

Healthcare Associated Infections (HAI) Expert Advisory Committee Terms of Reference

1. PURPOSE

The HAI Expert Advisory Committee was established to provide healthcare associated infections (HAI) expert technical advice to the Clinical Excellence Commission.

2. GOVERNING BODY

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

3. FUNCTIONS

The functions of the HAI Expert Advisory Committee are:

- To identify and advise on current and emerging problems in HAI
- To review and advise on HAI indicator and audit data
- To advise on current infection prevention best practice to reduce and prevent HAI
- To review and advise on requests from Local Health Districts/Specialty Networks, Clinical Excellence Commission, HAI Steering Committee, HAI Reprocessing Advisory Group or HAI Environmental Hygiene Working Party
- To review and advise on the implementation, monitoring and sustainability of policies, guidelines and other initiatives where changes in clinical practice lead to a reduction in HAI
- To provide ongoing management of feedback regarding the Clinical Excellence Commission's Infection Prevention and Control Policy Document(s) and Practice Handbook.
- To liaise with and provide advice to related health agencies, such as the Agency for Clinical Innovation, the Health Education and Training Institute and the Australian Commission on Quality and Safety in Health Care, on behalf of the HAI Steering Committee on HAI related issues.
- To refer strategic matters to the HAI Steering Committee.

4. COMPOSITION

4.1 Chair

The 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
- Delegating members for working parties
- 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

- 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.
- Preparing summary reports of the meeting for distribution to LHDs/SHNs and HAI Steering Committee.

4.3 Membership

Membership of the HAI 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 HAI Expert Advisory Committee:

- Infectious Diseases Physician/Clinical Microbiologist
- Infection Prevention and Control Clinical Nurse Consultant
- Nurse/Midwife Unit Manager
- Critical Care representative
- Community Health representative
- Oral Health representative
- Surgeon
- Physician or medical officer
- Health Service Manager
- Health Service Management Epidemiologist or Biostatistician
- Private hospital representative
- Patient Safety representative.

Committee members will cease to be a member of the HAI Expert Advisory 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
- Distributing the summary reports of the meetings to relevant staff within the LHD, e.g. Infection Prevention and Control Professionals, LHD Infection Prevention and Control Committees.

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.

If a Quorum is not available, no decisions can be made and the Secretariat will document Meeting Notes. 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 or referring the matter to the HAI Steering Committee.

5.2 Frequency of Meetings

The HAI Expert Advisory Committee meets every six weeks via teleconference for a period of one hour.

Twice a year the Committee meets face to face for a period of up to six 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.