

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjeg	Allied Assistant

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-hatra ta' Allied Assistant jinkludu li:

- i. jassisti lill-professjonisti tal-kura tas-saħħa fl-implimentazzjoni ta' programmi u jaħdem b'mod effettiv bhala parti ta' tim multidixxiplinarju;
- ii. jaqdi dmirijiet ta' rutina li jistgħu jinkludu li jirrispondi sejhiet bit-telefon; tieħu messagġi, reġistrazzjoni ta' kampjuni b'mod manwali jew komputerizzat, jirrekordja statistika, jikkoordina appuntamenti, jirreġistra dettalji ta' klijenti, photocopying, jagħmel qadjiet, jwettaq sorting tal-kampjuni u dmirijiet simili;
- iii. iżomm it-tagħmir u l-apparat fi stat ta' ndafa biex ikun dejjem disponibbli għall użu mill-istaff u l-pazjenti. Fejn meħtieġ, jwettaq diżinfettazzjoni jew dekontaminazzjoni u sterilizzazzjoni ta' tagħmir u areas kliniċi;
- iv. jagħmel użu mis-sistemi tat-Tekonoġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa;
- v. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- vi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti.

People Management Division

E: recruitment.health@gov.mt w: <https://deputyprimeminister.gov.mt>

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Job Title	Allied Assistant

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Duties and responsibilities

The duties of Allied Assistant include:

- i. assists health care professionals in implementing programmes and works effectively within a multidisciplinary team;
- ii. carries out routine duties such as answers telephone calls, takes messages, manual and/or computerised registration of samples, records statistics, books appointments, registers client details, photocopies, runs errands, sorts samples and similar duties;
- iii. maintains equipment and apparatus in a state of cleanliness in preparation for patient and staff use. Where necessary, disinfection or decontamination and sterilisation of equipment and clinical areas will be carried out;
- iv. makes use of the Information Technology systems which may be in operation within the Ministry for Health;
- v. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- vi. Any other duties as directed by the Principal Permanent Secretary.