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## GLOSSARY

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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>A&amp;E</td>
<td>Acute and Emergency Department</td>
</tr>
<tr>
<td>ABC</td>
<td>Alternative Birth Centre</td>
</tr>
<tr>
<td>FHDD</td>
<td>Family Health and Development Division</td>
</tr>
<tr>
<td>HO</td>
<td>House Officer</td>
</tr>
<tr>
<td>ICD</td>
<td>International Classification of Diseases</td>
</tr>
<tr>
<td>ICU</td>
<td>Intensive Care Unit</td>
</tr>
<tr>
<td>ID</td>
<td>Identification Number</td>
</tr>
<tr>
<td>MO</td>
<td>Medical Officer</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>NICU</td>
<td>Neonatal Intensive Care Unit</td>
</tr>
<tr>
<td>O &amp; G</td>
<td>Obstetrics and Gynaecology Department</td>
</tr>
<tr>
<td>PICU</td>
<td>Paediatric Intensive Care Unit</td>
</tr>
<tr>
<td>PHDW</td>
<td>Paediatric High Dependency Ward</td>
</tr>
<tr>
<td>SCAN</td>
<td>Suspected Child Abuse and Neglect</td>
</tr>
<tr>
<td>SCN</td>
<td>Special Care Nursery</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENT

We wish to express our appreciation to the Director of Health Malaysia, Y.Bhg. Datuk Dr. Noor Hisham bin Abdullah for his continuing support in the improvement of child health care services.

We would also like to thank our colleagues, who provide excellent feedback to improve the stillbirth and under five mortality reporting format. They made significant contributions to the present method of reporting stillbirths and under five deaths in Malaysia.

This improved reporting format for stillbirths and under five deaths in Malaysia was further advanced during a workshop on Revision of Quality Manual Confidential Enquiry Into Maternal Deaths and Stillbirth and Under Five Mortality held in October 2012. The committee would like to thank the participants of the workshop for their contribution.

National Stillbirth and Under Five Mortality Technical Committee
MINISTRY OF HEALTH MALAYSIA

July 2013
GUIDELINES ON STILLBIRTHS AND UNDER FIVE MORTALITY REPORTING

INTRODUCTION

Under five mortality rate in Malaysia has stagnated over the last decade at 8-9 per 1,000 live births. Under the Plan of Action towards achieving Millennium Development Goal (MDG) 4 (2010-2015), one of the strategies is to improve surveillance of Under-5 Mortality (U5M) where all under 5 deaths must be registered, reported and investigated. This is to monitor mortality and identify areas for intervention at national, state and district levels.

U5M reporting system is to report all under five deaths (live births) including those from the private sector and deaths outside hospital. All deaths need to be investigated and identified, substandard care should there be any, and be classified as preventable or otherwise. It is hope that this U5M reporting system would able to improve the certification of deaths using ICD 10 coding by the medical personnel. For those non-hospital deaths, verbal autopsy should be carried out and a probable cause of death should be made and thus to enable for use of ICD 10 coding.

Prior to this, stillbirths were reported and classified using the PNM formats (PNM 1/97 (pindaan 2000) and PNM 2/2012). Although stillbirths are not calculated as under five deaths, but it is part of perinatal deaths. Thus, to ensure no duplication of reporting of stillbirths, stillbirths reporting has been integrated into the new stillbirth and under Five Mortality Format (SU5MR-I/2012).

OBJECTIVES

All stillbirths and Under-5 Mortality need to be notified, investigated and analysed by district, state and national level. This reporting system is to:

- Standardize the Stillbirths and Under-5 Mortality reporting system

- Ensure all Stillbirths and Under-5 Mortality are reported and investigated within the stipulated time frame
• Obtain accurate data and as a data base on stillbirths and Under-5 Mortality in the country

• Identify areas of shortfall in care and implement the remedial measures

• Plan for the program and strategies for intervention

• Improve health care for the stillbirth and Under-5 Mortality

CASE DEFINITION

Livebirth
A birth of an infant with birth weight equal to or more than 500 gm (or 22 completed weeks of pregnancy if birth weight is not known) which shows any sign of life such as a beating heart, pulsations of the umbilical cord or definite movement of the voluntary muscles.

Stillbirth
A birth of an infant with birth weight equal to or more than 500 gm (or 22 completed weeks of pregnancy if birth weight is not known) which does not shows any sign of life such as a beating heart, pulsations of the umbilical cord or definite movement of the voluntary muscles. If both the above are not known, then the body length (crown heel length of 25 cm or above) will be taken as the cut off value.

Total births
Live births + Stillbirths

Perinatal death
Deaths occurring in the perinatal period AND with birth weight equal or more than 500gm.

Perinatal period
The period after 22 weeks of pregnancy, birth and the first seven days of life.
**Neonatal death**
Deaths among live births during less than 28 days of life and with birth weight equal or more than 500gm.

**Early neonatal death**
Deaths among live births during less than 7 days of life and with birth weight equal or more than 500gm.

**Late neonatal death**
Deaths among live births from 7 to at less than 28 days of life

**Under five death**
Death that occurs from the first day of life (day 0) to < 5 years old (1824 completed days) after birth.

**Perinatal Mortality Rate**
The number of stillbirths (fetuses weighing at least 500g or when birth weight is unavailable, after 22 completed weeks of gestation or with a crown-heel length of 25 cm or more) plus the number of early neonatal deaths, per 1 000 total births.

**Neonatal Mortality Rate**
Number of neonatal deaths per 1 000 live births

**Under-5 Mortality Rate**
The number of deaths that occur from the first day of life (day 0) to < 5 years old (1824 completed days) after birth, per 1 000 live births.

**Hospital death**
Patient who arrives at the hospital with signs of life in A&E, ward, intensive care etc before the patient dies. This includes all deaths occurring during ambulance transportation from one hospital to another.

**Non hospital death:**
Any death that occurs outside the hospital which also includes:
i. Those brought in dead to the hospital
ii. Death while on the way to care/hospital
iii. Death in clinic/polyclinic
iv. Death at home or elsewhere

SYSTEM FOR NOTIFICATION AND INVESTIGATION OF STILLBIRTHS AND UNDER-5 MORTALITY

SYSTEM OF NOTIFICATION:

- A flow chart showing the system of notification is shown in Appendix A.
- Roles and responsibilities is shown in Appendix C.
- All under 5 deaths (0 - <5 years old) must be notified to PKD by filling in and send the Notification form U5MR-N pindaan 2013 within 24 hours from time of death.
- PKD send the notification forms to JKN or redistribute the notification form to the respective PKD according to the residential address of the deceased within 24 hours from time of death.
- JKN to verify the case and notify to KKM within 24 hours from time of death.
- Stillbirths do not require notification.
- Notification form U5MR-N Pindaan 2013 can be downloaded from BPKK website: fh.moh.gov.my

SYSTEM OF INVESTIGATION:

- A flow chart showing the system of investigation is shown in Appendix B.
- Roles and responsibilities is shown in Appendix C.
- The membership of the committees and terms of reference is shown below.
- Investigation form SU5MR-I/2012 can be downloaded from BPKK website: fh.moh.gov.my

Hospital level/ health clinic:

Hospital Stillbirth and Under Five Mortality Committee
- Chair person : Hospital Director
- Head of O&G Department
- Head of Pediatric Department
- Head of relevant disciplines
- Other relevant staffs from O&G and Pediatric Department

Terms of Reference
All stillbirths and under 5 deaths (0-<5 years old) must be investigated.
The relevant sections in SU5MR-I/2012 need to be filled in completely and sent to the PKD within 1 week.

District level:

**District Stillbirth and Under Five Mortality Committee**

i. Chair person : Medical Officer of Health  
ii. Head of Pediatric Department  
iii. Head of O&G Department  
iv. Family Medicine Specialist  
v. District Family Health Officer  
vi. District Matron  
vii. Other relevant staffs from other departments

Terms of Reference

- Holds a district stillbirth and under 5 mortality committee meeting to discuss and identify preventable factors and remedial measures.
- To complete Section 1 – Section 7 in SU5MR-I/2012 form which validated by Medical Officer of Health after committee meeting. Send the form to JKN and KKM (through KKM Under 5 Mortality email address: u5mr@moh.gov.my – to save as a pdf report) OR by mailing the hardcopy to KKM within 4 weeks from time of death.

State level:

**State Stillbirth and Under Five Mortality Committee**

i. Chair person : State Health Director  
ii. State Pediatric Discipline  
iii. State O&G Discipline  
iv. State Deputy Director (Health)  
v. State Family Health Officer  
vi. District Medical Officer of Health  
vii. District / State Hospital Director  
viii. Family Medicine Specialist  
ix. State Matron  
x. Other relevant staffs

Terms of reference

- Holds a state stillbirth and under 5 mortality committee meeting to discuss and identify preventable factors and remedial measures.
- To complete Section 8 in SU5MR-I/2012 form which validated by State Director after committee meeting. Send the complete form within 4 weeks from time of death through KKM Under 5 Mortality email address: u5mr@moh.gov.my – to save as a pdf report OR by mailing the hardcopy to KKM.
National level:

National Stillbirth and Under Five Mortality Technical Committee

i. Chairperson : Director General of Health
ii. Deputy DG (Public Health)
iii. Deputy DG (Medical)
iv. Director of Medical Practice
v. Director of Medical Development Division
vi. Director of Disease Control Division
vii. Head of Pediatric Discipline
viii. Head of O&G Discipline
ix. Head of Family Medicine Discipline
x. Director of Nursing Division
xi. State Health Directors
xii. Other relevant Staffs

Family Health Development Division (secretariat)
   a. Director
   b. Deputy Director (Family Health)
   c. Head of Child Health Unit

Terms of Reference
- Review the mortality reports from the states.
- Consolidate and compile the death reports.
- Analyze and provide feedback.
- Produce annual reports including recommendations and circulates to the relevant staffs at state and district levels for follow up actions. A copy of this report is to be given to the Director General of Health Service.

CONCLUSION

It is hoped that by implementing this reporting system, more accurate data on stillbirths and under 5 mortality could be obtained. We also hope that the detailed investigation could help identify areas of improvement to further reduce the mortality and improve child care.
FLOW CHART FOR NOTIFICATION OF UNDER FIVE MORTALITY

Notices:
Both Notification and Investigation Forms (U5MR-N Pindaan 2013 and SU5MR-I/2012) can be downloaded from BPKK website: fh.moh.gov.my
Notes:
Both Notification and Investigation Forms (U5MR-N Pindaan 2013 and SU5MR-I/2012) can be downloaded from BPKK website: fh.moh.gov.my
## ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>No.</th>
<th>Person In charge</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOSPITAL</strong></td>
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</tbody>
</table>
| 1. | Pediatrician/O&G specialist/Medical Officer/relevant department officers (e.g. Emergency Department, Surgery, Mortuary) | i. Notify all under five deaths to the hospital coordinator immediately.  
ii. Fill up the Under Five Mortality Notification form (U5MR-N/pindaan 2013) & handover to the coordinator.  
iii. Fill up the Stillbirth & Under Five Investigation form (SU5MR-I/2012)  
iv. Complete all the information needed after discussion in hospital committee meeting. |
| 2. | Hospital Coordinator (PICU/HDW/Paediatric ward Sister) | i. Notify District Coordinator about the death within 24 hours from time of death.  
ii. Send the notification form to PKD within 24 hours from time of death. |
| 3. | Head of Pediatric / O&G Department | Hospital Stillbirth and Under Five Mortality Committee meeting:  
i. Discuss all deaths  
ii. Determine the cause of death  
iii. Identify preventable factors and remedial measures  
iv. Implement and monitor remedial measures  
v. Periodic review of deaths trend  
vi. Data quality assurance |
| 4. | Hospital Director | • Ensure all the stillbirths and under five deaths are notified and reported.  
• Chair Stillbirth and Under Five Mortality Committee meetings.  
• Ensure remedial measures are implemented and monitor the progress of implementation. |
### DISTRICT HEALTH OFFICE

#### Health Clinic

| 5. | Family Medicine Specialist/ Medical & Health Officer/Sister | • Notify all under 5 deaths to district coordinator.  
• Fill up the Under Five Mortality Notification form (U5MR-N/pindaan 2013) and send to the district coordinator within 24 hours of death.  
• Fill up the Stillbirth & Under Five Investigation form (SU5MR-I/2012).  
• Complete all the information needed after discussion in committee meeting. |

#### District Health Office (Pejabat Kesihatan Daerah)

| 6. | District Coordinator | i. Receives notification regarding all deaths from hospitals or clinics.  
ii. Notify District Health Officer regarding the death within 24 hours of death.  
iii. Sends the notification to JKN OR redistribute the notification forms to the relevant districts/states according to place of residence. |

| 7. | District Health Officer | • Receives notification regarding all deaths.  
• Ensure District Stillbirth and Under Five Mortality Committee meeting regularly/as required:  
  i. Discuss all stillbirths and under 5 deaths  
  ii. Determine the cause of death  
  iii. Identify preventable factors and remedial measures  
  iv. Implement and monitor remedial measures  
  v. Data quality assurance  
• Complete SU5MR-I /2012 form till Section 7 and send to JKN and KKM within 4 weeks from time of death. |

### STATE HEALTH DEPARTMENT

| 8. | State Coordinator | • Receives notification regarding all deaths from PKD  
• Notify State Family Health Officer regarding all deaths from PKD  
• Ensure: |
<table>
<thead>
<tr>
<th>No.</th>
<th>Role</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>9.</td>
<td>State Family Health Officer</td>
<td>Ensure: i. All deaths are investigated, compiled and reported accordingly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Complete and correct data entry.</td>
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<tr>
<td></td>
<td></td>
<td>iii. Analyze the mortality data.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. Select all the problem cases to be discussed at State Stillbirth and Under 5 Child Mortality Committee meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v. Send the completed SU5MR-I/2012 forms after being finalized by State Stillbirth and Under Five Child Mortality Committee meeting to KKM within 4 weeks from time of death.</td>
</tr>
<tr>
<td>10.</td>
<td>State Health Director</td>
<td>• Chair State Under Five Mortality Committee meeting as required to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. Review the data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Discuss selected deaths</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. Identify preventable factors and remedial measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. Implement and monitor remedial measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v. Periodic review of deaths trend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vi. Data quality assurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certification of SU5MR-I/2012 forms.</td>
</tr>
<tr>
<td>11.</td>
<td>Head of Child Health Program /Matron / Sister, Family Health Development Division</td>
<td>• Ensure all deaths are reported, compiled and analysed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Data quality assurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Countercheck notification and investigation forms</td>
</tr>
<tr>
<td>12.</td>
<td>Director of Family Health Development Division</td>
<td>National Stillbirth and Child Mortality Technical Committee Meeting as required:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. Periodic review of deaths trend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Evaluate effectiveness of prevention and intervention strategies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. Recommend strategy/program/policy changes</td>
</tr>
</tbody>
</table>
ALGORITHM FOR REPORTING OF STILLBIRTH AND UNDER FIVE MORTALITY

Stillbirth & Under 5 Mortality

Report prepare by State where death occurs (based on current address given)

False address or address not exist

Death occurs in same State as in the permanent address

Report prepare by State as in the permanent address

Death occurs in different State as in the permanent address

Report prepare by State as in the permanent address

Transfer in cases regardless duration of stay

Death occurs during transportation/Temporary (tumpang)/move about

Report prepare by State as in the permanent address

ADDRESS STATUS

Permanent address: latest address AND stay > 6 months

Current Address: latest address regardless duration of stay
Appendix 1

UNDER FIVE DEATH NOTIFICATION FORM U5MR-N Pindaan 2013
(can be downloaded from BPKK website: fh.moh.gov.my)

(see attachment)
Appendix 2

STILLBIRTH AND UNDER FIVE MORTALITY REPORTING
SU5MR-I/2012 FORM
(can be downloaded from BPKK website: fh.moh.gov.my)

(see attachment)
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<th>Appendix 3</th>
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### SUMMARY OF ICD DIAGNOSIS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certain Infectious &amp; Parasitic Diseases</td>
<td>Specific communicable/transmissible diseases (except intestinal infections &amp; STD)</td>
<td>Acute gastroenteritis, Tuberculosis, Meningococcaemia, Viral meningitis, Dengue Haemorrhagic fever, HIV, Tetanus neonatorum</td>
</tr>
<tr>
<td></td>
<td>Exclusion: local infections of skin, respiratory system (eg influenza, pneumonia), certain bacterial meningitis, infections in perinatal period (except Tetanus &amp; STD)</td>
<td></td>
</tr>
<tr>
<td>2. Neoplasms</td>
<td>Functional activity, morphology &amp; site. Includes all malignant, in-situ neoplasms &amp; benign neoplasms</td>
<td>Hepatocellular carcinoma, Retinoblastoma, ALL, Cerebellar tumours, Osteosarcoma</td>
</tr>
<tr>
<td>4. Endocrine, Nutritional, Metabolic Diseases</td>
<td>Excludes S/S &amp; abnormal clinical &amp; lab findings N.E.C, transitory endocrine &amp; metabolic disorders in newborn</td>
<td>Congenital Hypothyroidism, Insulin Dependent D. Mellitus, Marasmic Kwashiorkor, Mucopolysaccharidosis, Cystic Fibrosis, Hyperkalaemia, Fluid Overload</td>
</tr>
<tr>
<td>7. Respiratory System</td>
<td>Excludes certain infections, perinatal origin, congenital malformations, endocrine/ metabolic causes, neoplasms, injury &amp; external causes, S/S with abnormal clinical &amp; lab finding N.E.C</td>
<td>Examples: Pneumonia due to Strep pneumonia, Retropharyngeal abscess, Pulmonary Oedema, Lung abscess with pneumonia, Adult RDS</td>
</tr>
<tr>
<td>10. Conditions from Perinatal Period</td>
<td>Includes conditions that have their origin in perinatal period though death or morbidity occurs later. Excludes congenital malformations, endocrine/ metabolic, neoplasms, injury/ poisoning &amp; tetanus neonatorum</td>
<td>Examples: Extremely low birth weight, Severe birth asphyxia, Intraventricular haemorrhage, Congenital Rubella Syndrome, Kernicterus, Bronchopulmonary Dysplasia</td>
</tr>
</tbody>
</table>
| 11. Congenital Malformations, Deformations & Chromosomal Abnormalities | Excludes inborn errors of metabolism  
Includes congenital heart diseases | Examples: Congenital hydrocephalus, Spina Bifida, Ebstein Anomaly, Diaphragmatic hernia, Biliary atresia, Edwards Syndrome, Epidermolysis Bullosa, |
|---|---|---|
| 12. Injuries, Poisoning & External Causes | Excludes birth trauma  
Includes all kinds of injuries, foreign bodies, burns, corrosions, drowning, complications of procedures, MVA, NAI etc | Examples: Fracture of base of skull, Injury of spleen, Burns & corrosions, Carbon Monoxide poisoning, Anaphylactic shock, Bone marrow transplant rejection, Assault, Accidental drowning |
| 13. Symptoms, signs & abnormal findings, NEC (Not elsewhere classified) | Excludes perinatal origin.  
Symptoms & signs of various organ systems but unspecified | Examples: Cardiogenic shock, Respiratory arrest, Sudden infant death syndrome, Unattended death |
| 14. Others | Mental & behavioural disorders:  
Severe mental retardation, Developmental dyslexia  
Diseases of eye & adnexae: Optic neuritis, Purulent endophthalmitis  
Diseases of ear & mastoid process: Acute mastoiditis, Suppurative otitis media  
Diseases of skin & subcutaneous tissue: Staphylococcal scalded skin syndrome  
Diseases of musculoskeletal & connective tissue: Seropositive rheumatoid arthritis, Systemic lupus erythematosus |  |
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    Selangor State Health Department
12. Dr. Che Asiah Taib  
State Family Health Officer  
Pahang State Health Department

13. All State Family Health Officers

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   Division of Family Health Development

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