



The role of the NAIF trust / health board lead

The NAIF lead practitioner is responsible for the quality of the data submitted to NAIF from their trust. They are also in charge of data governance and ensuring only the appropriate people have access to the data, as well as being the first point of contact for NAIF.

They are not necessarily a consultant within the trust/health board, but a practitioner with a particular interest in ensuring that patients with inpatient falls receive the best practice standard of care. Each trust/health board must have a single lead practitioner for this audit.

Data accuracy

The lead practitioner should ensure that the staff collecting and inputting data to NAIF are trained to do so. The NAIF user guide, available on the website, provides detailed instructions on entering the data.

The lead practitioner is responsible for the accuracy of the data submitted. To ensure the quality of the data we ask lead practitioners to:

- make monthly accuracy checks to ensure the data on NAIF matches the patient records – this should be done on a small sample of randomly selected cases.

Local dissemination of results

The lead practitioner is responsible for ensuring effective dissemination of their local results and implementing their sites' response to the key findings of NAIF reports.

Regular meetings should take place with the data collector/inputters to deal with any data issues; feedback on how the hospital is performing should be given at this meeting. Any queries can be sent to the NAIF helpdesk for assistance.

In association with

Commissioned by



User access

The lead practitioner is responsible for authorising access to their own trust/health board's data.

Any registered user can create a user account for a new user as follows:

- log in to NAIF
- select 'Request Access/Account Manager', then 'Register a user'
- enter the new user's details and submit.

This request will then automatically be sent to the lead practitioner, who will need to log in and approve or decline it. A lead practitioner can create a new user and authorise their access all at the same time.

To reset forgotten login details, go to the login page and select 'Reset password' or 'Resend username'.

Removing access

When somebody no longer requires access to NAIF, the lead practitioner should email falls@rcplondon.ac.uk to notify the NAIF team, who will remove the person's access.

Changing lead practitioner

If the lead practitioner wishes to step down from the role or leaves their site, they should nominate a new lead by emailing falls@rcplondon.ac.uk. The new lead should be in position before the old one leaves.

Please contact the NAIF helpdesk with any queries:

falls@rcplondon.ac.uk

020 3075 1511