

## **Department of Health – Primary Health Care Directorate**

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

The Primary Health Care Directorate consists of fifty four peripheral clinics and nine health centres distributed over Malta and Gozo. These clinics and health centres provide a free primary health service to all citizens with a great emphasis being placed on Disease Prevention.

Patients are mainly given a general practitioner's service from all the health centres and the district clinics which includes:-

- GP consultations
- Emergency treatment
- House calls
- Prescription clinics
- Diabetes clinics
- Blood Investigation Review clinic

A nursing service is provided through the Treatment room and Change of Dressing clinics in each health centre which is around the clock in the three main health centres. Nursing service is also provided during the opening times of the peripheral clinics.

The Primary Child Health and Adult Immunisation Unit provide a preventive and screening service for school children in schools and immunisation of newborns, children and adults. A School Medical Service is provided by a nurse and a general practitioner who visit state schools and church schools on a schedule. A Well Baby Clinic also caters for the care of newborns.

In most of the main health centres, a Gynaecology Clinic, run by a nurse and a gynaecologist deals with gynaecological problems and preventive screening of women and also gives advice.

Other specialised care includes:-

- Medical Consultant
- Optometry
- Glaucoma Screening
- Scoliosis Screening
- Podiatry
- Pharmacy
- Physiotherapy
- Speech Language Pathologist
- Radiology
- Anticoagulant Clinic
- Mental Health Clinic
- Chronic Disease Management Clinic
- Chronic Kidney Disease Protection Clinic

The directorate also provides a service to migrants through the Migrant Health Liaison Office which is run by a nurse with a special interest in this field.

An infection control nurse takes care of the Infection Control Unit and takes care of the clinical waste. He also deals with the health care needs assessment of the whole department.

An Occupational Health Unit screens workers and workers-to-be from occupational hazards and certifies fitness for various jobs.

A Practice Development Unit takes care of the continued education and development of all the medical and paramedical staff.

The Administration Unit, situated at 7 Harper Lane Floriana, is headed by the Chief Executive Officer Dr Renzo De Gabriele who is helped by a Clinical Chairman, two Principal General Practitioners, a Nursing Director, a Chief Nursing Manager, and three Senior Nursing Managers.

The Financial Controller takes care of the financial and accounts section, the procurement section and the salary section.

The human resources are taken care of by a Manager Employee Services.

In a nut shell, the Primary Health Directorate ensures that all citizens have access to a comprehensive primary health service, offering a seamless continuity of care on a personalised basis, helping the service users attain the best state of health with special emphasis on Health Promotion and Disease Prevention rather than cure and serving as the gate-keeper to secondary care.

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

Depending on the operational requirement of Primary Health Directorate, such information or documents may relate to:

- Human resources
- Administration
- Finance
- Logistics
- Infrastructure
- Patient health

Such information or documents held by Primary Health Directorate may appear in:-

- Primary Health Directorate Annual Reports
- Parliamentary Questions related to the Primary Health Directorate
- Press releases
- Statistical data
- Procurement documents (Tender dossiers, Invoices, Requests for Quotations)
- Employees' Personal files
- Performance Management Programme documents

- Human Resources documents
- Application forms
- Salaries Section documents
- Documents related to the implementation of projects and initiatives being undertaken
- Contracts related to the provision of services
- Vehicle trip log books
- Documents related to inventory
- Requests for information to personal data (as per Data Protection Act)
- Requests to DPO for research
- Staff Training
- Policy documents of the department.
- Files of patients (clinical notes)
- General Correspondence (emails, letters, notices pertaining to the department)
- Primary Health Directorate Circulars
- Documents related to customer care and complaints
- Documents related to CME reimbursement
- Correspondence
- Specifications, and Reports

Addressing requests in terms of the Freedom of Information Act

Members of the public requesting access to documents held by Primary Health Care should contact the FOI Officer on 22992381 or via e- mail address [foi.healthpolicy@gov.mt](mailto:foi.healthpolicy@gov.mt).