

TOOL 1

EXAMPLE

Terms of Reference (TOR) for a health service's Fall Prevention Committee

A Falls Prevention Committee can assist in demonstrating compliance with the requirements of accreditation.

Each site or cluster Falls Prevention Committee will keep minutes, agendas and reports that demonstrate that the committee has:

- > the overall aim of working towards implementing the national guidelines (Preventing Falls and Harm from Falls in Australian Hospitals, Community Care and Residential care, 2009 Australian Commission for Safety and Quality in Health Care ACSQHC)
- > designated responsibility for Falls Prevention activities
 - develops and works to TOR and an action plan approved annually by the Clinical Governance Committee
- > membership that includes management, clinical, clinical risk manager and procurement
- > regular meetings and keeps records of actions, business and progress.

Roles and Responsibilities for a health service's Fall Prevention Committee

The Committee should;

- > develop and implement an action plan to promote practice and delivery of services that are in accord with National Guidelines, SA Health Falls and Fall Prevention and Management Policy Directive, and National Safety and Quality Health Service Standard 10
- > use continuous practice improvement (CPI) or similar methodology to lead / undertake and document quality improvement activities to address safety risks and ensure the effectiveness of the falls-prevention system
 - develop, implement and monitor systems of care for falls and fall injury prevention that are based on local needs and actions arising from post fall team reviews, including:
 - internal procedures
 - safe environment and timely provision availability of equipment / devices
 - screening and assessment occurring right person, right time, right frequency
 - internal referral pathways
 - provision of interdisciplinary care and other intervention strategies as required
 - incident reporting, investigation and other data capture via the Safety Learning System (SLS)
 - discharge planning / handover / external referral to other services

- > receive and consider reports about falls incidents, data and actions arising from team reviews, and progress against the falls prevention action plan, from:
 - Safety and Quality Risk Manager
 - wards and units, health care teams
 - allied health
 - medical and pharmacy services
 - other relevant areas including, but not limited to workforce development, Work Health and Safety (WH&S), procurement
- > provide expert advice and reports to management, clinical governance committees and other staff;
 - participate in reporting, investigation and change management to respond to falls incidents.
 - assist with preparation and analysis of data and other information for reports to Committee responsible for Clinical Governance.
 - prepare reports and other presentations to executive as required.
 - assist with decision-making around procurement of equipment and relevant resources.
 - monitor the training conducted and maintain records on the numbers of sessions, topics, numbers and type of staff trained, proportion and spread of staff trained and effectiveness of training.
- > assist with planning and delivery (where possible) of workforce training, including determining staff training needs.
- > provide reports and evidence that assist the service to demonstrate compliance with accreditation requirements, and the requirements of the SA Health Falls and Fall Prevention and Management Policy Directive.

For more information

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