



Terms of Reference

Infection Prevention and Control Advisory Group

1. Purpose

The purpose of the Infection Prevention and Control Advisory Group (IPCAG) is to provide contemporary, evidence-informed advice addressing IPC risks relevant to the provision of healthcare to enable the development and application of consistent IPC policies, procedures and guidance across the Western Australia (WA) health system with the aim to improve patient outcomes, ensure quality of care and prevent harm to patients and health workers.

2. Accountability

Recommendations made by the IPCAG will be reported through the Healthcare Infection Council of WA (HICWA) Executive Committee to the Assistant Director General Public and Aboriginal Health.

3. Roles and responsibilities

To advise the WA health system on IPC issues including, but not limited to:

- Providing expert clinical advice addressing IPC risks and issues relevant to healthcare in WA.
- Development of evidence-informed advice that promotes a consistent and integrated approach to IPC issues across the health system in WA.
- Facilitate the development of IPC guidance material in relation to disease specific IPC guidelines including hospital and community acquired infections.
- Ensure communication of agreed guidance and recommendations through organisational structures and relevant clinical networks.
- Foster the development of inter-disciplinary clinical expertise across the WA health system in IPC and an integrated approach across healthcare providers and the community.
- Provision of advice regarding product selection of Personal Protective Equipment (PPE) and strategies to enhance respiratory protection for healthcare workers.
- Provision of information, updates and advice related to product recalls.
- Engagement with key stakeholder groups including local and regional IPC teams as well as other specialised clinical groups.
- To refer any concerns regarding multi-resistant organism management to the WA Multi-resistant Organism (WAMRO) Expert Advisory Group.
- Support consistent and coordinated IPC activities for Public Health and Health Service Providers.

4. Meeting frequency and modality

The IPCAG will meet quarterly, with regular review of frequency of meetings by the members and at the discretion of the Chair. Extra-ordinary meetings can be called by the Chairperson.

5. Notice of meetings

The IPCAG will be forwarded an agenda and associated papers at least five working days prior to the meeting.

6. Quorum

A quorum will consist of the Chairperson, or Deputy Chair and at least 50% of the membership.

7. Code of conduct

7.1 Code of ethics

The IPCAG will observe and comply with the WA Public Sector Code of Ethics. A copy of this document can be accessed at the public sector [website](#).

7.2 Conflict of interest

Each IPCAG member must declare any duality of interest in matters of concern to the WAMRO including:

- verbally declare any potential conflicts of interest (COI) at the commencement of each meeting on matters described on the agenda
- alert the Chair of any potential COI that may arise during a meeting.

7.3 Decision making

In making recommendations to the IPPSU, the WAMRO or HICWA, the IPCAG will aim for a consensus view. Overall decision approval resides with the Chair.

8. Secretariat

Secretarial support will be provided by the Infection Prevention Policy Surveillance Unit, including responsibility for collation and circulation of the agenda, related papers and record of meeting. The Chair and the Secretariat will be responsible to promulgate information to the WA health system through established communication networks.

9. Chairperson

The Chair and Deputy Chair will be nominated from the membership group.

10. Membership

10.1 The IPCAG is to comprise the following representation:

- Manager, Infection Prevention and Policy Surveillance Unit (IPPSU) (Chair)
- Senior Policy Officer IPPSU (Deputy Chair)
- Medical Advisor IPPSU
- Representative PathWest Microbiology Discipline

- Area Health Representatives
 - Infectious Diseases Physician / Microbiologist
 - Infection Prevention and Control Nurse Specialists
- Private Hospital Infectious Diseases Physician
- Private Hospital Infection Prevention and Control Nurse Specialist
- Chief Allied Health Officer Representative
- Chief Dental Officer.
- Senior Project Officer ICNET, IPPSU
- IPPSU Secretariat

10.2 Proxy attendees

Members are to nominate a proxy to the secretariat if they are unable to attend a meeting. Proxy attendees have full decision-making rights.

10.3 Co-opted members

Representation may be requested from other specialty services or organisations as co-opted members from time to time.

10.4 Corresponding members

The corresponding members of the IPCAG can be contacted for speciality advice. All corresponding members will receive a record of the meeting.

- Intensive Care Physician
- Emergency Department Physician
- Acute Medical Consultant
- General Surgeon
- Anaesthetist
- Respiratory Physician
- Occupational Health Physician.

10.5 Amendments

The Terms of Reference and Membership of the IPCAG will be reviewed biennially and / or as required and endorsed by the HICWA.

10.6 Current Membership

The current membership is listed in Appendix A

11. Version control

Version	Date	Change
V 3.0	30/04/2025	New Department template and update to membership
V 2.3	10/11/2022	Update to membership and meeting frequency
V 2.2	03/06/2022	Addition of Infectious Disease Physician, NMHS
V 2.1	02/03/2022	Addition of an Occupational Health Physician
V 2.0	05/01/2022	Transition to IPPSU as a BAU Advisory Group
V 1.0	01/05/2020	Initial version developed by SHICC Health Operations

Appendix 1 Current Membership

Member	
Rebecca McCann	Program Manager, Infection Prevention Policy and Surveillance Unit, Communicable Disease Control Directorate (Chair)
Melanie Trainor	Senior Policy Officer, IPPSU (Deputy Chair)
Dr Rebecca Hogan	Public Health Physician, Communicable Disease Control Directorate (Deputy Chair)
Dr David New	Representative PathWest Microbiology Discipline
Dr David Speers	Infectious Diseases Physician, North Metropolitan Health Service
Dr Penny Clohessy	Infectious Disease Physician, SCGH
Lisa Summers	IPC Specialist, North Metropolitan Health Service, SCGHOPH
Dr Edward Raby	Infectious Diseases Physician, South Metropolitan Health Service
Natasha Nunes	IPC Specialist, South Metropolitan Health Service
Dr Lynette Pereira	Infectious Diseases Physician, East Metropolitan Health Service
Simon Meyer-Henry	IPC Specialist, East Metropolitan Health Service
Dr Michelle Porter	Microbiologist and Infectious Diseases Physician, Pathwest, Child and Adolescent Health Service, Women and Newborn Health Service
Dr Briony Hazelton	Infectious Diseases Physician, Child and Adolescent Health Service
Danielle Englebrecht	IPC Specialist, Child and Adolescent Health Service
Nicole Yates	IPC Specialist, Women and Newborn Health Service

Amanda Hill	IPC Specialist, North Metropolitan Health Service, Mental Health and Dental Services
Dr Georgina Trotter	Consultant Physician, Goldfields, WA Country Health Service
Sharon Kenny	IPC Specialist, WA Country Health Service
Dr Jonathan Chambers	Private Hospital Infectious Diseases Physician
Lucille Ridley	Private Hospital Infection Prevention and Control Nurse Specialist
Mark Petrich	Principal Allied Health Advisor
Soniya Nanda	Chief Dental Officer
Inutu Kashina	Senior Project Officer (ICNET)
IPPSU Members and Secretariat	
Lisa Nicolaou	Senior Policy Officer
Claire Tinson	Senior Policy Officer
Olivia Kamau	Program Officer (IPC)

Corresponding members (<i>Recipients of minutes only</i>)	
Dr Cyrus Edibam	Intensive Care Physician, Fiona Stanley Hospital
Dr Mark Monaghan	Emergency Department Physician, WACHS
Dr Sophie Davison	Deputy Chief Psychiatrist, Department of Health
Dr Dieter Weber	General Surgeon, Royal Perth Hospital
Dr Ed O'Loughlin	Anaesthetist, Fiona Stanley Hospital
Dr Fiona Lake	Respiratory Physician, Sir Charles Gairdner Hospital
Dr Phil Meyerkort	Occupational Health Physician
Dr Jelena Maticevic	Public Health Physician, Communicable Disease Control Directorate

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