

# **Gozo General Hospital**

## **Structure, Functions and Responsibilities**

Gozo General Hospital is the only hospital on the island of Gozo, providing acute and complex services, emergency services, inpatient and outpatient services and community outreach services. The hospital plays a critical role in minimizing impacts in emergencies through preparedness, response, safety, and security. It also provides standby capacity to accommodate any type of public health crisis like a disease outbreak or incident with mass casualties. In addition, Gozo General Hospital provide facilities and related services for psychiatric and long-term care. The Hospital is in a strategic alliance with Barts and The London School of Medicine and Dentistry (Malta) and offer the necessary clinical and support facilities for medical students during their clinical placements.

Our vision is to build and evolve a sustainable and integrated healthcare system which delivers comprehensive, high quality, and patient centred health services to the community which we serve.

Gozo General Hospital has a total of 322 beds, of which 121 are in acute care settings, 161 beds in long-term care and 40 beds in ambulatory care. The hospital employs a total of 1023 employees, comprising clinical and non-clinical staff together with other support staff. Visiting consultants from other hospitals visit Gozo General Hospital and hold various specialised clinics mostly on outpatient basis. The hospital caters for the following main clinical services: Emergency Medicine and Pre-hospital care, Medicine, Surgery, Anaesthesia and Intensive Care, Orthopaedics, Obstetrics and Gynaecology, Paediatrics, Dentistry, Long-term Care, Psychiatry, Social Care, Renal Dialysis, Allied Health Services, Outreach Services (including Post Natal, Urology and Orthopaedic home visits), and Chemotherapy Infusion administration.

Gozo General Hospital is connected with Mater Dei Hospital on the mainland by means of 24/7 air and land ambulance/s services for emergency and specialized care.

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

Our hospital documents are legal documents as they contain the information necessary for the correct and optimal care of patients and clients. Clinical documents relate to patient's information capturing all the clinical activity. Non-clinical documents include those documents which are of an administrative or social nature that allow for good management, coordination, and organisation of the resources, as well as correct functioning of different departments.

- **Purpose of Gozo General Hospital Documents and Information**

Gozo General Hospital addresses the needs of our patients/clients, both present and future ones. Documents and information held at Gozo General Hospital are there to serve this care-giving mission. Information in an acute general hospital, like Gozo General Hospital will be about the:

- Wellness;
- Illness;
- Disease;
- Treatment; and
- Healing.

For Gozo General Hospital to operate, the need may arise to gather and use other types of information. This hospital holds information in two formats (i) on paper and (ii) in a computerised information system. Much of this data falls under the categories of personal data and sensitive personal data, protected in the interests of patients by the Data Protection Act.

- **Gozo General Hospital originates, receives, and uses Documents and Information**

Our information may be of internal or external origin, e.g. received from other Hospitals, Clinics and/or Universities, and may be addressed to such organizations, or be for internal use. Information may originate from individuals or organizations, public or private; these may be Maltese or foreign, and be located in Malta, in other EU Member States, or far off places/countries.

Documents and information may originate from, or have been addressed to, the various clinical, scientific, engineering, and administrative functions and roles within Gozo General Hospital, as per the organizational chart, and the roles and functions shown.

Such information / documents held by Gozo General Hospital may be about wellness, lifestyles, disease, employment and/or business activities, treatment, and medication, and may appear in the following:

- Clinical notes
- Forms
- Records
- Files
- Manuals
- Studies
- Plans
- Correspondence
- Circulars
- Specifications
- Reports

Depending on the operational requirement of the hospital. Such information/documents may relate to:

- Imaging and laboratory tests
- Administration
- Human resources
- Finance
- Information technology
- Logistics
- Engineering
- Infrastructure, and
- Biomedical sciences.

The guiding principle in collecting, using, and sharing such documents and information shall be our healthcare giving mission, the rights of patients, and observance of the Law, including the Freedom of Information Act, legislation providing for professional secrecy and the Data Protection Act.

### **Contact Details of the FOI Office of the Entitlement Unit**

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