

Facility Header)

No.....

Date.....

**CIRCULAR**  
**(Appointing the HSC Coordinator)**

Pursuant to Ministerial Directives, Dr.....or Mr.....(specify position) is appointed Coordinator of the Hygiene and Safety Committee (HSC) for the facility.

Dr.....or Mr.....(specify position) is appointed Deputy-coordinator of the Hygiene and Safety Committee (HSC) of the facility.

**COORDINATOR MISSIONS AND ASSIGNMENTS**

The Coordinator is in charge of coordinating the activities of and holding at least a monthly meeting with the different working groups. In addition, the Coordinator is in charge of preparing the quarterly CHS meetings.

The Coordinator will:

- + Prepare a monthly healthcare quality, hygiene and security report compiling the monthly reports produced by the different working groups;
- + Prepare a consolidated quarterly report for the quarterly CHS meetings;
- + Prepare a consolidated annual report for the first CHS annual meeting;
- + Propose and undertake any other activity as part of the facility healthcare quality, hygiene and security policy in cooperation with any resource person the Coordinator may identify within the facility.

**ATTN TO**

- All facility staffs
- Prefect or Governor
- Local elected officials
- DRS-DPS
- DNEHS
- PS focal point
- Inspectorate