

Tasmanian Health Associated Infection Advisory Group

Terms of Reference

Background

The Tasmanian Healthcare Associated Infection Advisory Group arose from the TIPCU Operational Procedure & the Tasmanian Healthcare Associated Infections Steering Committee.

Purpose

The purpose of the Advisory Group is to guide the TIPCU via reviewing and commenting on draft plans, strategies or surveillance programs relating to the TIPCU role.

Role and Function

The Advisory Group's role is:

- To consider, review and comment on plans, strategies and surveillance programs developed by the TIPCU and key stakeholders and to advise the Tasmanian Healthcare Associated Infections Steering Committee on these matters.
- To assist in guiding the direction of the management of healthcare associated infections in Tasmania.
- To review reports developed by the TIPCU in respect to surveillance of healthcare associated infections.
- To consider risks identified by the TIPCU for consideration in their own organisation / department.

Membership

Membership outlined below is via invitation and not all those suggested have necessarily agreed to membership or may nominate a delegate on their behalf.

Chair: Director of TIPCU

- Membership:
- Representative from the Tasmania Infection Control Association (TICA)
 - Executive Director of Nursing from each of the Area Health Services (CEO delegate)
 - Chairperson Infection Control Committee (Each Area Health Service)
 - Representative from Primary Health
 - Director of TIPCU
 - Specialist Medical Advisor TIPCU
 - Clinical Nurse Consultant TIPCU
 - Pharmacist
 - Surgical representation

- Private hospitals representation
- Co-opted members as required

Executive
Officer: Administration Officer - TIPCU

The Chair of the Advisory Group is to be nominated by the Chief Health Officer. The review period for the Chair is every 2 years. Membership of the Group is as stated and is subject to review with the approval of the Committee.

Member Roles

The role of members is to consider plans, strategies and protocols developed by the TIPCU. Members are expected to formally commit their own organisations to implement and use each relevant, agreed protocol.

Members may identify and bring new issues relating to infection prevention and control to the Advisory Group for consideration.

Meeting Times

Meetings shall occur at least three times a year. Requests for comments from members can be made via email or other form of communication.

Meeting Protocols

- Apologies must occur at every meeting.
- Relevant correspondence for the Advisory Group must be reviewed / noted.
- A meeting can be held with five or more members of the Advisory Group. Agenda for the meeting shall be arranged prior to the meeting and distributed by the Executive Officer.
- Meeting papers should be supplied at least one week in advance of the meeting to all members where ever possible.
- Minutes and Agenda of meetings will be held by the Records Manager, DHHS, Population Health.
- Minutes can be circulated after review by any member of the group and where discrepancies occur, changes can be made.
- Final approval of previous minutes of meeting will occur at the next meeting and will be kept as a record of that meeting.

Review of Terms of Reference

The terms of reference of the Tasmanian Healthcare Associated Infection Advisory Group can be reviewed at any time and must occur at least every 2 years.