TERMS OF REFERENCE FOR THE COORDINATOR OF PATIENT FALL INDICATOR

Background

Occurrence of Patient Fall has an impact on the patient's health as it causes discomfort, pain, death and increases health care costs. It also reflects on the quality of patients care. Thus, the Nursing Division has taken the initiative in the year 2015 to include Incident of Patient Fall from one of the Malaysian Patient Safety Goal indicator as a nursing responsibility.

Under the provisions of an activity preparation, **a coordinator/liaison officer needs to be appointed** in each State Health Department and hospitals by their nursing unit to coordinate the implementation of this activity.

Objectives of assignment

The main objective is to ensure effective, flexible coordination and implementation of this activity by ensuring that all the nurses in the clinical areas are involved in the observation, proper recording and data collection of Patient Fall Incident for reporting.

Duties and Responsibilities

The Coordinator /Liaison Officer would:

1. Ensure the effective and flexible coordination and implementation of the indicator/activity.
2. Ensure that the nurses are well informed, trained and involved in this indicator/activity.
3. Incorporation with the Nursing Division KKM, ensure effective administration and smooth running of nursing care in the clinical areas to minimize the Incidence of Patient Fall.
4. Ensure optimal cooperation of the nursing personnel from the clinical areas with regards to implementation of all components (use of forms) for the Patient Fall indicator/activity.
5. Supervise the appointment of coordinator / liaison officer for each ward is in placed.
6. Conduct updates courses from time to time and attend meetings in relation with Patient Fall Indicator/activity at State Health Department Level or at Ministry of Health Malaysia Nursing Division Level.

Required Output

Prepare and submit quarterly activity progress reports, based on the monthly ward reports to the State Nursing Unit and Nursing Division, Ministry of Health Malaysia.

Indicators for Monitoring of Performance

The success of the Coordinator/ Liaison Officer for Incidence of Patient Fall Indicator/activity will be judged by the correct delivery of the Required Outputs abiding by the agreed planned timetable to the Nursing Division, Ministry of Health Malaysia every quarterly.

Qualifications

The Coordinator for The Incidence of Patient fall Indicator/activity must have at least 5-10 years' relevant experience and have detailed working knowledge in one or more of the wards in the clinical fields.