



OPSA

Older Persons
Standards Authority

The Exchange, It-Telgha ta' Spencer,
Il-Marsa, MRS1982, MALTA
Telephone: +356 23480000
Email: procurement.opsa@gov.mt
Website: <https://opsa.gov.mt>

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Expression of Interest for the Provision of Staff Nurse to Carry Out Duties with the Older Persons Standards Authority

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The document is downloadable through OPSA website.

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1. Background information on the Older Persons Standards Authority.

The Older Persons Standards Authority (OPSA) is a regulatory body established under Act No. XXXVIII of 2023. OPSA's mission is to enhance the quality and standards in geriatric services by protecting and promoting the dignity, safety, and welfare of all service users. Our goals are achieved through both support and regulation, actively involving both service users and providers in the continuous development and improvement of standards.

2. Scope, Service and Duration:

- 2.1. The scope of this EOI is to seek the services of a staff nurse who will be responsible in leading developments towards excellence in care delivered by service providers of residential care homes for the elderly.
- 2.2. Interest must be received from individuals and not firms. Individuals are not allowed to have other persons/employees assisting in their work.
- 2.3. The nature and place of work will vary but will primarily be in the form of inspections in residential care homes as directed by management of OPSA. Report writing to follow.
- 2.4. The appointment will be for a period of one (1) year from the engagement date, as stated in the contract, or until the total amount of 245 hours of conducting assessments and submitting reports are used.

3. Responsibilities and Tasks:

- 3.1. The selected applicant shall take a leading role in promoting safety and quality care by:
 - Ensuring the development and implementation of policies by service providers related to patient safety and quality.
 - Ascertaining that audits and research initiatives are conducted.
 - Promotion of Evidence Based Care Delivery.

3.2. The key tasks that are required to be performed are the following:

- Be an active member of the interdisciplinary professional team and work in collaboration with all stakeholders.
- Establish ongoing professional relationships with service providers through networking, in order to promote an integrated approach to patient safety and quality of care.
- Monitor patient safety initiatives by ensuring continuous assessment of risk, related to infection prevention and control, medication safety, patient identification and procedure responding to recognition and response to clinical deterioration, falls prevention and management, nutrition, abuse, the appropriate use of restraints, etc.
- Ensure that service providers are conducting the necessary monitoring, audits and quality assurance activities to comply with the Regulatory Standards.
- Act as part of an independent audit team to analyse and investigate the various aspects of service delivery, particularly focusing on the effectiveness and compliance with the Regulatory Standards.
- Provide expert and technical advice, recommendations and written reports to the Authority on areas for improvement in quality of care and patient safety following inspections, investigations and audits of licensed services. Medical complaints received by OPSA shall be investigated and outcome with recommendations referred to OPSA. These reports are to be presented to the Authority within five days from the day of the inspections or investigations.
- Advise the CEO and Director regarding quality and patient safety concerns within geriatric service provision.
- Deliver training sessions on geriatric care and patient safety.
- Keep abreast with new developments and maintain high standards of competence through continuous training, self-education and courses.
- Carry out any other duties and exigencies of OPSA as directed by the CEO.

3.3. These are to be performed at different places as per instructions provided by the Older Persons Standards Authority (OPSA).

3.4. Works can also be requested to be carried out during the weekend.

3.5. The applicants are to use their own means of transport to perform their duties.

3.6. Any data including but not limited to medical records, including residents' health information and related medical conditions, that is to be provided or obtained during the

engagement following this EOI is to be kept confidential and it cannot be provided to any third parties in any way if not requested or authorised in writing by the Older Persons Standards Authority (OPSA). If such data is leaked, the contract will be instantly terminated, and legal action can be taken according to the law.

- 3.7. At all times while carrying out any work related to this Expression of Interest, the successful applicant shall wear the OPSA identification card provided by OPSA. The identification card shall be used solely when performing duties assigned by OPSA and shall not be used for any other purpose. The identification card must be returned to OPSA immediately upon request. Any identification cards, equipment, materials, or other items provided by OPSA shall remain the property of OPSA at all times and shall be returned upon demand.
- 3.8. At all times while carrying out any work related to this Expression of Interest, the successful applicant shall use only the work tools provided by OPSA, such as a laptop, and solely for the purposes of work related to this Expression of Interest. The successful applicant shall comply with all OPSA policies and procedures, and only OPSA approved software may be used.

4. Remuneration and Payment terms:

- 4.1. The remuneration rate shall be €40.00 excluding VAT per hour.
- 4.2. No additional payments will be made for costs that may be incurred during the course of this EOI as such have already been factored in the remuneration stated in article 4.1 above.
- 4.3. Payments shall be affected monthly by bank transfer upon the submission of detailed invoice stating the hours performed during that month to the Older Persons Standards Authority (OPSA).
- 4.4. The only acceptable beneficiary will be the selected applicant.

5. Clarification requests:

- 5.1. Interested persons may submit any clarification request to the Older Persons Standards Authority (OPSA) by sending an email to procurement.opsa@gov.mt by not later than 17th August 2026 at 09:30hrs.

- 5.2. Interested persons are advised that clarification notes, interpretations, corrections, or changes to the EOI document will be issued by the Older Persons Standards Authority (OPSA) on <https://opsa.gov.mt> by not later than 20th August at 09:30hrs.
- 5.3. Interested persons are advised that it is their responsibility to check regularly prior their submission for any clarification notes, interpretations, corrections, or changes to the EOI document as this is an integral part of this EOI so that the submission is eligible.

6. Selection and award Requirements:

- 6.1. To be eligible to participate for this EOI interested persons are to be in the possession of a degree in nursing (at least MQF Level 6) or an equivalent qualification from a university, college, or nursing school recognized by the Council.
- 6.2. To be eligible to participate for this EOI interested persons are to be registered with the Council for Nurses and Midwives Malta.
- 6.3. Applicants are to be aware that during the engagement they shall be having access to special category of personal data which brings about special obligations and responsibilities in terms of GDPR and Data Protection Act. As such applicants should have certification of having attended a recognised course on GDPR in the last two years or be ready to attend such a course prior to working for OPSA. Compliance with Annex C requirements is mandatory.
- 6.4. In the possession of an active VAT No.
- 6.5. To be eligible to participate in this Expression of Interest (EOI), interested persons must not be currently employed by, contracted with, or otherwise providing services to a licensed Service Provider. Applicants must not be licensed Service Providers themselves, nor be immediate family members of a licensed Service Provider or of any person employed by, contracted with, or providing services to a licensed Service Provider. For the purposes of this clause, immediate family members shall include a spouse or partner, parents, children, siblings, and any other dependants residing in the same household.
- 6.6. Applicants should be fluent in both Maltese and English.
- 6.7. Interviews will be conducted by the Older Persons Standards Authority (OPSA) so that the best candidates will be chosen.

6.8. The Older Persons Standards Authority (OPSA) reserve the right to refuse any offer submitted.

7. Timetable:

Events	Date	Time
EOI Date of Issue	11 th August 2026	-
Deadline for request for any additional information from the Contracting Authority	17 th August 2026	09:30hrs CET
Last date on which additional information can be issued by the Contracting Authority	20 th August 2026	09:30hrs CET
Closing Date for Submission	26 th August 2026	09:30hrs CET

8. Submission of offer requirements:

8.1. Interested persons who are eligible to apply according to the requirement listed in articles 6.1 and 6.2 are to submit their interest by sending duly filled Appendix A accompanied by a detailed C.V., certification and Police Conduct (not older than 6 months) via email on procurement.opsa@gov.mt by not later than 26th August 2026 at 09:30hrs. It is important that when submitting the application to indicate the reference no. and the title of this EOI.

8.2. Interest submitted by other means will not be considered.

8.3. Applicants must submit Annex A while agreeing to sign and comply with requirements in Annex B and C if he/she shall be chosen by OPSA.

8.4. Emails submitted after the deadline provided in article 8.1 will not be considered. No liability will be accepted for rejection of late submission.

8.5. This EOI does not constitute an offer to enter into any contract with the Contracting Authority. The Contracting Authority will in no case be responsible or liable for such costs or expenses incurred by prospective bidders, whatever the conduct or outcome of the competitive procedure initiated pursuant to this EOI, including cancellation.

Annex A: Personal Information Form

Expression of Interest for the Provision of Staff Nurse to Carry Out Duties with the Older Persons Standards Authority

Name of interested individual:	
ID Card No.:	
Address:	
Email Address:	
Contact Number:	
VAT No:	
VAT Exempt:	Yes ☐ No ☐

Note: It is important that when submitting your application, the applicants are to submit this form with a detailed C.V., Certifications and a Police Conduct (not older than 6 months).

Annex B: Confidentiality and Data Processing Consent Form

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1. Purpose

This form outlines the confidentiality obligations and obtains consent for the collection, use, processing, storage, and protection of personal data by Older Persons Standards Authority in accordance with applicable data protection laws and organizational policies.

2. Confidentiality Undertaking

I acknowledge that during my relationship with Older Persons Standards Authority, I may have access to confidential information, including but not limited to:

- Personal data of employees, clients, customers, or stakeholders;
- Business records and reports;
- Financial information;
- Operational procedures and internal policies;
- Commercially sensitive information;
- Information stored electronically or in physical form.

I agree to:

1. Keep all confidential information strictly confidential.
2. Use such information only for authorized purposes.
3. Not disclose confidential information to any unauthorized person or third party without prior authorization.
4. Protect confidential information from unauthorized access, loss, misuse, or disclosure.
5. Return or securely dispose of confidential information when requested or within ten (10) days from the date of termination of contract with OPSA.

These confidentiality obligations shall continue even after the end of my employment, engagement, or association with the organization.

3. Data Protection and Consent

I understand that Older Persons Standards Authority may collect and process my personal data for legitimate business, contractual, legal, administrative, operational, and regulatory purposes.

The data processed may include:

- Name and contact details;
- Identification information;

- Employment or service-related information;
- Financial and payment information;
- Correspondence and communication records;
- Any other information necessary for the stated purposes.

I hereby consent to the collection, use, storage, and processing of my personal data for these purposes.

4. Data Security

The organization undertakes to:

- Process personal data lawfully, fairly, and transparently;
- Implement appropriate technical and organizational security measures;
- Restrict access to personal data to authorized personnel only;
- Retain personal data only for as long as necessary or as required by law.

5. Rights of the Data Subject

I understand that, subject to applicable laws, I may have the right to:

- Request access to my personal data;
- Request correction of inaccurate data;
- Request deletion of data where legally permissible;
- Request restriction of processing;
- Withdraw consent where processing is based on consent;
- Lodge a complaint with the relevant supervisory authority.

6. Declaration

I confirm that:

- I have read and understood this Confidentiality and Data Consent Form.
- I understand my obligations regarding confidentiality.
- I consent to the processing of my personal data as described above.
- I understand that failure to comply with confidentiality requirements may result in immediate termination of contract without possibility for any claims, application of penalties and liability for legal action by OPSA.

Signature:

Name and Surname:

Date:

Annex C Controller-Processor Agreement

This agreement is provided in a separate accompanying document distributed alongside this call.