

Antimicrobial Stewardship (AMS) Expert Advisory Committee

Terms of Reference¹

1. PURPOSE

The AMS Expert Advisory Committee has been established to provide expert advice on the Quality Use of Antimicrobials in Healthcare (QUAH) program to the Clinical Excellence Commission (CEC).

2. GOVERNING BODY

This Committee is a standing committee of the CEC.

3. FUNCTIONS

The functions of the AMS Expert Advisory Committee are:

- To identify and provide advice on current and emerging issues relevant to AMS in NSW local health districts and speciality health networks (LHD/SHNs);
- To provide strategic direction for the QUAH program to ensure it best meets the needs of staff, patients and carers of LHD/SHNs;
- To advise on best practice for quality use of antimicrobials, including provision of strategic advice to LHDs/Ns that lack local expertise;
- To review and advise on data from national or state-level AMS initiatives;
- To review and advise on requests referred from the health pillar organisations, other CEC programs and LHDs/Ns;
- To advise on the implementation, monitoring and sustainability of AMS policies, guidelines and other initiatives.

4. COMPOSITION

4.1 Chair

The Committee will be co-chaired by two members, preferably infectious diseases physicians and/or medical microbiologists, nominated by the CEC.

The Chair is responsible for:

- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Reviewing and approving the draft minutes before distribution
- Authoring correspondence external to the CEC when a request for advice from the Committee has been sought.

¹ Reference: Section 3.1 Terms of Reference of the NSW Policy on [Committee – DOH – Governance](#) [PD2007_089]

4.2 Secretariat

The secretariat for this Committee will be a staff member from the CEC QUAH program team.

The secretariat is responsible for:

- Scheduling meetings and notifying committee members
- Inviting specialists/subject experts to attended meetings when required by the Committee
- Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
- Distributing the Agenda and meeting materials 10 days² prior to the meeting
- Taking notes of proceedings and preparing minutes of meeting
- Distributing the minutes to all committee members no more than four weeks after the meeting. The minutes should be checked by the Chair and accepted by committee members as a true and accurate record at the commencement of the next meeting.

4.3 Membership

Membership of the AMS Expert Advisory Committee will include representatives from all LHDs/SHNs where possible. Membership will be multi-disciplinary and, where possible, include at least one member representing each of the core positions below.

The following positions form the core of the AMS Expert Advisory Committee:

- Infectious Diseases Physician/Clinical Microbiologist
- AMS pharmacist
- Director of Medical Services/ Medical executive
- Nursing representative
- Director of Pharmacy
- Emergency Medicine Physician
- Respiratory Physician
- Surgeon
- General Practitioner
- General Physician
- Junior medical officer
- Consumer advisor
- Private hospital representative
- NSW TAG representative

Committee members will additionally include the following CEC staff:

- Director, Systems Improvement
- Program Leader, Antimicrobial Stewardship
- Project Officer, Antimicrobial Stewardship [secretariat].

² Distribution Timeframe is referenced from the Audit Office of NSW (1999). On Board: Guide to Better Practice for Public Sector Governing and Advisory Boards - section 7 [document was cited in DOH PD2007_089].
http://www.audit.nsw.gov.au/publications/better_practice/1998/onboard_april98.pdf

Committee members will cease to be a member of the AMS Expert Advisory Committee if they:

- resign from the committee
- fail to attend three consecutive meetings without providing delegate/nominated representative to the Chair
- resign from their employment
- breach confidentiality.

4.4 Members

Each Committee member is responsible for:

- Providing a delegate/nominated representative at each meeting in their absence. Failure to attend three consecutive meetings without providing delegate/nominated representative may lead to the cessation of the membership
- Complying with the requirements for confidentiality, code of conduct and conflict of interest that are set out in NSW Ministry of Health policies. The obligations also apply to the member's delegate/nominated representative
- Where appropriate, consulting with colleagues and relevant staff within their organisation or representative group to inform the advice given to the committee.
- When requested, providing feedback to colleagues and relevant staff within their organisation or representative group on meeting actions and outcomes.
- Actioning the allocated meeting task (s) and completing the tasks within the agreed timeframe.

All documents circulated to the Committee for comment will include a response deadline. Where no communication is received, it will be assumed there is no comment and the content within is agreed.

Meeting papers and draft documents sent to AMS Expert Advisory Committee members are confidential and not for circulation outside the Committee without explicit permission from the CEC.

A committee self-evaluation is to be conducted every two years by Committee members to enhance the effectiveness of the Committee and to plan for further work.

5. MEETING OPERATING PROCEDURES

5.1 Quorum

A quorum, consisting of half the number of members plus one, must be present (in person or by teleconference) for decision-making. The CEC will make every effort to ensure there is a quorum for each Committee meeting. Cancellation of meetings due to lack of a quorum is at the discretion of the CEC.

Internal or external specialists/subject experts may be invited to attend the meeting at the request of the Chair on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be required to leave the meeting at any time by the Chair.

Decisions will be made by consensus. Where no consensus can be achieved within a reasonable timeframe, decisions will be made by voting.

5.2 Frequency of Meetings

Meetings should be held quarterly (approximately every 3 months), for a period of two hours. Meetings are usually held on Wednesday mornings. An exceptional/extraordinary meeting may be called by half of committee members, or by the CEC, when required.

6. AMENDMENTS

The terms of reference will be reviewed annually from the date of approval. The terms of reference may be altered to reflect the current functions of the Committee, by the decision of the CEC.