

# SA Reprocessing of Reusable Medical Devices Governance Committee

## Terms of Reference

### Background

SA Health has a requirement to meet Standard 3 of the Australian Commission on Safety and Quality in Health Care standards Second Edition (preventing and controlling healthcare associated infections), specifically 3.10, 3.11, 3.12 & 3.14, which cover:

- > governance and systems for infection prevention, control and surveillance
- > compliance with relevant national and international standards for cleaning, disinfection and sterilisation
- > implementation of instrument traceability systems
- > competency-based training of the workforce responsible for reprocessing.

### Purpose

#### Aim

The SA Health Reprocessing of Reusable Medical Devices Governance Committee (the Committee) will provide a forum for state-wide decision making in matters relating to the reprocessing of reusable medical devices (including high level disinfection) in central sterilising departments and other satellite sites; will provide oversight of the implementation of AS/NZS 4187:2014 and the current Gastroenterological Society of Australia (GESA) *Infection Control in Endoscopy Guidelines*, and will share learning and tools to support implementation of the reprocessing standard AS/NZS 4187:2014.

Function and Objectives heading will be swapped around with tasks in final document once feedback received.

#### Objectives

The Committee will:

- > ensure a strategic and consultative approach is adopted with participating LHNs
- > encourage and facilitate information sharing across participating organisations in order to solve problems, overcome barriers and promote solutions
- > ensure that solutions address identified system gaps and take into account variations which may be required in individual LHNs.
- > develop statewide policy and guidelines that provide direction to LHNs on practice issues.

#### Function

The Committee will:

- > Develop and monitor a statewide action plan to ensure compliance with the Australian Standard AS/NZS 4187:2014 and the GESA endoscopy guidelines within Local Health Networks.
- > Monitor and report on the progress of implementation of AS/NZS 4187:2014 by the Local Health Networks to the Chief Medical Officer (CMO)/Chair of the Safety and Quality Strategic Governance Committee.

- > Discuss general issues pertaining to sterilisation and instrument reprocessing and develop common solutions where possible.
- > Provide advice to the Communicable Disease Control Branch when required for any lookback investigations resulting from a reprocessing failure and determine the need for any universal practice changes that may be required as a result.
- > Provide a forum for the discussion of new technologies for the reprocessing of reusable medical devices.

## Reporting

The Committee will report to the Chief Public Health Officer and Chief Medical Officer, Health Protection and Licensing Services SA Health as Chair of the Safety and Quality Strategic Governance Committee.

### Meetings

- > The Committee will meet at least 4 times per year and more frequently if required, as determined by the Chairperson according to need.
- > Between meetings there will be the ability to communicate either via email or teleconference.

### Confidentiality

- > Non-ratified working documents or papers marked 'confidential' are for the exclusive use of the Committee members and are not to be copied or circulated unless authorisation is provided by the secretariat.

## Membership

### Selection of committee members

- > The Chairperson will be the Sterilising and Reusable Medical Device Reprocessing State Coordinator (or delegate) from the Infection Control Service of the Communicable Disease Control Branch (CDCB), Department for Health and Wellbeing
- > The Nursing Director from the Infection Control Service of the Communicable Disease Control Branch (CDCB), Department for Health and Wellbeing.
- > SA Health Local Health Network (LHN) representation will consist of:
  - at least one representative from each metropolitan /regional LHN having direct managerial responsibility for reprocessing activities within that LHN
  - a representative from the Rural Support Service with responsibility for infection control and reprocessing activities
  - at least one member with specific expertise in high level disinfection of endoscopes (*if not included in LHN representatives above*)
  - at least one member with specific expertise in reprocessing of dental devices, including SA Dental Service (*if not included in LHN representatives above*).
  - one member with specific expertise in diagnostic microbiology.
- > At least one representative from SA Biomedical Engineering.
- > Additional members with specific technical expertise may be co-opted as required.
- > Members can provide a proxy reflecting the profile of the member who will attend in the member's absence.
- > In the event of an extended absence, resignation or change of position, the member is required to nominate a replacement.

## Obligations of members

All members and persons assisting the Committee will:

- > comply with the group's terms of reference
- > declare conflicts of interest at the commencement of each meeting in respect to agenda items or discussion points.

## Proxies

- > If a member is unable to attend a scheduled meeting, they should nominate a proxy with similar knowledge and skills to attend in their place.

## Chair

The Chairperson will:

- > clarify with the members what the group has to achieve, in the short and long term
- > ensure the group fulfils its functions and behaves in accordance with its rules and codes of conduct, including with respect to disclosures of interest
- > ensure meeting agendas and papers are appropriate to make meetings effective
- > ensure that the group arrives at clear decisions
- > ensure outstanding actions are monitored.

## Working Groups

The Committee may convene work groups to undertake specific time-limited tasks. A work group will comprise at least one member of the Committee and will report back to the Committee on completion of the task or earlier as requested by the Committee Chair.

## Quorum

- > The quorum for the group is half the members (or their proxy) plus one.
- > Meetings will be face-to-face where possible with teleconferencing facilities arranged as required.

## Coordination and secretariat

- > The CDCB Infection Control Service section will coordinate meetings and act as secretariat.

## Terms of reference review

- > These terms of reference will be reviewed annually and amended accordingly.

## Version control and change history

Version	Date from	Date to	Amendment
3.2	10/01/2022	Current	Amend membership
3.1	16/02/2021	10/01/2022	Minor alteration
3.0	13/03/2019	13/03/2020	Amended objectives and membership
2.0	18/12/2017	18/12/2018	Amended objectives and membership
1.0	14/02/2017	18/12/2017	Original document