

# Healthcare Associated Infections (HAI) Reprocessing Advisory Committee

## Terms of Reference

### 1. PURPOSE

The HAI Reprocessing Advisory Committee is established to provide expert advice to the Clinical Excellence Commission (CEC) on all matters related to reprocessing of reusable medical devices (RMDs).

### 2. GOVERNING BODY

The HAI Reprocessing Advisory Committee is a standing committee providing expert advice to the CEC on all matters related to reprocessing of RMDs. The Committee will report to The HAI Steering Committee.

### 3. FUNCTIONS

The functions of the HAI Reprocessing Advisory Committee are:

- To review and advise on significant incidents and issues arising from reprocessing of RMDs in NSW public health organisations
- To review and advise on best practice and standards in reprocessing of RMDs
- To advise and oversee the development of resources by working parties or groups required to support health services meet reprocessing standards.

### 4. COMPOSITION

#### 4.1 Chair

The Chair is appointed by the Chief Executive, CEC, on recommendation of the HAI Reprocessing Advisory Committee.

The Chair is responsible for:

- Ensuring all meetings start and finish on time
- 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.

#### 4.2 Secretariat

The CEC provides the secretariat, which is responsible for:

- Ensuring quorum for all decision making items
- Scheduling meetings and notifying 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 at a minimum three working days prior to the meeting
- Taking notes of proceedings and preparing minutes of meeting
- Distributing the minutes to all members as soon as practicable after the meeting. The minutes should be checked by the Chair and accepted by members as a true and accurate record at the commencement of the next meeting.

#### 4.3 Membership

Membership of the HAI Reprocessing Advisory Committee is on invitation from the CEC's Chief Executive and for two years from the date of appointment. 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 HAI Reprocessing Advisory Committee:

- Sterilizing Services Department Manager

- Infectious Diseases Physician/Clinical Microbiologist
- Infection Prevention and Control Professional
- Experienced Nurse/CNC from Operating Theatre
- Experienced Dental Officer (with expertise in reprocessing) from an Oral Health Service
- Experienced Nurse/CNC from an Endoscopy unit
- Patient Safety Manager
- Clinical Excellence Commission representative.

Committee members will cease to be a member of the HAI Reprocessing Advisory Group if they:

- Resign from the committee
- Fail to attend three consecutive meetings without providing notice to the Chair and/or secretariat
- Change role and/or resign from their employment
- Breach confidentiality.

#### **4.4 Members**

The 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 set out in relevant NSW Health policies
- Providing summary reports to the relevant executive/ colleagues within their organisation.
- Actioning the allocated meeting task (s) and completing the tasks within the agreed timeframe.

### **5. MEETING OPERATING PROCEDURES**

#### **5.1 Quorum**

A quorum will be 50 percent plus one of the members. If it is known that a quorum will not be available, efforts will be made to reschedule the meeting. At least half of the members plus one must be present for decision-making.

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 a decision be made by voting.

#### **5.2 Frequency of Meetings**

The HAI Reprocessing Advisory Committee meets quarterly for a period of up to two hours (10am to 12md).

### **6. AMENDMENTS**

The terms of reference will be reviewed annually from the date of approval.