

# **SAMOC Hospital**

## **Structure, Functions and Responsibilities**

Sir Anthony Mamo Oncology Centre is a specialised Hospital for Oncology and Haemato-Oncology. The Hospital offers both inpatient and outpatient services. The following is a list of wards found in SAMOC: Adult Oncology Ward 1, Adult Oncology Ward 2, Haematology Ward, Paediatric/Adolescent, Palliative Care and Radioisotope Unit. There is also a Day Care Department, an Outpatients, and a Radiotherapy department.

SAMOC also has a Clinical Support Services Department, in which the following services are offered:

- Occupational Therapy;
- Physiotherapy;
- Psychological Services;
- Social Work Services;
- Dietician Service; and
- Speech and Language Therapy.

Other Clinical services found at SAMOC are Phlebotomy and Pharmacy.

Our vision is that SAMOC will be an oncology centre of excellence providing innovative and high-quality care to patients and their careers in a holistic and individualised manner. Our team of healthcare professionals is committed to deliver evidence-based care through a collaborative, highly skilled, multidisciplinary team with the aim to provide compassionate care with integrity, accountability, and sustainability. SAMOC has a total of 90 beds and employs a total of 276 public officers. Sir Anthony Mamo Oncology Centre is a specialised hospital for Oncology and Haemato-Oncology. The recurrent expenditure of the hospital is in the region of €24.5 million per annum and the capital expenditure is that of €0.5 million per annum.

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

### **Purpose of Sir Anthony Mamo Oncology Centre Documents and Information**

Sir Anthony Mamo Oncology Centre addresses the needs of our patients, both present and future ones. Documents and information held at SAMOC are there to serve this care-giving mission. Information in an acute general teaching hospital like this one will be about the:

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

For the hospital to operate, the need may arise to gather and use other types of information. SAMOC holds information on paper and in computerised information systems. 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.

### **Sir Anthony Mamo Oncology Centre 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 States, or further afield.

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

Such information / documents held by Sir Anthony Mamo Oncology Centre may be about wellness, lifestyles, disease, employment and/or business activities, treatment and medication, and may appear in:

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

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

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

The guiding principle in collecting, using, and sharing such documents and information shall be our health-care 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 Sir Anthony Mamo Oncology Centre**

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