SA NETWORK OF INFECTION CONTROL TEAMS

TERMS OF REFERENCE

Introduction
The South Australian Network of Infection Control Teams (SANIT) consists of a group of Infection Control Professionals, scientists and other disciplines from South Australian healthcare facilities and agencies (both public and private) that have a mutual interest in the prevention and surveillance of health care associated infections, together with representatives from the Infection Control Service of the Department for Health and Ageing. Participation in the Network is on a voluntary basis.

Purpose
The primary aim of SANIT is to develop a statewide, consistent approach to the minimisation of healthcare infection risk in the acute sector through promotion of best practice in infection prevention and surveillance and to provide a forum for discussion of issues.

Functions
1. Foster consistency and collaboration within infection control services throughout South Australia.
2. Conduct regular meetings and discuss general infection control and prevention issues and strategies in various settings, and assist with the formulation of statewide policies or guidelines where appropriate.
3. Support a standardised state-wide system of surveillance of healthcare associated infection by providing a forum to discuss data collection issues, analysis and reporting formats amongst contributors.
4. Provide consensus expert advice on infection control and prevention issues to health providers or other government bodies as requested.
5. Collaborate and liaise with SANIT sub-committees including the Non-acute Infection Control Special Interest Group (NICSIG) and HAI Surveillance sub-committee.
6. Provide updates on the above activities, as appropriate, to the SA Health Healthcare Associated Infection (HAI) Advisory Group, Local Health Networks (LHNs), Government departments, and the Australasian College of Infection Prevention and Control (ACIPC).

Meetings
> Meetings will be held four times per year.
> Extra-ordinary meetings can be held as determined by the Chairperson.
> Meetings shall be a maximum of 2 hours duration.
Notice of meetings

> Established annually in advance and will be made available on the SA Health website.

Confidentiality

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

Selection of committee members

> The Chairperson shall be a representative of the Infection Control Service, Communicable Disease Control Branch, Department for Health and Ageing.
> Members will have an interest or expertise in infection prevention and control.
> Members can nominate a proxy reflecting the profile of the member who will attend in the member’s absence.
> If a member has not attended a SANIT meeting in a 12 month period then that member will be automatically removed from the distribution list.

Quorum

> If a meeting has less than 10 RSVPs, the Chair will decide if the meeting is to be cancelled, with a minimum of 1 days’ notice.

Coordination and secretariat

> The Infection Control Service Administrative Officer will coordinate meetings and act as secretariat.

Terms of reference review

> These terms of reference will be reviewed at least biannually and amended accordingly.

Version control and change history

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