Regional Infection Prevention Network - Terms of Reference

1. **Preamble**

   Provide effective governance for healthcare associated infections for safe and high quality services as an operation priority for the WA Country Health Service (WACHS) Wheatbelt region.

2. **Name**

   The WA Country Health Service Wheatbelt Regional Infection Prevention Network (WRIPN).

3. **Purpose**

   - The purpose of the WRIPN is to provide a forum to facilitate management of Infection Prevention programs within the Wheatbelt.
   - The group will receive minutes from the District Infection Prevention Committees to ensure commonality of policies, procedures and direction.

4. **Accountability**

   As its function is advisory only, the WRIPN is not an accountable body. Individual members are, however, accountable for the advice provided.

   The WRIPN is accountable to the Clinical Governance and Patient Safety Committee

   The Executive Sponsor is the Regional Director of Nursing and Midwifery.

5. **Conduct of the Committee**

   The Personal Assistant will provide a detailed synopsis of the meeting, including agreed actions, which will be distributed to members within five (5) working days of the meeting. Any issues and/or comments on the minutes should be addressed out of session to the Secretariat.

   Final endorsement of the minutes will be sought out of session prior to the next meeting.

   Approved minutes will be tabled at Clinical Governance and Patient Safety Committee.

6. **Function and Responsibilities**

   The WRIPN will:

   - Attain and maintain legislative and industry standards and guidelines.
Facilitate the implementation and maintenance of the Wheatbelt Infection Prevention Strategic Plan.
Review and provide recommendations as required to address infection control risks.
Review Treatment Action Plans (TAPS) against identified Regional Infection risks.
Monitor infection control performance indicators (HISWA/Audits) and develop actions to address any identified issues.
Facilitating the appropriate review of practices, to ensure relevant standards and best practice are maintained.
Support the Wheatbelt Antimicrobial Stewardship Program.

7. Membership

- Regional Coordinator of Nursing and Midwifery (Chair)
- Medical Representative
- Patient Safety and Quality Team Representative
- Clinical Education Team Representative
- Hub site Manager of Clinical Services / Health Service Manager
- Small site Health Service Manager
- Southern Infection Prevention Portfolio Holder Representative
- Western Infection Prevention Portfolio Holder Representative
- Eastern Infection Prevention Portfolio Holder Representative
- Support Services Manager Representative
- Population Health Representative – (Public Health Nurse)
- Mental Health Representative

8. Appointment

Members are not elected but are appointed by virtue of the positions they occupy within WACHS Wheatbelt. Where a member is a representative from a district or service, selection will be via an expression of interest process.

9. Chairperson

The Chair will be the Regional Coordinator of Nursing and Midwifery or in their absence, a member of the WRIPN nominated by the Chair. Key roles of the Chair include:
- the organisation and conduct of the WRIPN
- facilitating the effective contribution of all members
- encouraging expression of a diversity of opinion
- facilitation of liaison between WRIPN and other regional governance groups.
10. Proxies

Proxy attendance at WRIPN meetings is permitted. However, they must inform the secretariat. (NB - Proxy is not required where an officer is officially acting in the position held by a WRIPN member).

To make all WRIPN meetings as effective as possible, proxies should be given the authority of the nominating member to speak on their behalf on all applicable agenda items.

11. Co-opted Expertise

The WRIPN, with approval from the Chair, may co-opt persons to temporary membership of the Network.

12. Invitees

With approval from the Chair, others may be invited to attend meetings of the WRIPN in relation to a specific agenda item(s) and may be called to give presentations and advise on relevant matters.

13. Conflict of Interest

- A member of the Network, who has duties or interests in conflict with their duties or interests on the committee, whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chairperson.
- The member shall withdraw from the Network for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the committee determines the conflict is trivial or unlikely.
- Where the Chairperson has excused a person from the Network for that matter it may co-opt an alternative person to sit on the Network for the purpose and duration of the period during which such matter is under consideration.

14. Confidentiality

The proceedings of the WRIPN are confidential to members and are not to be disclosed except to the extent required of members to enable them to comply with any decisions and directions.

Minutes will be made available to the Clinical Governance and Patient Safety Committee and Wheatbelt Executive and staff within the functional streams through posting on the intranet.

All patient specific information will be de-identified in the records of the minutes and agenda items.
15. Frequency of Meetings

Ordinary WRIPN meetings will be held monthly. The Chair may from time to time, and as the need arises, call extraordinary meetings. Meetings will generally be held at the WACHS Wheatbelt Regional Office and with the use of videoconference as appropriate.

Submission of Papers
Proposed Agenda items and associated papers are to be submitted to the Secretariat at least eight (8) working days before the meeting is to be held.

Before an item requiring discussion and/or endorsement is accepted for the agenda, thorough preparatory work must be carried out including consultation with relevant parties, and other WRIPN members.

The Personal Assistant to the Regional Director of Nursing and Midwifery, in consultation with the Chair has authority to defer an agenda item to a subsequent meeting where it is clear that insufficient preparatory work has been undertaken.

Out of Session Items
Members may propose out of session consideration where an item is urgent and requires attention prior to a meeting. As for regular meetings, the Personal Assistant has the discretion to defer an out of session agenda item where insufficient preparatory work has been undertaken.

All members are required to respond to out of session items within the given timeframe. Where an item becomes contentious, or difficult to resolve out of session, the Chair may choose to refer the item to a face-to-face meeting for further discussion.

Items that are for noting only will not routinely be distributed to members out of session and will be held over until a formal meeting. Where it is important, for reasons of timeliness, that information be disseminated, members should seek to do this via the Personal Assistant.

16. Notice of Meetings

An agenda and associated papers will be circulated to members no less than five (5) working days before the meeting.

17. Quorum

A Quorum shall consist of a minimum 50% plus one of the group or their proxies. In the absence of a quorum, a meeting may be held but its recommendations would be subject to ratification by the succeeding full meeting of the group.
18. Secretary

The WRIPN will be supported by the Personal Assistant to the Regional Director of Nursing and Midwifery. The person providing this support is not a member of the committee. The Secretariat will:

- communicate with members on matters relating to the conduct of the meetings
- complete any actions arising from meetings as directed by the Chair within the agreed timeframe
- at the request of the Chair, would assist the deliberations of the WRIPN, arrange for additional advice, information and/or expertise to be available to members
- make other arrangements and provide other reports as necessary to enable the WRIPN to operate effectively.

Role of the Secretariat

The role of the Secretariat is to ensure that the administrative needs of the WRIPN and the Chair are met. The Secretariat is responsible for:

- preparing agenda papers for consideration
- distributing papers to members in sufficient time to allow members to consider them before the meeting
- generating and distribution of draft and final minutes of meetings to the WRIPN according to the agreed timetable
- forwarding of meeting records (or excerpts) to the relevant non-WRIPN members
- forwarding endorsement recommendation details for WACHS policy documents to the Policy Coordination Officer
- keeping and maintaining relevant records on behalf of the WRIPN.

The Secretariat will keep files of at least the following:

1. Agendas, meeting papers, meeting records; and
2. Correspondence and papers circulated other than with agendas.

The files are the property of the WACHS and must be maintained in HPE Records Manager as per the WACHS Records Policy, WACHS Code of Conduct and the State Records Act 2000.

19. Adoption, Review and Amendment of Terms of Reference

The WRIPN will conduct self-assessment and seek peer assessment annually, which will include the role and Terms of Reference of the Forum and its subcommittees.

SIGNED OFF BY: Clinical Governance and Patient Safety Committee
2018
This document can be made available in alternative formats on request for a person with a disability

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