

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HEALTH, MALTA
AND
ROTES KREUZ KRANKENHAUS KASSEL
ON COOPERATION IN THE FIELD
OF
POSTGRADUATE TRAINING
IN
VARIOUS MEDICAL SPECIALTIES

“Educational Supervisor” in this document is equivalent to the German Consultant, authorised to give specialised training, who is also the tutor of the Trainee Doctor.

The Department of Health, Malta, and the Rotes Kreuz Krankenhaus in Kassel

having decided to develop a collaborative initiative in postgraduate specialist training for Maltese trainees, and

conscious that such collaboration will contribute to the improvement of their specialist training and thus the future improvement of medical care for the Maltese population,

have agreed upon the following:

ARTICLE 1

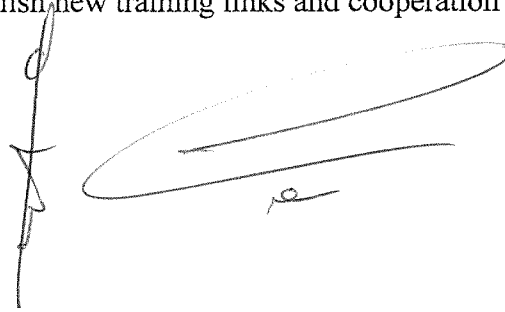
Scope

1.1 The Parties shall collaborate to enable Maltese Specialist Trainees gain additional specialised education and experience within the Rotes Kreuz Krankenhaus specialist training programme.

ARTICLE 2

Mutual Obligations of the Parties

2.1 The Parties shall seek to establish new training links and cooperation in the following areas:

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- a. Provision of specialist training for Maltese Specialist Trainees registered in the training programme of the Rotes Kreuz Krankenhaus, which shall correspond to the training received by the other Specialist Trainees in Kassel;
- b. The mentoring and appraisal of Maltese Specialist Trainees to be undertaken jointly by both Parties;
- c. Research collaboration;
- d. Any other medical and/or paramedical training and further training that will be deemed necessary by the parties.

2.2 An annual meeting between respective representatives will be held in Malta or through video conferencing. The Joint Meeting shall include at least two senior representatives from each country's training programme. Extraordinary meetings may be convened by mutual consent to discuss important issues.

ARTICLE 3

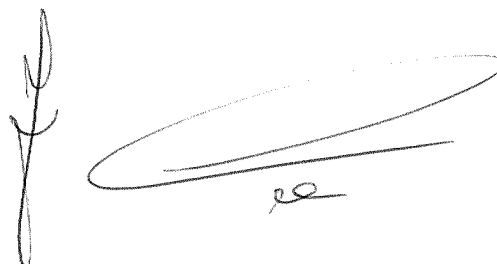
Obligations of the Trust

3.1 Rotes Kreuz Krankenhaus Kassel, shall facilitate the training of Maltese Specialist Trainees and provide unique opportunities for joint specialist training development. Rotes Kreuz Krankenhaus Kassel, shall accept trainees for a period of up to two years on a case by case basis.

3.2 Rotes Kreuz Krankenhaus Kassel, will reserve the right to reject a Specialist Trainee if it is felt that he/she is not at the appropriate level of experience. This will be done in discussion with the respective Training Coordinator in Malta and the Clinical Director of the specialty at the Rotes Kreuz Krankenhaus Kassel.

3.3 The full delivery of this programme will depend upon satisfactory completion of training for each Specialist Trainee and appropriate funding support from both Parties.

3.4 All Specialist Trainees will be subject to the same quality standards as German trainees, set out by the German authorities and Rotes Kreuz Krankenhaus Kassel.

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3.5 It is expected that the Specialist Trainees will attend a routine induction programme organised by the Rotes Kreuz Krankenhaus Kassel, to acclimatise them to German medical practice. Maltese trainees will in addition undertake the same hospital and specialty induction programmes as followed by German trainees entering the employment of Rotes Kreuz Krankenhaus in Kassel.

3.6 The Maltese Specialist Trainees will rotate according to a programme that is agreed by both parties, taking into consideration the requirements of the Maltese training programme in that particular specialty and the Trainee's preference.

3.7 If specific training outcomes are required for an individual, they will need to be discussed and agreed by both parties prior to acceptance of the secondment.

ARTICLE 4

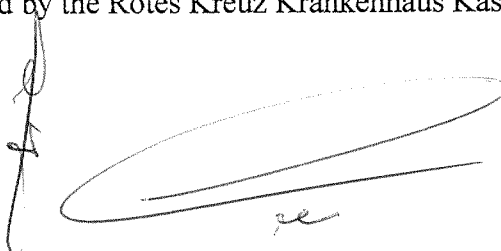
Obligations of the Department of Health, Malta

4.1 The Malta Postgraduate Medical Training Centre at Mater Dei Hospital in conjunction with the Department of Health and their counterparts from the Rotes Kreuz Krankenhaus Kassel, will liaise regularly to ensure satisfactory progress on the basis of this Memorandum of Understanding. A telephone/video conference shall be arranged at three to six-monthly intervals to further ensure satisfactory progress both of the programme and of individual trainees.

4.2 The Malta Postgraduate Medical Training Centre in Mater Dei Hospital in conjunction with the Department of Health in Malta and their counterparts from the Rotes Kreuz Krankenhaus Kassel, shall set up a Mixed Committee, to be called the "Malta – Rotes Kreuz Krankenhaus Kassel Mixed Committee for Specialist Training" which shall be responsible for overseeing and coordinating this Memorandum of Understanding.

The Committee shall be composed of five (5) Members, appointed as follows:

- (i) a Chairperson mutually agreed by the two parties;
- (ii) two (2) members appointed by the Department of Health (one of them being a member of the Malta Postgraduate Training Centre);
- (iii) two (2) members appointed by the Rotes Kreuz Krankenhaus Kassel.



Educational Supervisors in Rotes Kreuz Krankenhaus Kassel, and Training Coordinators from the relevant specialty will be invited to join these meetings to discuss the individual progress of Maltese trainees in Kassel.

The Committee shall meet through video-conferencing in Kassel or Malta, at least once a year. The Committee shall regulate its own procedures and it may also choose to invite experts to its meetings as may be required. Extraordinary meetings may be convened by mutual consent to discuss important issues and assess the progress of the Maltese trainees in Kassel.

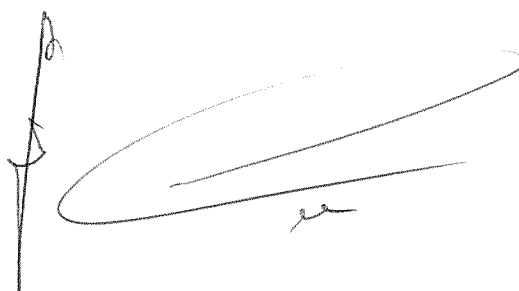
ARTICLE 5

Selection Process and Obligations of the Trainees

5.1 Medical trainees taking part in the training programme will be selected through an internal call for applications issued by the Department of Health, Malta, after discussion with the Clinical Directors/Chairpersons at Rotes Kreuz Krankenhaus Kassel.

5.2 The selection process will be effected on an annual basis although individual arrangements can be made at other times if mutually agreeable. The Specialist Trainees will be offered a secondment with Rotes Kreuz Krankenhaus Kassel, subject to full certification by the German Registration Authority, knowledge of German, the satisfactory German Criminal Records Bureau checks and occupational health checks in accordance with the Rotes Kreuz Krankenhaus Kassel, policies.

5.3 Maltese trainees who undergo part of their training at Rotes Kreuz Krankenhaus Kassel, will be considered to be seconded from their own training programme. They will be subject to the requirements for training and education provided by the respective conditions for specialisation applicable to their speciality in Germany and to recognition by the Postgraduate Training Committee at Mater Dei Hospital. Each trainee shall maintain a logbook of the training received and the experience gained, be expected to attend designated training courses and be appraised in a manner identical to other trainees on the same basis as their German counterparts.

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ARTICLE 6
Financial Arrangements

6.1 The progression and development of this training programme as described in the present Memorandum of Understanding shall be implemented according to the funds available in the budgets of the Parties.

6.2 The Maltese Government will continue to pay the Specialist Trainees seconded on this training programme a basic salary as specified in the internal call for applications.

6.3 Rotes Kreuz Krankenhaus Kassel, will pay the Specialist Trainees a salary to be determined at the outset of the secondment to ensure that their total salary is in line with that of equivalent German trainees. In addition a supplement may be payable dependent upon rota requirements. Rotes Kreuz Krankenhaus Kassel, will make appropriate deductions relating to Tax and National Insurance.

6.4 The travel costs for the meetings referred to in Article 2.2 shall be borne by the travelling delegation. Accommodation and internal travel costs will be borne by the hosting country.

ARTICLE 7
Provision of Information

7.1 The Parties shall seek to keep each other informed about training and research developments and opportunities in their respective training programmes by sharing specialist websites and relevant training and research information.

7.2 Each Party shall maintain proper records relating to its responsibilities and obligations under this Memorandum of Understanding.

7.3 Each Party shall provide the information which may be necessary for the carrying out of the services identified in this Memorandum of Understanding, and as may be requested by either Party from time to time for the effective operation of this Memorandum of Understanding.



ARTICLE 8
Educational Governance

8.1. Educational Supervision

8.1.1 Specialist Trainees will be subject to the normal requirements for training and education in Germany. Each trainee will be allocated an educational supervisor by the Rotes Kreuz Krankenhaus Kassel. This corresponds to the role as defined by the respective German training authorities.

8.1.2 An educational supervisor is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified student or trainee's trajectory of learning and educational progress during a clinical training period and/or series of periods.

8.1.3 The educational supervisor and the trainee will meet, at a minimum, at the beginning, in the middle and at the end of each placement to define the contents of the trainee's personal learning plan and monitor progress against it. A formal report of these meetings will be recorded in the trainee's portfolio. Additional meetings are encouraged throughout the placement.

8.1.4 The educational supervisor is responsible for identifying any significant risks involving the trainee, whether from lack of progress in their training through to involvement in significant untoward incidents, referring these on as necessary.

8.1.5 At the end of their time at Rotes Kreuz Krankenhaus Kassel, each trainee will receive an educational supervisor's report, agreed by them, which will summarise the progress achieved through training at Rotes Kreuz Krankenhaus Kassel.

8.1.6 Each Specialist Trainee will maintain a logbook of their training experience, be expected to attend designated training courses and be appraised in a manner identical to other trainees at Rotes Kreuz Krankenhaus Kassel .

8.2. Transfer of Information (TOI)

8.2.1 Prior to commencement at Rotes Kreuz Krankenhaus Kassel, the relevant training department in Malta should forward a brief report of the individual trainee's progress to date, in particular highlighting the areas for development that may best be addressed while in Rotes Kreuz Krankenhaus Kassel.



8.2.2 At the end of the attachment an agreed educational supervisor's report will be forwarded to the trainee's Training Coordinator in Malta.

8.2.3 Additional contacts between the training authorities in Malta and in Rotes Kreuz Krankenhaus Kassel, concerning individual trainees will take place by the most appropriate means (email, telephone or letter) if clarification on any issue is required or if there are any causes for concern raised during their time at Rotes Kreuz Krankenhaus Kassel.

8.3. *Trainees at Risk*

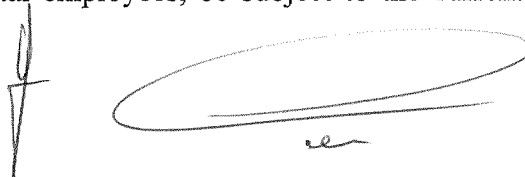
8.3.1 In common with all medical employees – if there are serious concerns about fitness to practice – these concerns will be reported to the specific Medical Service of the Hospital and the Maltese authorities will be informed of this action.

8.3.2 If lesser concerns are raised about a trainee's performance, which are just the same at risk of either endangering patient care or of failing to make adequate educational progress, the standard remedies (as applied to German trainees) will be put in force. The only variation from the procedures followed for German trainees will be that escalation beyond Rotes Kreuz Krankenhaus Kassel, will be through the Maltese Training authorities rather than the local Authorities. These procedures are as follows:

- a) If performance issues are identified, they will first be referred to the relevant educational supervisor who can, if he/she feels it appropriate, inform the person/unit at Rotes Kreuz Krankenhaus Kassel, responsible for further training. If appropriate this can then be passed on to the relevant Training Coordinator in Malta. During the interchange of information between the Educational Supervisor and the Maltese authorities, in the case of a trainee at risk, the communication should be via the person/unit responsible for further training.
- b) The issue will be investigated in line with normal practice and recorded using standard documentation. Wherever possible remedy will be sought locally through educational or occupational health support. Where this is inappropriate or ineffective Rotes Kreuz Krankenhaus Kassel, reserve the right to curtail the attachment.

8.3.3 If a Maltese trainee is involved in a serious and untoward clinical incident and undergoes an internal investigation, the unit/person in charge of further education will be informed and suitable support for the trainee put in place.

8.3.4 Whilst based at Rotes Kreuz Krankenhaus Kassel, the Specialist Trainees will, in common with the other hospital employees, be subject to the current employment and



10.3 In the event of material breach by any of the Parties to this Memorandum of Understanding, the matter shall be promptly discussed by the parties to determine whether such breach is capable of remedy or whether early termination of the Memorandum of Understanding is required.

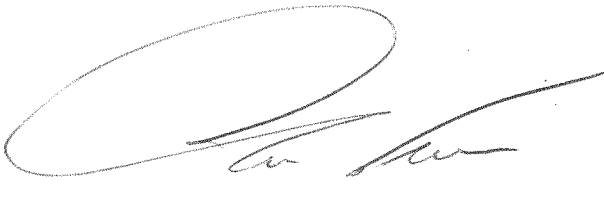
Signed on

Signet on

Kassel
14/Dec 2015

For the Department of Health, Malta

For Rotes Kreuz Krankenhaus Kassel



15/12/15

