtieġa li jirrapporta kwalunkwe inċident serju jew 'near miss', fejn applikabbli, u jieħu l-azzjoni ta' rimedju meħtieġa, billi jirrapporta lis-Senior Management u lir-Risk Manager skont il-ħtieġa;

xviii. jinkoraġġixxi u jappoġġja l-iżvilupp ta' 'no-blame safety culture';

xix. jipparteċipa f'laqgħat multidixxiplinari dwar il-'Mortality and Morbidity';

xx. jorganizza laqgħat regolari (mill-inqas darba kull tliet xhur) mal-konsulenti tad-Dipartiment;

xxi. jipparteċipa f'bordijiet tal-għażla, bordijiet dixxiplinari u bordijiet tal-akkwist, kif mitlub;

xxii. jirċievi, janalizza u jwieġeb fil-ħin l-ilmenti kollha (filwaqt li jikkopja lis-Senior Management meta l-ilmenti jitqiesu serji);

xxiii. jappoġġja liċ-Ċerpersin Kliniku fil-'vetting' tar-riferimenti kollha lid-Dipartiment;

xxiv. juża KPIs stabbiliti biex jiżviluppa 'data dashboards' li jirriflettu l-kwalità tal-kura fid-Dipartiment;

xxv. jittratta kwistjonijiet ta' kondotta personali, kondotta professjonali u kompetenza professjonali tal-istaff mediku fid-Dipartiment;

xxvi. jiżgura ambjent tax-xogħol pożittiv u b'saħħtu għall-membri kollha tad-Dipartiment, f'kull grad, billi japplika l-prinċipji kollha dettaljati fil-manwal aġġornat regolarment 'Employee Wellbeing: A Harassment and Bullying Free Workplace';

xxvii. jipparteċipa f'attivitajiet Ewropej kif ukoll attivitajiet li jagħtu viżibilità lil Malta f'networks internazzjonali. Dan jinkludi l-European Reference Networks relatati mal-ispeċjalitajiet tad-Dipartiment, b'mod partikolari ERN CRANIO (anomaliji kraniofaċjali u disturbi tal-ENT), ERNICA (anomaliji ereditarji u konġenitali) u eUROGEN (kundizzjonijiet uroġenitali);

xxviii. iwettaq kull xogħol ieħor li ċ-Ċerpersin Kliniku jew il-maniġment jistgħu jiddelegaw 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	Deputy Clinical Chairperson for the Department of Surgical Specialities

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

Duties and responsibilities

The Deputy Clinical Chairperson of the Department of Surgical Specialities, in liaison with the Clinical Chairperson, is responsible for:

i. deputising for the Clinical Chairperson during periods of absence, and assuming such responsibilities as may be delegated by the Clinical Chairperson, in respect of all specialists in the surgical specialities of the Department, namely Otorhinolaryngology (ENT), Paediatric Surgery, Plastic Surgery, Oral and Maxillofacial Surgery and Urology, in all entities falling under the Ministry, including Mater Dei Hospital, Gozo General Hospital and the Vincent Moran Regional Hub, as well as specialists providing their services within Primary Care;

ii. developing and continuously updating the five-to-ten-year strategic plan of service, including proposed new services, the resulting capital and recurrent expenditure, and the necessary human resources and technology requirements;

iii. auditing the departmental work practices to assess quality of care on a regular basis, and using the data obtained to produce a yearly departmental report highlighting achievements and weaknesses by reviewing the performance of the previous year;

iv. keeping records of staff knowledge, competences and experience at all levels;

v. supporting the Clinical Chairperson in ensuring that an updated job plan policy for the Department is in place in line with the current Medical Association of Malta sectorial agreement, and in finalising, and reviewing annually or bi-annually, the job plans of resident specialists and consultants, which are forwarded to the Medical Director for final vetting and approval;

vi. supporting the Clinical Chairperson in coordinating the services of Otorhinolaryngology (ENT), Paediatric Surgery, Plastic Surgery, Oral and Maxillofacial Surgery and Urology, including the equitable and efficient allocation of theatre sessions, beds and outpatient clinic capacity across the specialities, in liaison with the respective lead clinicians;

vii. overseeing specialist on-call arrangements for each of these specialities, and ensuring clear pathways for emergency referrals and inter-speciality consultations;

viii. supporting the development and maintenance of multidisciplinary pathways for conditions spanning more than one speciality, such as head and neck cancer, cleft lip and palate, facial and maxillofacial trauma, burns, and paediatric urological and ENT conditions, in liaison with the other departments concerned;

ix. monitoring waiting lists and waiting times for elective surgical procedures and outpatient appointments in each speciality of the Department, and working to reduce them in line with national targets;

x. co-ordinating with Allied, Technical and Nursing staff on training, to promote and support in-service training to maintain competences and enhancement of skills;

xi. promoting continuous medical education, research, innovative practices and evidence-based approaches;

xii. leading the development and updating of guidelines and operational procedures;

xiii. actively supporting the existing post-graduate training programmes, and the establishment of new programmes where none exist, in Otorhinolaryngology (ENT), Paediatric Surgery, Plastic Surgery, Oral and Maxillofacial Surgery and Urology, and the respective Post-Graduate Training Committees, ensuring high-quality education for trainees at all levels;

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

xv. participating in ongoing managerial training as guided by the hospital administration;

xvi. being subject to a yearly appraisal;

xvii. ensuring that staff are aware of the necessity of reporting any serious incident or near miss where applicable, and taking the necessary remedial action, reporting to Senior Management and the Risk Manager as needed;

xviii. encouraging and supporting the development of a no-blame safety culture;

xix. participating in multidisciplinary Mortality and Morbidity meetings;

xx. organising regular (at least quarterly) departmental consultant meetings;

xxi. participating in selection boards, disciplinary boards and procurement boards as requested;

xxii. receiving, analysing and answering in a timely manner all complaints (copying Senior Management when complaints are considered to be serious);

xxiii. supporting the Clinical Chairperson in the vetting of all referrals to the Department;

xxiv. using established KPIs to develop data dashboards that reflect the quality of care in the Department;

xxv. dealing with matters of personal conduct, professional conduct and professional competence of medical staff in the Department;

xxvi. ensuring a conducive and healthy work environment for all members of the Department, in each and every grade, by applying all the principles detailed in the regularly updated 'Employee Wellbeing: A Harassment and Bullying Free Workplace' manual;

xxvii. participating 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, such as the European Reference Networks relevant to the specialities of the Department, in particular ERN CRANIO (craniofacial anomalies and ENT disorders), ERNICA (inherited and congenital anomalies) and eUROGEN (urogenital conditions);

xxviii. undertaking any other tasks as delegated by the Clinical Chairperson or by management, and any other duties as directed by the Principal Permanent Secretary.