

## **Ministry for Health - Finance and Administration Division**

### **Structure, Functions and Responsibilities**

#### *Structure*

The Finance and Administration Division encompasses the Financial Management and Control Unit, the Administration Department, the Central Procurement and Supplies Unit, the Pharmacy of Your Choice Unit, and the National Blood Transfusion Centre.

#### **Financial Management and Control Unit**

##### *Function*

The Financial Management and Control Unit is responsible for all the financial functions of the Ministry for Health in general through its team of financial controllers within its service and non-service provider entities.

##### *Responsibilities*

The Financial Management and Control Unit processes operational expenditure payments and consolidates analyses and reports data in line with Ministry for Finance and Treasury protocols. It also processes salaries of support non-service provider entities/cost centres and consolidates revenue reporting templates. Through its team of financial controllers embedded within the various MFH service provider entities it is responsible for all financial matters, budgetary control and internal control mechanisms across the Ministry.

#### *General Description of the Categories of Documents Held*

Departmental Accounting System,  
Travel Documentation,  
Payroll System,  
Treatment Abroad Documents

#### **Administration Department**

##### *Function*

The MFH Administration Department is very vast and embraces numerous sections including The Registry, The Engineering Department, Surveillance and Security, Head Office Reception, Head Office Inventory, Fleet Management. Other administrative duties include coordinating Green Initiatives across the Ministry and managing Freedom of Information and Data Protection issues related to the Finance and Administration General Directorate.

##### *Responsibilities*

The Administration Department is primarily a centralised unit within the Finance and Administration General Directorate which is responsible for MFH's administrative issues. Major areas and/or functions falling within the administrative remit are the estate management of St Luke's Hospital, Fleet Management, MFH engineering and technical units,

management of in-house Security Services, Green Initiatives, Registry and Head Office Building Maintenance and Inventory.

### ***General Description of the Categories of Documents Held***

Department of Health (DH) files:

- Departmental files
- Personal files of Employees
- Disciplinary files

### **Central Procurement and Supplies Unit**

#### ***Function***

To be proactive and efficiently manage the Procurement & Supply of materials, works and services across the Government Healthcare Services while maintaining the highest level of professional ethics and integrity.

#### ***Responsibilities***

The Organization manages the Procurement & Supply process in order to acquire quality materials, works and services at the lowest price; give timely and effective support to insure that the requirements of the Government Healthcare services to the community are met; provide potential suppliers with equal consideration of their products and services; instill public confidence that contracts are awarded in full transparent, equitable and economical manner.

### ***General Description of the Categories of Documents Held***

Finance Department

- Financial documents (that is supplier invoice and/or credit notes) relating to the purchase of stock of medicines, medical devices, prosthetics and orthotic materials and special items.
- Financial documents relating to the purchase of supplies and works received from CPSU.
- Financial documents and information relating to stock records.
- Original bank guarantees issued in favour of CPSU.
- Financial documents relating to payments made to suppliers.
- Financial records of CPSU and General Stores Sections staff salaries paid.
- Miscellaneous financial documents relating to revenue earned on behalf of Department of Contracts vis-à-vis tender fee submissions.
- Miscellaneous financial documents relating to objection fees received.
- Creditor statements.
- Other miscellaneous ad hoc reports.

#### ***Personnel Section***

- Vacation and Sick Leave Cards of Personnel
- Time in Lieu Record Sheets
- Attendance Sheets
- Sick Leave Certificates

- Long Vacation Leave Applications
- Time in Lieu Applications
- Copy of Monthly correspondence sent to Officer in charge ex-Kalaxlokk workers regarding Vacation, Time in Lieu and Sick Leave availed of during month,
- Copy of Attendance Sheets of Cleaners working with Private Company
- Copy of time sheet of Clerks working with Secretarial Services Ltd
- Copy of Correspondence sent to Salaries Section regarding Sick Leave availed of by Pharmacists, Pharmacy Technicians, Health Assistants and Nursing Aide.
- Copy of letter and attendance sheets sent to Salaries Section as regards Overtime worked by CPSU personnel.
- Copies of Administration Personnel's Performance Management Programme (PMP).

### ***Contracts Section***

- Copy of Evaluation Reports relating to supply of medicinal products;
- Copies of Contract Agreements and any addendums relating to supplies of medicinals and medical equipment and services provided;
- Monthly statistics relating to tenders/PFI/GGs published and awarded;
- Copies of Objection decisions by the Public Contracts Review board relating to tenders for medicinal products;
- Copies of financial approvals received from Ministry for Finance following call for quotations exceeding €6000.

### ***Procurement Section at CPSU, G'Mangia***

- All Dossiers related to procurement (request for tenders/quotations) – hard copies in files and soft copy on p-drive
- All quotations received after requests put through CPSU Web-site – hard copies only in files
- All relevant information is inserted in respective file, namely, Schedule of Samples, Authorisation Sheet (for amounts less than € 6000)
- Evaluation Reports for amounts exceeding € 6000, including technical evaluation sheets and Impartiality Declarations by all Committee members
- All purchasing history of every item purchased through CPSU (manual on cards)
- Schedules of Prices of every purchase on respective closing date and time is made available to bidders at CPSU Reception Area
- Records of all orders placed with bidder.

### ***IT section***

- an inventory of all PCs used within CPS including user names etc.
- requests for leasing of PC hardware thru' Information Management Unit
- correspondences (email format) with MITA or Sage suppliers re issues/changes required encountered by users
- publishing of all calls for quotations / tenders through the Electronic Public Procurement system
- issuance of the Out of Stock list on a weekly regular basis.

### ***Responsible Person's Office***

- Standard operating procedures for storage and distribution of Medicinal products

- CPSU medicinal products suppliers local and foreign wholesale distributors licenses
- CPSU medicinal products suppliers manufacturer licenses
- Medicinal products quality alerts and recalls
- Unlicensed medicinal products forms and excel list
- Certificated of analysis of Medicinal product
- Excel sheet of all medicinal product's batch numbers received at CPSU and accepted

### ***CPSU Stores***

#### Receiving Section:

- Goods Receiving Vouchers
- Suppliers Invoice

#### Shipping Section:

- VAT Return Bills
- Air Malta Cargo Bills
- Stevedore Bills
- Shipping documents relating to Return to Foreign Suppliers for
  1. Damaged goods
  2. Unacceptable goods

#### Documents relating to Good Storage Practice:

- Daily Cleaning
- Pest Control
- Temperature Control of Cold Room and Stores
- Hire of Skips records
- Equipment maintenance records
- Works and services records
- Hire of transport records

#### Documents related to Good Distribution Practice:

- Bin Cards
- Sage generated invoices with requisitions
- Daily issue reports
- Daily Released Items report
- Monthly Expired items reports
- Unlicensed Items lists
- Cytotoxic List

### **Pharmacy of Your Choice**

#### ***Function***

The Pharmacy of Your Choice [POYC] Unit is responsible for the POYC Scheme's Rollout overall implementation nationwide. The POYC Scheme was launched in July 2007 and its rollout was initiated in December 2007. Following a brief suspension, the rollout was resumed in July 2010.

## ***Responsibilities***

The intent behind the POYC Scheme is to continuously promote patient-centric services and to facilitate a more comfortable access to the Government's free pharmaceutical service. The Scheme benefits all those patients who fall under Government's policy or legislation regulating the entitlement for free pharmaceutical services and who are eligible for the Schedule V [Yellow Card]. Patients who are entitled for medicines in connection with diabetic conditions are also beneficiaries of the Scheme. The POYC Scheme operates by shifting the Government's free pharmaceutical service from the Health Centres to the patients' place of residence – to any pharmacy of the patients' own choice. The added value of the POYC Scheme is intended to eliminate the long waiting and queuing time spent at the Health Centres for this service and simultaneously gains its beneficiaries a prompt or and a more personalised pharmaceutical service in respect of information, advice and delivery.

The Client-Care Service Section within the POYC Unit plays a key role in the Unit's daily operations. In general, the enquiries concern a change in the choice of pharmacy, pharmaceutical stock availability, the administration of pharmaceuticals and other such related matters.

At the beginning of 2014 the POYC Unit absorbed the Medicines Approval Section aiming at improving the current 'one stop shop' patient service and adds value to all stakeholders through the simplification of the issuance of the present Schedule V card and the Patient Voucher Letter. The Drug Control Section was later also absorbed within the POYC Unit, wherein patients may renew their Drug Control Card / issued with a new card as the case may be.

In January 2015, the POYC Unit took up the responsibility for the management of the Coeliac Products Voucher Scheme, whereby the patients suffering from the celiac chronic condition will be receiving a Voucher Letter with 3 Vouchers to the total monetary value of either Euro 30/50 per month thus consolidating all Entitlement under one umbrella.

In an effort to continuously promote the Unit's client-centric approach culture, the POYC Unit launched its own website, which site dedicates a specific page to the answer to the most frequently asked questions [FAQs] on the overall operational process of the POYC Scheme and provide the relative contact numbers in case more information is required.

## ***General Description of the Categories of Documents Held***

- The Memorandum of Understanding signed between Government, GRTU and the Malta Chamber of Pharmacies on 28 July 2007
- The Annual Reports – Pharmacy of Your Choice Unit
- The Minutes of the Meetings POYC Unit's Management
- Client Support Service Log
- The Handbook on HR Procedure
- The POYC Policy document: Internal Communication Network Channels
- Financial documents related to pharmacies in the POYC Scheme
- Replies on Parliamentary Questions related to POYC

- Patients' related data
- Data on Government Stock housed within the POYC Unit Store's Area
- The Dispensing Guidelines Manual
- Documentation on Standard Operations Procedures and the Quality Manual
- Working documents relating to implementation of various initiatives
- Studies and reports related to the POYC Unit

## **National Blood Transfusion Centre**

### ***Function***

Donor recruitment, registration, pre-donation, screening, blood donation, blood testing, processing, storage transport and distribution of blood. Other activities include processes procurement, IT and any other related process.

List of Products and Services:

- Whole Blood (filtered)
- Red Cell Concentrate (Filtered)
- Red Cell concentrate (Filtered) (Apheresis)
- Platelet Concentrate (Filtered) (Apheresis)
- Platelet Concentrate (Filtered) (Pooled)
- Fresh Frozen Plasma (Filtered)
- Fresh Frozen Plasma
- Fresh Frozen Plasma (Apheresis)
- Irradiated Red Cells
- Irradiated Platelets

Other Services:

- Taking and analyzing blood samples
- Subcontracting specific laboratory analysis
- Donor and relative counselling

### ***Responsibilities***

The National Blood Transfusion Services is responsible for all the blood collected, tested, processed and distributed within the Maltese islands. There are two fixed Donation Centres, one in Malta near St. Luke's Hospital (adjacent to the Medical Stores) and one in Gozo General Hospital. There is also the Mobile Blood Donation Unit which visits places of work, villages, towns, parishes, etc., to facilitate blood collection. The Laboratories are situated at St. Luke's Hospital.

The National Blood Transfusion Services collects blood and specific blood products from voluntary non-remunerated donors. These products are processed, screened and tested and conforming products are released and distributed for clinical use. The National Blood Transfusion Services may also perform or subcontract tests on blood/products not to be used for clinical reasons. All blood collected must be with full, signed donor consent. Confidentiality must be observed at all times

National Blood Transfusion Services mission statement: "To strive for the provision of a safe and sustainable blood supply in the Maltese Islands in full compliance with EU Directive 2002/98/EC of the European Parliament and of the Council of 27th January 2003 setting

standards of Quality and safety for the collection, testing, processing, storage and distribution of human blood and blood components and amending directive 2001/83/EC.”

### ***General Description of the Categories of Documents Held***

- Dossiers related to procurement (request for tenders, request for quotations and request for information)
- Documents related to the implementation of projects and initiatives being undertaken by the department.
- Contracts related to the provision of services
- Invoices
- Documents related to human resources
- Vehicle trip log books
- Documents related to inventory control of stock items, non stock items and fixed assets
- Donor complaints and requests for information to personal data (as per Data Protection Act)
- Software literature documents
- Staff Training and competency records
- Quality Manual
- Equipment monitoring reports
- Batch Release Reports
- Competence Certification both sectional and personal
- Laboratory Test Results
- Cleaning Records
- Department Opening Records
- Look Back Records
- Blood Products Recall Records
- SOP Override Records
- Daily Sectional Checklist Records
- Documentation Records
- Equipment Manuals
- Purchasing Specifications Records
- Policy documents of the department.
- Standard Operating Procedures of all the tasks performed in the department
- Files of Donors (Mainly the questionnaires answered by the donor during medical test)
- Files containing Donor Blood Results
- Files of patients (Human Leukocyte Antigen Typing and Plasma Exchange patients)
- General Correspondence (emails, letters, notices pertaining to the department)
- Inventory Documents
- Staff Personal Files of the Department
- Equipment Log books (Repairs log, Maintenance Logs, Quality Control, Reports of Equipment)
- Equipment Training Manuals at the department.
- Daily Activities Records Log books (Nursing and Daily reports, Attendance Sheet, Vacation Leave, Room Opening Records etc)
- Donor/Patient Consent Forms, Information Forms and other Blood Donation Working Forms required for the Blood Donation.
- Audits records

*Addressing requests in terms of the Freedom of Information Act*

Members of the public requesting access to documents held by the Finance and Administration Department should contact the FOI Officer on 22992379 or the Alternate FOI Officer on 25952801 or via e-mail address [foi.permsec.mfh@gov.mt](mailto:foi.permsec.mfh@gov.mt).