Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Resident Specialist (Ostetriċija u Ġinekoloġija)

OFFICE OF THE DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH

15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. ikun parti mit-tim fi ħdan id-Dipartiment tal- Ostetriċija u Ġinekoloġija u jirrispondi liċ-Chairperson Kliniku tad- Dipartiment;

ii. jipparteċipa fil-provediment ta' kuljum tal-kura Ostetriċija u Ġinekoloġija ta' rutina u ta' emerġenza kemm għall- outpatients kif ukoll għall-inpatients;

iii. iwettaq dmirijiet kliniċi, li jistgħu jinkludu dmirijiet ta' bil-lejl skont rosters stabbiliti fid-Dipartment tal-Ostetriċija u Ġinekoloġija skont il-ħtieġa;

iv. jaħdem mill-qrib ma' kollegi li jkunu xogħol immedjatament qablu jew warajh biex jassigura komunikazzjoni xierqa u kontinwita' tal-kura tal-pazjent u jkun meħtieġ jaħdem mill-qrib ma' impjegati ta' dipartimenti oħra biex jassigura li l-informazzjoni meħtieġa fuq il-kura tal-pazjent u l-investigazzjonijiet meħtieġa jkunu mifhuma sewwa;

v. jagħmilha flok il-konsulenti skont il-ħtieġa;

vi. jissorvelja staff mediku ieħor taħt ir-responsabbilta' tiegħu;

vii. iwettaq dmirijiet ta' residential on-call skont roster imfassal għall-ħtiġijiet tad-Dipartiment u jieħu deċiżjonijiet meħtieġa dwar l-immaniġġjar ta' pazjenti u jirreferi għall-Konsulent on-call għall-parir kif meħtieġ u meta jkun xieraq u jmexxi rondi on-call tas-swali meta jkun għassa u jattendi l-laqgħa ta' handover wara l-għassa;

viii. ikopri l-kollegi l-oħra f'emerġenza jew meta dawn ikunu bil-vaganza jew xi leave ieħor;

ix. jipparteċipa fi kwalunkwe programm ta' tagħlim jew taħriġ għall-undergraduates jew postgraduates, skont il-ħtieġa, u jinvolvi ruħu fi programmi kontinwi ta' riċerka u kwalunkwe attivitajiet oħra organizzati mid-Dipartiment;

x. jistabbilixxi mekkaniżmi xierqa biex jiżgura l-kwalita' tas-servizz u verifika medika;

xi. ikun obbligat jipparteċipa f'laqgħat u verifiki multidixxiplinarji, kif ukoll ikun suġġett għal skrutinju kull sena;

xii. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fl-Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa.

xiii. iwettaq kull xogħol ieħor li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xiv. iwettaq kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Resident Specialist (Obstetrics and Gynaecology)

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

Duties and responsibilities

i. forms part of the team within the Department of Obstetrics and Gynaecology and will be accountable to the Clinical Chairperson of the Department;

ii. participates in the day to day provision of routine and emergency obstetric and gynaelogical care both for outpatients as well as for inpatients;

iii. performs clinical duties, which may include night duties according to established rosters within the Department of Obstetrics and Gynaecology, as may be required;

iv. liaises with colleagues who are on duty immediately before or after himself/herself to ensure adequate communication and continuity of patient care and will be required to work closely with staff from other departments to ensure that necessary information on patient care and investigations required are fully understood;

v. deputises for Consultants as necessary;

vi. supervises other medical staff under his/her charge;

vii. performs residential on-call duties according to a roster tailored to the needs of the department and takes the necessary decisions concerning the management of patients and will refer to the Consultant on-call for advice as necessary and when appropriate and heads evening on-call ward round when on duty and attends post-duty morning handover meeting;

viii. provides cover for other colleagues in an emergency or when on vacation or other leave;

ix. participates in any teaching or training programme for undergraduates or postgradutes, as required, and involves himself/herself in on-going research programmes and any other activities organised by the Department;

x. establishes appropriate mechanisms to ensure quality of service and medical audit;

xi. be obliged to participate in multidisciplinary meetings as well as audits and be subject to appraisal every year;

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

xiii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. carries out any other duties as directed by the Principal Permanent Secretary.