



Terms of Reference

Healthcare Infection Council of Western Australia (HICWA) Executive Committee

1. PURPOSE

The purpose of the committee is to ensure clinical governance and quality improvement for the prevention and control of infection in Western Australian (WA) healthcare facilities by review and endorsement of appropriate policy recommendations relevant to improved patient outcomes and the monitoring, prevention and control of healthcare associated infections.

2. ACCOUNTABILITY

Recommendations made by the HICWA Executive Committee will be reported through the Assistant Director General (ADG), Public and Aboriginal Health Division PAHD).

3. ROLES and RESPONSIBILITIES

3.1. Review the effectiveness and promote standardisation of infection prevention and control programs and policies across the WA health system.

3.2 Consider policy recommendations made by the Infection Prevention Policy and Surveillance Unit (IPPSU), the Western Australian Multi-resistant Organism (WAMRO) Expert Advisory Group and Infection Prevention and Control Advisory Group (IPCAG) that incorporates review of financial and human resource requirements, clinical risk and governance, alignment with WA health services and medico-legal considerations.

3.3 To refer policy and recommendations to the ADG, PAHD for discussion and / or endorsement by the Director General of Health. This includes relevant mandatory policies or other advisory documents.

3.4 Review relevant surveillance reports compiled by the IPPSU prior to submission to the Director General of Health via the ADG.

3.5 Receive and review relevant reports and recommendations from the Infection Prevention and Control Advisory Group, ICNET Surveillance System Working Group (ICNET SSWG), the Western Australian Multi-resistant Organism (WAMRO) Expert Advisory Group and other expert groups / organisations as required e.g. Australian Commission on Safety and Quality in Healthcare, Ozfoodnet.

3.6 Review and consider recommendations from the ICNET SSWG and Health Service Support on enhancements or modifications to the ICNET surveillance system

3.7 Nominate representatives to relevant national committees on behalf of WA Health Department as requested.

3.8 The health service providers (HSPs) representatives e.g. Executive Director Safety, Quality & Performance or equivalent are responsible for ensuring dissemination of HICWA information within their health service, ensuring appropriate feedback to Hospital Executive Directors and stakeholders occurs.

3.9 The IPPSU is responsible for ensuring consultation with local expert advisory groups is obtained when developing statewide mandatory policy or guidelines.

4. MEETING FREQUENCY

The HICWA Executive Committee shall meet quarterly.

5. NOTICE of MEETINGS

5.1 Meeting dates for the forthcoming year will be circulated in December of each year.

5.2 HICWA members will be forwarded an agenda and associated papers at least five working days prior to the meeting, via email.

6. CHAIRPERSON

The Chairperson shall be the Director, Communicable Disease Control Directorate.

7. QUORUM

A quorum will consist of the Chairperson (or Deputy Chair) and at least eight permanent members (or nominated proxy).

8. MEMBERSHIP

- Chair - Director, Communicable Disease Control Directorate
- Child and Adolescent Health Service - Executive Director of Nursing
- Department of Health - Executive Director Patient Safety and Clinical Quality
- Department of Health - Manager Patient Safety Surveillance Unit
- Department of Health - Director, Applications, Health Service Support Service
- Department of Health - Manager Infection Prevention Policy and Surveillance Unit (IPPSU)
- Department of Health - Senior Project Officer, ICNET, IPPSU
- Representative Medical Directors Clinical Services
- East Metropolitan Health Service - Area Director of Nursing and Midwifery
- King Edward Memorial Hospital - Director Midwifery, Nursing and Patient Support Services
- North Metropolitan Health Service - Executive Director Nursing and Midwifery Services
- Representative Western Australian Infectious Disease Physicians
- Representative of Microbiology Discipline, PathWest
- South Metropolitan Health Service – Area Director Nursing and Midwifery
- Western Australian Country Health Service – Executive Director Nursing and Midwifery
- National Hand Hygiene Initiative Australia – IPPSU Senior Policy Officer
- Secretariat - IPPSU.

9. PROXY ATTENDEES

Members are to nominate a proxy to the secretariat if they are unable to attend a meeting. Proxy attendees have full decision making rights.

10. SECRETARIAT

Secretarial support will be provided by the IPPSU who are responsible for collation and circulation of papers relevant to the Committee.

11. RECORD of PROCEEDINGS

11.1 The Secretariat will keep records of all meetings, agendas and correspondence.

11.2 The Secretariat will be responsible for the compilation of agenda items, document distribution and minute taking.

11.3 The meeting minutes will be distributed to all members of the Committee. Dissemination of minutes to appropriate personnel at a hospital level is at the discretion of Committee members.

11.4 The minutes are confirmed by the Chairperson's signature at each Committee meeting.

12. CONFLICT of INTEREST

12.1 Each HICWA member must declare any duality of interest in matters of concern to the HICWA including:

- verbally declare any potential conflicts of interest (COI) at the commencement of each meeting on matters described on the Agenda
- alert the Chairman of any potential COI that may arise during the course of a meeting.

12.2 Where a perceived, potential or actual COI has been declared, the Chairman shall determine how to proceed and advise the meeting accordingly.

13. REVIEW

13.1 The terms of reference of the HICWA Executive Committee shall be reviewed annually

13.2 An evaluation of the effectiveness of HICWA will be undertaken bi-annually.

14. VERSION CONTROL

Version	Date	Change
1	02/04/2007	<i>Inaugural TOR endorsed</i>
2	06/09/2010	<i>Review of TOR and membership and endorsed by HICWA Executive Committee</i>
3	24/11/2014	<i>Review of TOR and membership and endorsed by HICWA Executive Committee</i>
4	23/02/2015	<i>Revised to reflect change in status of Fremantle Hospital and the change in position titles at SMHS.</i>
5	22/08/2016	<i>Revised to reflect changes with introduction of Health Services Act 2016</i>
6	28/08/2017	<i>Revised membership and position titles to reflect System Manager changes.</i>
7	19/08/2019	<i>Review of Executive Director Membership.</i>
8	5/07/2022	<i>Review to incorporate new CDCD structure, IPC Advisory Committee, ICNET Governance</i>
9	08/09/2023	<i>Review of Membership, added Representation from Medical Directors Forum</i>

Appendix 1 Current Membership

MEMBER	
Dr Paul Armstrong	<ul style="list-style-type: none"> • Director, Communicable Disease Control Directorate (Chair)
Dr Rebecca Hogan	<ul style="list-style-type: none"> • Public Health Physician, CDCD, (Deputy Chair)
Marie Slater	<ul style="list-style-type: none"> • Child and Adolescent Health Service – Executive Director of Nursing
Althea D’Souza	<ul style="list-style-type: none"> • Department of Health – Manager, Clinical Specialist Systems, Health Service Support Services – ICT Applications
Audrey Koay	<ul style="list-style-type: none"> • Department of Health – Executive Director Patient Safety and Clinical Quality
Karen Lennon	<ul style="list-style-type: none"> • Department of Health - Manager Patient Safety Surveillance Unit
Doris Lombardi	<ul style="list-style-type: none"> • East Metropolitan Health Service - Area Director of Nursing/Midwifery (Proxy: Kelly Ann Hahn)
Nicole Flendt	<ul style="list-style-type: none"> • King Edward Memorial Hospital - Director Midwifery and Nursing Services
Annie Thompson	<ul style="list-style-type: none"> • North Metropolitan Health Service – Area Executive Director Nursing and Midwifery Services
Moira Wilson	<ul style="list-style-type: none"> • Representative Infectious Disease Physician Group
Helen Darragh	<ul style="list-style-type: none"> • Representative Microbiology Discipline, PathWest
Amanda Hannaway	<ul style="list-style-type: none"> • South Metropolitan Health Service – A/Area Director Nursing and Midwifery
Yvonne Bagwell	<ul style="list-style-type: none"> • Western Australian Country Health Service – Executive Director Nursing and Midwifery Services
Dr George Eskander	<ul style="list-style-type: none"> • Representative Medical Directors Forum
Infection Prevention Policy and Surveillance Unit Members and Secretariat	
Rebecca McCann	<ul style="list-style-type: none"> • Program Manager
Inutu Kashina	<ul style="list-style-type: none"> • Senior Project Officer ICNET
Lisa Nicolaou	<ul style="list-style-type: none"> • Senior Policy Officer
Dr Liana Varrone (PhD)	<ul style="list-style-type: none"> • Program Officer (Data)
Melanie Trainor	<ul style="list-style-type: none"> • Senior Policy Officer
Olivia Kamau	<ul style="list-style-type: none"> • Program Officer (IPC)