

Rehabilitation Hospital Karen Grech

Structure, Functions and Responsibilities

The Rehabilitation Hospital Karen Grech (RHKG) operates under the direction of a Hospital Management Committee and an operational management structure.

RHKG provides a comprehensive, seamless services to all patients and their carers. It has significant links with Mater Dei Hospital but also with community services and all the social services that are required for integration of patients following rehabilitation or geriatric care, be it at In-patient or Out-patient service level.

RHKG complements the acute beds located at Mater Dei Hospital and provides two In-patient services: (i) a comprehensive and integrated rehabilitation care, (ii) a holistic geriatric service. Both services provide care for a number of patients prior to discharge home or to long term care facilities, thus avoiding delayed discharges, bed blocking and most important of all, preventing inappropriate discharges. Both specialties also provide Out-patient services, according to needs, to patients referred either from the RHKG In-patient service itself as well as directly from other entities such as MDH, as well as from the community.

Scope of Service

The Rehabilitation Hospital is designed to be a discreet and totally focused post acute rehabilitation as well as a geriatric service. RHKG has:-

- Dedicated rehabilitation and geriatric beds and access to all necessary facilities to enable focused care for patients requiring rehabilitation and geriatric care;
- A discharge support function with facilities for social workers and primary care to enable effective discharge for patients;
- Facilities for home care teams to bridge hospital and community domiciliary services;
- Operational policies that enable true interdisciplinary teamwork where comprehensive rehabilitation is the main focus of service provision and delivery.

General Description of the Categories of Documents Held

The Hospital holds documents falling under the following categories:-

- Policy documents and related working documents on themes that fall within the services offered at the Hospital
- Studies and reports related to the Hospital
- Briefing Notes and speaking notes for use by Government Officials, Board Members
- Agreements / Contracts with service Providers
- Documents related to the implementation of Ministry's initiatives
- Manuals of procedures, Applications and other documentation related to the management of Hospital Services
- Reports and documentation related to the implementation of projects funded through Government subvention.
- Documents related to customer care queries

- Dossiers related to procurement (Request for Tender, Requests for Quotations and Request for Information)
- Personal files of employees, including applications
- Working documents (policy documents)
- Training Manuals
- Explanatory Memoranda, Briefing Notes for the Minister, Permanent Secretary and other Health Division representatives.
- Hospital management Committee Documents
- Documents related to the workings of the Hospital and HMC and Tribunals set up under the aegis of the General Manager
- Documents related to the provision of Legal Aid
- Freedom of Information Manuals;
- Patient Medical Histories, including Social Workers Reports

Addressing requests in terms of the Freedom of Information Act

Members of the public requesting access to documents held by Rehabilitation Hospital Karen Grech should contact the FOI Officer on 22992381 or via e- mail address foi.healthpolicy@gov.mt.