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MINISTRY for HEALTH  
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

14<sup>th</sup> May 2019  
Ref: MFH 669/19

### **Employment of Staff Nurses on Indefinite Basis within the Malta Public Service**

The Government of Malta is seeking to employ Staff Nurses to work within the Malta Public Service in order to tackle the current shortages. Selected candidates will be engaged on an indefinite basis. Eligible candidates will be assessed by a Selection Board to determine their suitability for the post.

The following are the eligibility requirements and basic employment conditions:-

#### **1.0 Eligibility Requirements**

To be eligible, nurses need to be:

- 1.1 **EU Nationals:** Nurses have to be EU Nationals willing to work in Malta
- 1.2 **Registered in their Native Country:** In possession of a Certificate of Registration with the Nursing and Midwifery Board as 1<sup>st</sup> Level Nurse (according to the EU Directive 36/2005) in the respective country within the European Union (at least NVQ Level 5).  
Selected candidates will be required to register with the Council of Nurses and Midwives (Malta) before taking up duties in Malta.
- 1.3 **Of good conduct:** Nurses should provide a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.
- 1.4 **Proficient in the English Language:** either by providing
  - i. proof that the primary nursing qualification was undertaken in the English Language; **or**
  - ii. a valid certificate of IELTS (International English Language Testing System) of average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (Overall Band Score 6) **e.g.** GCSE/ Cambridge: Grade C, **or** TOEFL (IBT): 60-80 **or** CEFR: B2 will also be accepted **or**
  - iii. documentations showing at least six (6) months' full time equivalent certified work experience as a registered Nurse in a country where English is the Primary / National and/or official language.

Selected candidates must provide evidence of basic proficiency in the Maltese Language before confirmation of appointment, which is within one (1) year of engagement in case of Nurses appointed with a Degree and six (6) months in case of Nurses appointed with a Diploma by being successful in the examination in *Basic Medical Maltese for the Healthcare Profession Part 1* of the University of Malta. The course officially leading to this examination is the *Course in Basic Medical Maltese for the Healthcare Profession Part 1* run by the Department of Maltese of the University of Malta. Nurses engaged with a Diploma who would have not obtained this certification within the probationary period of six (6) months, will be given a onetime extension of six (6) months to successfully obtain this certification, prior to confirmation of their appointment. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Development (CPD) Scheme.

Selected candidates will need to undergo a Medical test in Malta to confirm their fitness for work as a nurse prior employment.

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## 2.0 Employment Conditions

- 2.1 Indefinite employment. This employment is subject to a probationary period of six (6) months for those in possession of a Diploma and twelve (12) months for those in possession of a Degree.
- 2.2 Years of service (full time equivalence) as a registered Nurse conducted in a public service health care entity in any EU country as a public service officer shall be taken into consideration for salary and progression purposes.
- 2.3 Job description of a Staff Nurse is included in Appendix 1.

## 3.0 Basic Working Condition

### 3.1 Basic Salary:

The following is the basic salary without allowances and bonus as per 2.2, and without any National Insurance and Tax deductions.

**3.1.1** The salary for the post of Staff Nurse with Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) is Salary Scale 12, which in the year 2019 is equivalent to, €17,576 per annum, rising by annual increments of €354 up to a maximum of €19,700. A Staff Nurse (with Diploma) will progress from Salary Scale 12 to Salary Scale 10, (which in the year 2019 is €19,958 x €407.67 - €22,404 per annum) on completion of three (3) years service in the grade, subject to satisfactory performance. A Staff Nurse (with Diploma) shall progress from Salary Scale 10 to Salary Scale 9 (which in the year 2019 is €21,252 x €447.33 - €23,936 per annum), subject to the attainment of the relevant warrant to practice **AND** upon completion of five (5) years whole time equivalence of satisfactory service in the grade.

Staff Nurses with Diploma who obtain a BSc. Nursing Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003), or its equivalent as determined by Management, during the course of their employment, are immediately placed in Scale 10 and then progressed to Scale 9 after two (2) years with Degree or five (5) year service in the class and attainment of warrant, whichever comes first. After 5 years in Scale 9, s/he shall then be eligible to be promoted to Senior Staff Nurse (Scale 8) upon successful completion of the competency framework. The person shall progress to Salary Scale 7 (Maximum of €27,340) after 5 years as Senior Staff Nurse.

**3.1.2** The salary for the post of Staff Nurse in possession of a BSc (Nursing) degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) or its equivalent as determined by the Department of Health, following consultation with the Council of Nurses and Midwives (Malta), is in Salary Scale 10, which in the year 2019 is €19,958 per annum rising by annual increments of €407.67 up to a maximum of €22,404 per annum. A Staff Nurse (with Degree) will progress from Salary Scale 10 to Salary Scale 9 (which in the year 2019 is €21,252 x €447.33 - €23,936 per annum) on completion of two (2) years service as Staff Nurse (with Degree) in Salary Scale 10 subject to satisfactory performance. After 5 years in Scale 9, s/he shall then promoted to Senior Staff Nurse (Scale 8) upon successful completion of the competency framework. The person shall progress to Salary Scale 7 (Maximum of €27,340) after 5 years as Senior Staff Nurse.

**3.1.3** A Staff Nurse who in addition to requirements stated in paragraph 3.1.1 or paragraph 3.1.2, is in possession of an appropriate postgraduate Masters' Degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2008) or PhD at MQF Level 8 shall be immediately placed in Salary Scale 8 (which in the year 2019 is €22,645 x €486.83 - €25,566 per annum) as Staff Nurse and then promoted to Senior Staff Nurse upon successful completion of the competency framework and 2 years in Service. After 3 years as Senior Staff Nurse, s/he will progress to Scale 7 (Maximum of €27,340).

### 3.2 Allowances

The following are the allowances and bonuses which a Staff Nurse shall be entitled to. These allowances and bonuses are taxable under Maltese legislation.

- 3.2.1 Sundays & 46 Hour Week:** If working with a roster including Sundays and 46.66 hours per week, a special allowance will be granted. This allowance is generally paid on a basis of one third of the basic salary pay (approximately €5,858 per annum for Diploma holders and €6,652 per annum for Degree holders);
- 3.2.2 Nursing Premium:** All Nurses are entitled for Nursing Premium of €4617 annually increasing by €300 annually for the next two years;
- 3.2.3 Public Holidays:** The hours worked on a Public Holiday will be paid Triple the basic rate. (Approximately €1300 if working on a Day Day Night Rest Off roster);
- 3.2.4 Bonuses:** A total of €512 per annum as work income bonus;
- 3.2.5 CPD Allowance:** Nurses are entitled for Continuous Professional Allowance (CPD) of €700 a year; (non-taxable). Persons reading for a Masters' Degree will receive a further €300 per annum for the duration of the studies;
- 3.2.6 Qualification Allowance:** Eligibility for the payment of a Qualification allowance is applicable only for the highest qualification that is over and above the eligibility requisites of the post. Nurses shall benefit from an annual allowance of €800 if in possession of a relevant Masters' Degree or an allowance of €500 if in possession of relevant degree.

### 4.0 National Insurance Contribution

Nurses would need to pay 1/10 of the basic pay (as per 3 above) as National Insurance. The National Insurance contribution will entitle nurses to Sick leave benefits etc. Nurses can opt to pay National Insurance in their country of origin.

### 5.0 PAYE

Engaged nurses are obliged to pay taxes through the PAYE system (Pay as You Earn – PAYE) as established by government which may be revised annually. More information how tax is calculated is available through the following website: <https://cfr.gov.mt/en/inlandrevenue/personaltax/Pages/Tax-Rates-2019.aspx>

### 6.0 Net Pay

**6.1** The approximate Net Pay for a **nurse with Diploma** is as follows:

- Gross Pay €30,000 (inclusive of basic salary plus all allowances, average public holidays, bonuses etc) and excluding €700 CPD;
- Less €1756 National Insurance;
- Less €4775 tax p.a. (based on a Single Status computation);
- Total: **€23,469** per annum paid in 13 payments plus refund of €700 CPD.

**6.2** The approximate Net Pay for a **nurse with a Degree** is as follows:

- Gross Pay €33,000 (inclusive of basic salary plus all allowances, average public holidays, bonuses etc) and excluding €700 CPD;
- Less €1995 National Insurance;
- Less €5525 tax p.a. (based on a Single Status computation);
- Total: **€25,480** per annum paid in 13 payments plus refund of €700 CPD.

**6.3** The approximate Net Pay for a **nurse with a Masters' Degree** is as follows:

- Gross Pay €36672 (inclusive of basic salary plus all allowances, average public holidays, bonuses etc) and excluding €700 CPD;
- Less €2264 National Insurance;
- Less €6443 tax p.a. (based on a Single Status computation);
- Total: **€27,965** per annum paid in 13 payments plus refund of €700 CPD.

## **7.0 Vacation Leave**

A nurse is entitled to a total of 208 hours if working on a 40 hours week roster and 240 hours if working on a 46.66 hour week roster.

## **8.0 Sick Leave**

A nurse is entitled to 30 days full pay per year subject to presentation of a medical certificate.

## **9.0 Roster**

The working roster is generally based on Day, Day, Night, Rest, Off (DDNRO) or DNRO or Monday to Friday or Monday to Saturday according to the exigencies of the service.

## **10.0 Overtime**

There may be an opportunity to work overtime (although not guaranteed) and paid at the rate of 1:1.5

## **11.0 Deployment**

Although experience in particular areas would be considered, deployment is dependent on the exigencies and priorities to fill crucial vacancies. Currently in fact the most critical vacancies are in the Acute Public General Hospital – Mater Dei Hospital, Mount Carmel Hospital and St. Vincent de Paule Residence (Geriatric).

## **12.0 Meals**

Nurses deployed in hospitals and St. Vincent de Paul Residence will be entitled to free breakfast, lunch and afternoon tea when working a Day duty.

## **13.0 Recruitment process**

Nurses who satisfy ALL the eligibility criteria stated in Paragraph 1, are invited to apply by forwarding scanned copies of their Curriculum Vitae in Europass format, a copy of the Identification Card or Passport and copies of certificates/documents confirming the eligibility requirements officially translated in English through email: [nsd@gov.mt](mailto:nsd@gov.mt) by noon 14<sup>th</sup> June 2019 (Central European Time). Late applications will not be considered.

Interviews will be carried out either through SKYPE or through face to face interviews in Athens. Date, time and venue will be communicated at a later stage. If found suitable, appointment as an employee within the Public Service in Malta will be issued and employment will be confirmed as soon as possible.

Appendix 1 – Job Description

<b>GRADE</b>	<b>STAFF NURSE</b>
<b>SCALE</b>	<p>Nurses with a degree in nursing (MQF Level 6) are employed with Salary scale 10 and after 2 years of satisfactory performance proceed to Scale 9.</p> <p>Nurses with a diploma in nursing (MQF Level 5) are employed in Salary scale 12 and then after 3 years of satisfactory performance proceed to scale 10. After 2 years of satisfactory performance in Salary Scale 10 and attainment of warrant, nurses proceed to scale 9.</p> <p>Details as per Sectoral Agreement and Memorandum of Understanding signed between Government and MUMN on the 22nd November 2018.</p>
<b>ACCOUNTABILITY</b>	To the Senior staff nurse or Charge Nurse.
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• Certificate of registration as First level nurse.</li> <li>• Diploma in Nursing equivalent to MQF Level 5 or Enrolled Nurse to Staff Nurse Conversion course or Degree in Nursing equivalent to MQF Level 6 or Masters’ Degree in Nursing equivalent to MQF level 7.</li> </ul> <p>Details as per Sectoral Agreement and Memorandum of Understanding signed between Government and MUMN on the 22nd November 2018.</p>
<b>OBJECTIVE OF THE POST</b>	Ensure the delivery of a high standard of nursing practice to one or more clients within the individual’s sphere of responsibility and competence in accordance with the Scope of Professional Nursing Practice.

**MAIN  
RESPONSIBILITIES**

- Participate in co-ordinating the activities for a group of clients including the participation of members of the multidisciplinary team;
- Maintain effective communication with senior and junior staff and with all members of the multidisciplinary team;
- Effectively use the resources available to deliver high standard of nursing care;
- Participate in maintaining a clean, safe and comfortable environment which is conducive to the restoration of health and well being;
- Assess, plan, implement and evaluate the care of one or more clients (according to need) prioritising care and accurately completing documentation in accordance with local policy;
- Carry out medical instructions as ordered or make known any objections to doing so and for what reason;
- Work in a collaborative and co-operative manner with other members of the multidisciplinary team;
- Maintain effective communications with clients and relatives ensuring that they are kept well informed, offering advice and counselling where appropriate according to own level of competence;
- Demonstrate proficiency in the techniques and methods of care relevant to the area of responsibility;
- Maintain and improve personal and professional knowledge and competence as appropriate;
- Seek advice and help (when required) from senior nursing staff (medical/paramedical staff where appropriate) to ensure clients receive a high standard of care including advice and counselling;
- Following consultation with relevant persons, initiate and/or participate in nursing research projects and assist with the integration relevant research findings into clinical practice;
- Participate in the implementation of quality initiatives including standard setting, evaluation of nursing practice and clinical audit;
- Ensure self and junior staff act in accordance with the code of professional conduct;
- Adhere to national and local policies with respect to health and safety;
- Be aware of the major incident policy as it affects the individual and the ward/department;
- Act as mentor to newly appointed staff and students as appropriate to own level of expertise and help students to meet their learning objectives as appropriate;
- Participate in student assessments appropriate to own level of expertise and after consultation with senior members of nursing staff and the institute of health care;
- Assist in the coordination of personnel and services involved in the delivery of care to a group of clients according to level of competence/experience.
- Provide information to the Charge Nurse and other members of staff to ensure the efficient and effective use of personnel and resources.

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|  | <ul style="list-style-type: none"><li>• Participate in the implementation and evaluation of quality initiatives.</li><li>• Contribute towards maintaining a safe, therapeutic and learning environment.</li><li>• Teach and supervise junior staff and students according to own level of competence/experience.</li><li>• Participate in health promotion and health education activities.</li></ul> |
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***Confidentiality: The post-holder is required to respect the confidentiality of matters relating to the clients.***