

Barwon Health Vision and Purpose 2020-25

Vision: By 2050, everyone in our Community enjoys the best health and wellbeing in Victoria.

Purpose: Provide best care, every person, every day, so that our consumers feel better.

Alignment to Strategic Priorities 2020-25

Refer: [Strategic Plan 2020-25](#)

Deliver Best Care	Invest to Improve	Ensure our Future
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1. Purpose

To provide expert advice on the implementation of the Preventing and Controlling Infections National Safety and Quality Health Service standard across Barwon Health.

2. Responsibilities

- To provide expert advice to Barwon Health on the actions required to meet the Preventing and Controlling Infections standard
- Ensure alignment to Barwon Health’s Clinical Governance Framework
- Provide leadership and oversight on Infection Prevention improvement initiatives across Barwon Health
- Provide advice on methods to partner with patients in their own care
- Ensure advice provided is based on the best available evidence
- Advise on the implementation, monitoring and sustainability of actions to address performance gaps and continuous improvement
- Endorse audit tools, monitor audit results and maintain organisational oversight actions to address non-compliance.
- Advise on policy requirements and prepare draft procedures for approval
- Advise on and monitor completion of education and training programs
- Monitor and report regularly on infection prevention Key Performance Indicators as set by the Department of Health and Hospital Acquired Complications data set
- Monitor Infection Prevention related patient safety adverse events and associated recommendations

3. Composition

Membership

Chair	Infectious Diseases Representative
Secretary	
	Infection Prevention Service Representatives
	Acute Care Representatives
	Oral Health Service Representatives
	Inpatient Rehabilitation Representative
	Community Health Representative
	MHDAS Representative
	Women’s and Children’s Representative
	Safety, Quality and Improvement Unit Representative
	Education & Training Representative

Infection Prevention Committee Terms of Reference

	Environmental Services Representative
	Building Services Representative
	Consumer Representative
	StaffCare Representative
	Antimicrobial Stewardship Representative

*By invitation of the Chair, others may attend all or part of one or more meetings of the Advisory Group.

4. Terms of Appointment

Members remain on the Infection Prevention Committee until they no longer hold the position on which their membership is based or reviewed on a 3 year cycle.

5. Secretary

The Manager Infection Prevention Service will act as Secretary for this Committee.

6. Meetings

a. Holding of Meetings

The Infection Prevention Committee will meet on the first Thursday of the month

b. Quorum

A majority of members shall constitute a quorum.

7. Committee Papers

An agenda that includes appropriate documentation to inform the Committee and support decision-making will be circulated seven days before each meeting to ensure that members have time to consider the contents.

Following approval by the Chairperson, members may place an item on the agenda with appropriate documentation. Documents to be placed on the agenda should be forwarded to the nominated Secretariat two weeks prior to the meeting.

8. Committee Minutes

The Infection Prevention Committee Secretary will prepare minutes of meetings and have them approved by the Chair before circulating to members. The minutes will be confirmed at the next meeting of the meeting.

9. Committee Review

These Terms of Reference will be reviewed every three years or earlier if required

10. Aligned Committees / Specialist Groups

11. Conflict of Interest

Employees and those acting on behalf of Barwon Health must not engage in activities that involve or could appear to involve an actual, potential or perceived conflict between their personal interests and the interests of Barwon Health. Such circumstances may compromise the staff members' ability to make impartial decisions or damage public confidence in that impartiality.

Staff members must not place themselves in situations that might force them to choose between their personal or financial interests and those of Barwon Health.

If there is any doubt about whether a conflict of interest exists, the staff member must disclose the issue, in writing, to their Manager without delay. This can be done by completing a Declaration of Conflict of Interest Form.

12. Confidential & Private Information

In accordance with the Barwon Health Privacy, Confidentiality and Security Agreement, all persons, including Barwon Health employees, non-Barwon Health researchers, contractors, volunteers, students and partner organisations must ensure that the affairs of Barwon Health, its patients, clients, residents and staff, remain private, secure and strictly confidential and are not divulged to any third party, except where required for clinical purposes or by law.

13. Key Legislation, Acts and Accreditation Standards Alignment

- National Safety and Quality Health Service Standards Second edition. (2017, November).
- Aged Care Quality Agency Standards