



## Terms of Reference

# Infection Prevention and Control Advisory Group

### 1. Purpose

The purpose of the Infection Prevention and Control Advisory Group (IPCAG) is to provide contemporary, evidence-informed advice addressing IPC risks relevant to the provision of healthcare to enable the development and application of consistent IPC policies, procedures and guidance across the Western Australia (WA) health system with the aim to improve patient outcomes, ensure quality of care and prevent harm to patients and health workers.

### 2. Accountability

Recommendations made by the IPCAG will be reported through the Healthcare Infection Council of WA (HICWA) Executive Committee to the Assistant Director General Public and Aboriginal Health.

### 3. Roles and Responsibilities

To advise the WA health system on IPC issues including, but not limited to

- Providing expert clinical advice addressing IPC risks and issues relevant to healthcare in the WA
- Development of evidence-informed advice that promotes a consistent and integrated approach to IPC issues across the health system in WA
- Facilitate the development of IPC guidance material in relation to disease specific IPC guidelines including hospital and community acquired infections
- Ensure communication of agreed guidance and recommendations through organisational structures and relevant clinical networks.
- Foster the development of inter-disciplinary clinical expertise across the WA health system in IPC and an integrated approach across health care providers and the community.
- Provision of advice regarding product selection of Personal Protective Equipment (PPE) and strategies to enhance respiratory protection for healthcare workers
- Engagement with key stakeholder groups including local and regional IPC teams as well as other specialised clinical groups.
- To refer any concerns on multi-resistant organism to the WA Multi-resistant Organism (WAMRO) Expert Advisory Group
- Support consistent and coordinated IPC activities for Public Health and Health Service Providers.

### 4. Meeting Frequency and Modality

The IPCAG will meet quarterly, with regular review of frequency of meetings by the members and at the discretion of the Chair. Extra-ordinary meetings can be called by the Chairperson.

Meetings will occur via Microsoft Teams or face to face meetings.

## 5. Notice of Meeting

The IPCAG will be forwarded an agenda and associated papers at least five working days prior to the meeting.

## 6. Quorum

A quorum will consist of the Chairperson, or Deputy Chair and at least 50% of the membership.

## 7. Code of Conduct

### 7.1 Code of ethics

The IPCAG will observe and comply with the WA Public Sector Code of Ethics. A copy of this document can be accessed at the public sector [website](#).

### 7.2 Conflict of interest

Each IPCAG member must declare any duality of interest in matters of concern to the IPCAG including

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

### 7.3 Decision Making

In making recommendations to the IPPSU, the WAMRO or HICWA, the IPCAG will aim for a consensus view. Overall decision approval resides with the Chair.

## 8. Secretariat

Secretarial support will be provided by the Infection Prevention Policy Surveillance Unit, including responsibility for collation and circulation of the agenda, related papers and record of meeting. The Chair and the Secretariat will be responsible to promulgate information to the WA health system through established communication networks.

## 9. Chairperson

The Chair and Deputy Chair will be nominated from the membership group.

## 10. Membership

### 10.1 The IPCAG is to comprise the following representation:

- Manager, Infection Prevention and Policy Surveillance Unit (IPPSU) (Deputy Chair)
- Medical Advisor IPPSU
- Program Officer (IPC), IPPSU
- Senior Project Officer ICNET, IPPSU
- Public Health Physician, Communicable Disease Control Directorate

- Representative PathWest Microbiology Discipline
- Area Health Representatives
  - Infectious Diseases Physician / Microbiologist
  - Infection Prevention and Control Nurses
- Private Hospital Infectious Diseases Physician
- Private Hospital Infection Prevention and Control Nurse Specialist
- Chief Allied Health Officer Representative
- Chief Dental Officer

## 10.2 Proxy members

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

## 10.3 Co-opted Members

Representation may be requested from other specialty services or organisations as co-opted members from time to time.

## 10.4 Corresponding Members

The corresponding members of the IPCAG can be contacted for speciality advice. All corresponding members will receive a record of the meeting.

Intensive Care Physician

Emergency Department Physician

Acute Medical Consultant

General Surgeon

Deputy Chief Psychiatrist, Department of Health

Anaesthetist

Respiratory Physician

Occupational Health Physician

## 10.5 Amendments

The Terms of Reference and Membership of the IPCAG will be reviewed biennially and / or as required and endorsed by the HICWA.

## 10.6 Current Membership

The current membership is listed in Appendix A

## 11. Version Control

Version	Date	Change
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V2.3	10/11/2022	Update to membership and meeting frequency
V2.2	03/06/2022	Addition of Infectious Disease Physician, NMHS
V2.1	02/03/2022	Addition of an Occupational Health Physician
V2	05/01/2022	Transition to IPPSU as a BAU Advisory Group
V1	01/05/2020	Initial version developed by SHICC Health Operations

**This document can be made available in alternative formats on request for a person with a disability.**

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[health.wa.gov.au](http://health.wa.gov.au)

## Appendix 1 Current Membership

Name	Position
Rebecca McCann	Program Manager, Infection Prevention Policy and Surveillance Unit, Communicable Disease Control Directorate (Chair)
Rebecca Hogan	Public Health Physician, Communicable Disease Control Directorate (Deputy Chair)
Penny Clohessy	Infectious Disease Physician, SCGH
Helen Darragh	Representative PathWest Microbiology Discipline
David Speers	Infectious Diseases Physician, North Metropolitan Health Service
Lisa Summers	IPC Specialist, North Metropolitan Health Service
Natasha Nunes	IPC Specialist, South Metropolitan Health Service
Ed Raby	Infectious Diseases Physician, South Metropolitan Health Service
Lynette Pereira	Infectious Diseases Physician, East Metropolitan Health Service
Simon Meyer Henry	IPC Specialist North Metropolitan Health Service
Michelle Porter	Microbiologist, CAHS, KEMH
Danielle Englebrecht	IPC Specialist Child and Adolescent Health Service
Briony Hazelton	Infectious Diseases Physician, Child and Adolescent Health Service
Sharon Kenny	IPC Specialist, WA Country Health Service
Georgina Trotter	Consultant Physician, Goldfields, WA Country Health Service
Libby Oakes	Private Hospital Infection Prevention and Control Nurse Specialist
Jonathan Chambers	Private Hospital Infectious Diseases Physician
Mark Petrich	Principal Allied Health Advisor
Gillian MacGillivray	Chief Dental Officer
Catherine Jones	Clinical Nurse Consultant, Woman and Newborn Health Service
Amanda Hill	IPC Specialist, Mental Health, Public Health and Dental Services
IPPSU Members and Secretariat	
Inutu Kashina	Senior Project Officer ICNet
Lisa Nicolaou	Senior Policy Officer
Olivia Kamau	Program Officer (IPC)
Melanie Trainor	Senior Policy Officer

<b>Corresponding Members</b> <i>(Recipients of minutes only)</i>	
Cyrus Edibam	Intensive Care Physician, Fiona Stanley Hospital
Mark Monaghan	Emergency Department Physician, WACHS
Shital Amin	Acute Medical Consultant, Royal Perth Hospital
Sophie Davison	Deputy Chief Psychiatrist, Department of Health
Dieter Weber	General Surgeon, Royal Perth Hospital
Ed O'Loughlin	Anaesthetist, Fiona Stanley Hospital
Fiona Lake	Respiratory Physician, Sir Charles Gairdner Hospital
Phil Meyerkort	Occupational Health Physician
Jelena Maticcevic	Public Health Physician, Communicable Disease Control Directorate