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# **Victorian Healthcare Associated Infection Surveillance System (VICNISS) - Advisory Committee**

## **TERMS OF REFERENCE**

(Mar 2017)

### **Introduction**

The Victorian Healthcare Associated Infection Surveillance System (VICNISS) Coordinating Centre was launched in 2002 to develop and implement a state-wide health care associated infection (HAI) surveillance program. The primary objective of the VICNISS program is to reduce the number of health care associated infections and improve the quality of care and outcomes for people treated in the public and private hospital systems. The VICNISS program and the information collected from hospitals is used to:

- Promote and maintain a standardised approach to HAI surveillance methods
- Produce aggregated risk-adjusted data on HAI, which enables health services and hospitals to undertake inter-hospital, national and international comparisons
- Promote the use of evidence based information, validated methodology and analytical methods to permit timely recognition of HAI and promote prevention and early intervention to reduce HAI's
- Improve the way surveillance results are used in feedback, prevention and cost containment for individual hospitals, across metropolitan health services, statewide and national activities
- Assist hospitals with high infection rates to undertake investigations and implement strategies to reduce these
- Promote the integration of surveillance of HAI with routine data collection and continuous quality improvement systems, and strategic management planning for infection control
- Promote consumer participation in the development of HAI performance measure reporting
- Provide expert advice to state and national committees on HAI surveillance programs, methodologies and initiatives to reduce the occurrence of infections and improve the quality of care provided

### **Purpose**

The VICNISS Advisory Committee is a representative consultative committee to provide stakeholder input and advice to the VICNISS Coordinating Centre. The Committee shall advise the Coordinating Centre on the HAI surveillance activities, the development and maintenance of the program, the improvement activities undertaken, communication of information to consumers and health care providers, and contract deliverables of the VICNISS program as requested.

### **Terms of Reference**

The VICNISS Advisory Committee shall be a high level committee that provides advice focusing on strategies and deliverables for VICNISS including:

- Ongoing review of aims, objectives and effectiveness of the role of VICNISS and its' Coordinating Centre, in reducing HAIs

- Provide advice on VICNISS strategic business planning and service development, progress on deliverables, including development of indicators for service quality and accessibility
- Ensure that the group represented by the committee member(stakeholders) are advised of key VICNISS activities and messages
- Ensure that the potential benefit of the VICNISS service and Coordinating Centre is maximised including measures to achieve maximum participation by Victorian hospitals
- Provide advice on the measures taken to ensure that VICNISS and the Coordinating Centre has an effective communication strategy in place, including communication with the community and consumers
- Recommend the establishment of technical reference groups for the Coordinating Centre as required, on issues such as methodology and definitions

### **Committee Membership**

Membership is representative of key stakeholders and includes:

- Australian Orthopaedic Association
- Australasian College for Infection Prevention and Control (Rural and Metropolitan)
- Australasian Society for Infectious Diseases
- College of Intensive Care Medicine Australia and New Zealand
- Consumer Representatives
- Department of Health representatives: Quality, Safety and Service Programs
- Australian College of Health Service Administrators
- Melbourne Health Executive Sponsor
- Private Hospitals representative
- Royal Australasian College of Surgeons
- VICNISS Coordinating Centre

The VICNISS Advisory Committee may form working groups, co-opt members to the Committee or working groups and commission other activities as necessary.

VICNISS Coordinating Centre appoints the Committee Chair and members. Members are appointed for a three-year term, with the option to extend (see also Appendix 3: Rules – Attendance).

Organisational Membership attached (**Appendix 1**)  
Reporting/Advisory Relationships (**Appendix 2**)

### **Meeting Procedures**

- Meetings shall occur quarterly in any one year. In addition there may be a requirement to call an extraordinary meeting.
- Quorum shall be half the full membership +1. In the event that a quorum is not achieved the meeting may continue and decisions ratified at the next meeting.
- Minutes – the activities of the Committee shall be recorded, confirmed by the Chair, forwarded to members and retained on a formal registered file.
- Operating rules (**Appendix 3**)

### **Reporting Arrangements**

The VICNISS Coordinating Centre shall provide a biannual report to the Statewide Quality Branch, Department of Human Services and the auspicing agency Melbourne Health.



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The principal contact for the Department of Human Services is the Manager, Quality & Safety Programs | Sector Performance, Quality and Rural Health

The Melbourne Health Executive Director responsible for the VICNISS program is the principal managerial contact for the VICNISS Coordinating Centre.

**Review of Terms of Reference**

The Terms of Reference shall be reviewed as required by the Chair in consultation with the Department of Human Services, and ratified by the Committee.

<b>Organisational Membership</b>
Australian Orthopaedic Association
Australasian College for Infection Prevention and Control
Australasian Society for Infectious Diseases
Australasian College of Health Service Management
College of Intensive Care Medicine of Australia and New Zealand
Consumer Representatives (2)
Department of Health- Manager Quality, Safety and Service Programs
Melbourne Health, Executive Director - Clinical Governance and Medical Services
Private Hospitals
Royal Australasian College of Surgeons
VICNISS Coordinating Centre, Director
VICNISS Coordinating Centre, Operations Director

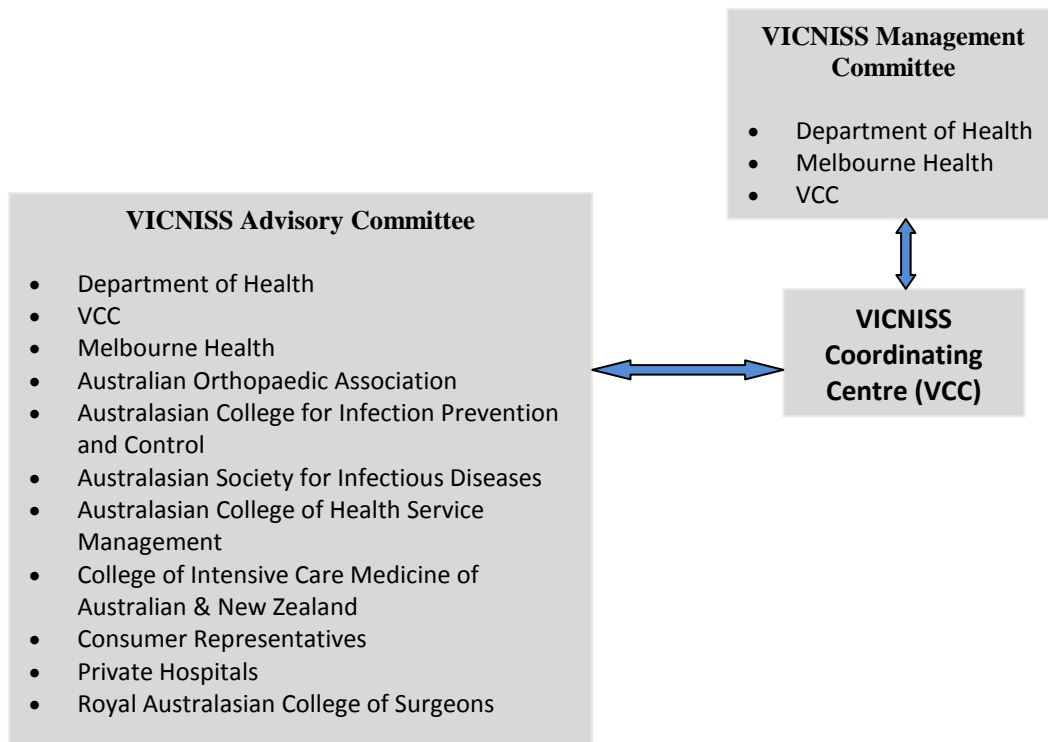
**VICNISS GOVERNANCE AND REPORTING ARRANGEMENTS**

The VICNISS coordinating centre is funded by the Department of Health under a service agreement with Melbourne Health. The Coordinating Centre reports formally to:

1. VICNISS Management Committee
2. VICNISS Advisory Committee

In addition the Coordinating Centre reports defined data and information on a quarterly basis to the Department of Health, as well as additional data on request. The Coordinating Centre also produces an Annual/Bi-Annual report.

Governance schema – VICNISS Coordinating Centre



## **APPENDIX 3**

### **Operating Rules**

#### **VICNISS Advisory Committee**

##### **Confidentiality**

Issues and data relating to individual hospitals, and unpublished information are confidential.

##### **Declaration of Conflict of Interest**

Members should declare any personal interest at any meeting if it relates specifically to a particular issue under consideration. The secretariat shall record this declaration in the minutes.

##### **Proxies**

Members are required to notify the Chair or Secretariat when there is an intention for a proxy to represent the member at any Advisory Committee meeting or to undertake any membership role or responsibility. Proxies must be an existing member of the committee.

##### **Attendance**

If members are unable to attend meetings on three consecutive occasions, the Chair may request that a person with equivalent representation replace them.

##### **Media**

To be directed to the Director VICNISS Coordinating Centre in the first instance