



# Terms of Reference

## ICNET Advisory Group

### 1. Purpose

The purpose of the ICNET Advisory Group (IAG) is to provide advice and recommendations to the System Manager on the operational management and reporting requirements of ICNET Infection Prevention Module and Outbreak Manager module. The IAG will review and endorse requested changes to ICNET for business operation.

### 2. Accountability

Recommendations made by the IAG 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

The Advisory Group is responsible for providing expert advice to HICWA regarding operational and reporting requirements of ICNET Infection Prevention Module and Outbreak Manager module, including

- monitoring activity of the modules
- proposed enhancements to improve modules
- proposed additions to state-wide surveillance
- proposed recommendations to improve processes to support ICNET functionality
- provide advice and guidance on reducing risks with potential impacts on the optimum functioning of ICNET
- development of processes relating to use of ICNET.

### 4. Meeting Frequency and Modality

The IAG 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.

Meetings will occur via Microsoft Teams or face to face meetings.

### 5. Notice of Meeting

The IAG 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 IAG 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 IAG member must declare any duality of interest in matters of concern to the IAG including

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

### 7.3 Decision Making

In making recommendations to the Infection Prevention Policy and Surveillance Unit (IPPSU), the WAMRO or HICWA, the IAG will aim for a consensus view. Overall decision approval resides with the Chair.

## 8. Secretariat

Secretarial support will be provided by the IPPSU, 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 Chairperson shall be the Senior Program Officer (IPACS), The Deputy Chair will be nominated from the membership group.

## 10. Membership

### 10.1 The IAG is to comprise the following representation:

- Senior Program Officer (IPACS), IPPSU (Chairperson)
- ICNET Super Users:
  - Armadale Kalamunda Group, East Metropolitan Health Service
  - Fiona Stanley Fremantle Hospitals Group, South Metropolitan Health Service
  - Perth Children's Hospital, Child and Adolescent Health Service
  - Rockingham Peel Group, South Metropolitan Health Service
  - Royal Perth Bentley Group, East Metropolitan Health Service
  - Sir Charles Gairdner Osborne Park Health Care Group, North Metropolitan Health Service
  - Women and Newborn Health Service, North Metropolitan Health Service
  - WA Country Health Service

- Infection Control Support Service Representative, Health Support Services
  - Senior Application Specialist Team Lead
  - Senior Application Specialist ICT Applications
  - Application Specialist ICT Applications
- WACHS Central Infection Control Coordinator, WA Country Health Service
- Medical Scientist Representatives, PathWest Health Service
- Infection-Control Support Service Representative, Health Support Services
- Program Manager, IPPSU
- Project Officer, IPPSU.

## 10.2 Proxy members

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. Other attendees may include:

- Patient Administration System, WebPAS Representative
- Theatre Management System (TMS) Representative
- Radiology (RIS) System Representative.

## 10.4 Amendments

The Terms of Reference and Membership of the IAG will be reviewed bi-annually 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
V4	02/03/2023	Major update to align with all IPPSU TORs
V 3	03/03/2023	<i>Addition of section 4.3 and minor amendments.</i>
V 2	14/08/2022	<i>ToR endorsed by IAG and HICWA</i>
V 1	07/04/2021	<i>Initial ToR developed and accepted by the IPACS Project Board</i>

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[health.wa.gov.au](https://health.wa.gov.au)

## Appendix 1 Current Membership

Name	Position
Inutu Kashina	Senior Project Officer ICNet IPPSU (Chair)
Peta Perry	Scientist-in-charge Microbiology, Royal Perth Hospital and Fiona Stanley Hospital
Mariyam Nure	Senior Medical Scientist in Charge Microbiology
Helga Sebastian	Clinical Nurse Specialist, Rockingham General hospital
Joel Parke	Clinical Nurse Consultant, Perth Children's Hospital
Kerri Benson	Clinical Nurse Specialist, Sir Charles Gairdner Hospital
Mandy Pirrottina	Clinical Nurse Specialist, WACHS Midwest
Nicole Yates	Clinical Nurse Consultant King Edwards Memorial Hospital
Shama Rafeeq	Clinical Nurse Specialist, Fiona Stanley Hospital (Deputy Chair 2023)
Sharon Kenny	Clinical Nurse Consultant, WA Country Health Service
Vacant	Super User, Armadale Health Service
<b>HSS Application Support Team</b>	
Lil Simpson	Senior Application Specialist A/Team Lead Clinical Applications
Deborah Murphy	Senior Application Specialist ICT Applications
Vijitha Gurajala	Application Specialist ICT Applications
<b>IPPSU Members and Secretariat</b>	
Rebecca McCann	Program Manager, Infection Prevention Policy and Surveillance Unit, Communicable Disease Control Directorate
Lisa Nicolaou	Senior Policy Officer