
Healthcare Associated Infections (HAI) Steering Committee

Terms of Reference

1. PURPOSE

Working in partnership with Local Health Districts and Specialty Health Networks, the NSW HAI Steering Committee is responsible for providing strategic advice about HAI prevention and control in NSW public hospitals and other healthcare facilities and services to the Clinical Excellence Commission.

The Committee will advise the Clinical Excellence Commission on the implementation of policies, guidelines, initiatives, monitor and report processes to prevent and control the acquisition of HAI.

2. GOVERNING BODY

This Committee is a standing committee providing strategic advice on healthcare associated infections to the Clinical Excellence Commission.

3. FUNCTIONS

The Committee takes a strategic role in the prevention and control of the acquisition of HAI in NSW.

The Committee will:

1. Provide advice about the strategic direction for the prevention, control and monitoring of HAI in NSW public hospitals and other healthcare facilities and services
2. In collaboration with Local Health Districts, Specialty Health Networks, Pillar Agencies and HealthShare NSW, provide advice and guidance on implementation and monitoring of HAI-related programs and projects
3. Provide advice and guidance on the international, national and state evidence base regarding HAI prevention and on emerging issues impacting on NSW implementation.

4. COMPOSITION

4.1 Chair

The Committee Chair is appointed by the Chief Executive, Clinical Excellence Commission.

The Chair is responsible for:

- Scheduling meetings and notifying committee members
- Inviting specialists/subject experts to attended meetings when required by the Committee
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Representing the Committee on occasions where committee input is required by other entities

- Responding to correspondence addressed to the Committee and providing correspondence on behalf of the Committee
- Reviewing and approving the draft minutes before distribution.

4.2 Secretariat

The secretariat is responsible for:

- 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 days prior to the meeting
- Taking notes of proceedings and preparing minutes of meeting
- The follow-up of all action items after each meeting with a suitable timeframe and maintenance of the Committee's action log
- Distributing the minutes to all Committee members one week 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

The membership of the Committee consists of:

- Director, Clinical Governance, Clinical Excellence Commission
- Chair of HAI Expert Advisory Committee
- Director of Clinical Governance
- Director of Medical Services
- Infectious Diseases Physician/Medical Microbiologist
- Infection Prevention and Control Professional
- Local Health District/Specialty Health Network Director of Nursing and Midwifery
- Community/patient representative
- NSW Health Pathology representative
- NSW Surgical Services Taskforce representative.

Committee members will cease to be a member of the HAI Steering Committee if they:

- Resign from the Committee
- Fail to attend three consecutive meetings without providing notice to the Chair
- Resign from their employment
- Breach confidentiality.

4.4 Members

Members are 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 set out in relevant NSW Health policies
- 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.

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.

Decision will be made by consensus. If consensus cannot be reached, the Chair may elect decision to be made by voting.

5.2 Frequency of Meetings

The HAI Steering Committee meets every three months for three hours.

An exceptional/extraordinary meeting may be called by at a minimum half of Committee members.

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.