



# 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). The ADG will decide which issues should be taken to the Health Executive Committee (HEC), the Departmental Executive Committee (DEC) or other relevant internal or external bodies.

### 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 Expert Advisory Group (WAMRO EAG) 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 IPCAG, ICNET Advisory Group (IAG), WAMRO EAG 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 IAG and Health Service Support (HSS) 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 HICWA health service provider (HSP) representatives are responsible for ensuring dissemination of HICWA information within their health service, ensuring appropriate feedback to Hospital Executives, Boards and key 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. Quorum**

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

## **7. Code of Conduct**

### **7.1 Code of ethics**

The HICWA 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**

7.2.1 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 Chair of any potential COI that may arise during the course of a meeting.

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

### **7.3 Decision making**

In making recommendations to ADG PAHD HICWA will aim for a consensus view. Overall decision approval resides with the Chair.

## **8. Secretariat**

Secretarial support will be provided by the IPPSU who are responsible for the record of proceedings.

## 8.1. Record of proceedings

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

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

8.1.3 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.

8.1.4 The minutes are confirmed by the Chair's signature at each Committee meeting.

## 9. Chairperson

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

## 10. Membership

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

- Chair - Director, Communicable Disease Control Directorate (CDCD)
- Deputy Chair - Senior Medical Advisor, CDCD
- Department of Health - Manager Patient Safety Surveillance Unit
- Department of Health - Portfolio Manager, Clinical and Public Health Systems, ICT Applications, HSS
- Department of Health - Manager IPPSU
- Department of Health - Senior Project Officer, ICNET, IPPSU
- Department of Health - National Hand Hygiene Program
- Child and Adolescent Health Service - Executive Director of Nursing
- East Metropolitan Health Service - Nursing Director
- Women and Newborn Health Service - Director Midwifery and Nursing
- North Metropolitan Health Service - Nurse Co-Director
- South Metropolitan Health Service - Area Director Nursing and Midwifery
- Western Australian Country Health Service - Executive Director Nursing and Midwifery
- Representative Medical Directors Clinical Services
- Representative Western Australian Infectious Disease Physicians
- Representative of Microbiology Discipline, PathWest
- Infection Prevention and Control Subject Matter Expert (SME)
- Secretariat

### 10.2 Current Membership

The current membership is listed in Appendix 1

### 10.3 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 and need to be able to make governance and financial decisions for their respective organisations.

## 10.4 Co-opted members

Representation may be requested from SME or other specialty services as co-opted members from time to time to present technical information or relevant discussion papers.

## 10.5 Observers

On request to the Chair by a Member an observer may be invited to attend a meeting, noting that an observer may not contribute to debate and will have no voting rights.

## 11. Review

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

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

## 12. 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>
10	21/06/2024	<i>Updated membership.</i>
11	27/11/2024	<i>Updated membership.</i>
12	28/01/2025	<i>Updated membership</i>

## Appendix 1 Current Membership

Member	
Dr Paul Armstrong	Director, Communicable Disease Control Directorate (Chair)
Dr Rebecca Hogan	Senior Medical Advisor, CDCD (Deputy Chair)
Pritika Kc	Department of Health - Manager Patient Safety Surveillance Unit
Matt Arrah	Department of Health - Portfolio Manager, Clinical and Public Health Systems, ICT Applications, HSS
Rebecca McCann	Department of Health - Manager IPPSU
Inutu Kashina	Department of Health - Senior Project Officer ICNET
Lisa Nicolaou	Department of Health - National Hand Hygiene Program
Marie Slater	Child and Adolescent Health Service - Executive Director of Nursing
Kelly-Ann Hahn	East Metropolitan Health Service - Nursing Director Accreditation Readiness Royal Perth Bentley Group
Dr Sue Sinni (PhD)	Women and Newborn Health Service - Director Midwifery and Nursing
Joanne Reid	North Metropolitan Health Service - Nurse Director, Corporate Nursing, Sir Charles Gairdner and Osborne Park Hospital Group
Peta Fisher	South Metropolitan Health Service - Area Director Nursing and Midwifery
Evelyn Quinn	Western Australian Country Health Service – A/ Executive Director Nursing and Midwifery
Dr Simon Wood	Representative, Medical Directors Clinical Services
Dr David New	Representative Infectious Disease Physician Group
Dr Tammy Wijesuriya	Representative Microbiology Discipline, PathWest
Sharon Kenny	Infection Prevention and Control Subject Matter Expert
Infection Prevention Policy and Surveillance Unit Members and Secretariat	
Dr Liana Varrone (PhD)	Program Officer (Data)
Melanie Trainor	Senior Policy Officer
Claire Tinson	Senior Policy Officer
Olivia Kamau	Program Officer (IPC)

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