



Infection Control Committee Terms Of Reference

Version No:

10

1. To promote quality in all Infection Prevention & Control activities throughout the West Coast District Health Board (WCDHB)
2. To formulate Policies and Procedures on all Infection Prevention & Control related matters
3. To provide advice on all Infection Control related matters within WCDHB to enable services to meet relevant Standards.

2. Committee Process

1. To advise the CQIT & Medical Advisor on all matters relating to Infection Control
2. To overview Infection Control Policy and Procedure development
3. To support and promote the activities of the Infection Control Team
4. To monitor infection trends within WCDHB services and ensure appropriate action is taken
5. To review and report on risk assessment and risk management issues relating to Infection Control
6. To promote continual improvement in Infection Prevention & Control practice throughout WCDHB
7. To develop, monitor and report on the Infection Prevention & Control Annual Programme

3. Reports & Linkages

Committee reports to:

- Continuous Quality Improvement Team (CQIT) Committee via monthly report
- Hospital Advisory Committee/Board via 6 weekly report
- Executive Management Team via Quality Risk Manager

Committee has linkages with:

- Occupational Health & Safety Committee
- Product Evaluation Committee

4. Membership

- Medical Representative (Chairman Dr Paul Holt)
- Medical Microbiologist CHL (via tele-link)
- Clinical Nurse Specialist -Infection Control
- Nurse Manager – Clinical Services
- Occupational Health Advisor
- Pharmacist
- Laboratory Representative
- ISS Representative
- Food Services Manager



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- Allied Health Representative
- Works Facility Manager
- Infection Control Representatives

5. Meeting Frequency & Venue

- Monthly
- Boardroom, WCDHB Corporate Office, Grey Hospital

6. Minutes Distribution

- All Committee members
- CQIT Committee
- Risk & Quality Manager
- All Clinical Areas (via Unit/Department/Ward Managers)

Revision History	Version	10
	Developed By:	Infection Control Committee
	Authorised By:	Infection Control Committee
	Date Authorised:	Nov 2007
	Date Last Reviewed:	February 2011
	Date Of Next Review:	February 2013