

CGP154

INFECTION CONTROL WORKING GROUP TERMS OF REFERENCE

[LINK TO POLICY](#)

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& FORMS](#)



Organization Accredited
by Joint Commission International

1. Introduction

Infection Control and prevention involves all employees working at National Ambulance (NA). The company is committed to protecting its staff, clients, and the public from potentially harmful pathogenic microorganisms; this working group will take into account the frequently changing picture with regard to infection control.

2. Scope

The Infection Control working group (ICWG) will be responsible for considering matters related to Infection Control and prevention.

3. Purpose

The purpose of the ICWG is to provide a robust mechanism for assuring continuous improvements in infection control arrangements. There will also be a focus on compliance with regulatory and accreditation requirements. The Working Group will ensure that during the course of their activities risks to employees, patients and organisation are managed.

4. Members

| | |
|----------------------|--|
| Chair | Chief Administrative Medical Officer (CAMO) / Medical Director |
| Vice Chair | QHSE and BC Manager or delegate |
| Member | Clinical Governance & Audit Officer |
| Member | ACC Manager |
| Member | Operations Manager |
| Member | Education Manager |
| Member | Supply Chain Manager or delegate |
| Member | Occupational Health Nurse |
| Secretary | Administrative Coordinator Clinical Services |
| Other Expert Members | To be invited by the group as required |

5. Key Functions

Key functions of the ICWG include:

- A minimum of annual review of relevant National Ambulance Policies and Procedures and Learning Management System content
- Awareness of the current status of immunisation across the clinical workforce
- Review of QHSE incident summaries, e.g. recurrence of incidents such as sharps and body fluid exposure
- Review of information from external global, federal or local agencies
- Review suitability of products and services to ensure they are fit for purpose

- Promote awareness of relevant matters to managers and staff through recognised communication channels
- Raise relevant matters to Senior management through use of approved processes

6. Quorum

There must be a quorum of the Chair and at least three members from different departments. Meeting Frequency

The group shall hold meetings on a quarterly basis, or more frequently as required. Between meetings updates and requests can be sent to all members by the Chair/Vice chair.

7. Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder. A report to the Executive management team can be prepared at least annually or as required.

8. Lifecycle and Evaluation

The group has an ongoing lifecycle with a review of its purpose and functions at least annually.

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

Chief Administrative Medical Officer (CAMO) /Medical Director

Change Brief

| Version No. | Date | Changes |
|-------------|--------------------------------|--|
| 1 | 18 September 2017 | New document |
| 2 | 3 rd September 2019 | Medical Director Terminology Add "Occupational Health Nurse" to the members |
| 3 | 6 th October 2021 | Due for Review Add "Chief Administrative Medical Officer (CAMO)" to Chair |

Review & Approval:

Chief Administrative Medical Officer (CAMO) /Medical Director