

RURAL INFECTION CONTROL PRACTICE GROUP

TERMS OF REFERENCE

TITLE:	Rural Infection Control Practice Group
OBJECTIVES:	<ol style="list-style-type: none">1. To develop and promote standardised Infection Prevention and Control resources.2. To provide a forum for liaison between Rural Infection Control Consultants.3. To provide the forum for collaborative and cost effective resource development in Rural Victoria.4. To develop and implement a three year strategic plan, with annual review.5. To conduct Inter-regional benchmarking projects.
MEMBERSHIP:	<p>* Membership comprises of:</p> <ul style="list-style-type: none">• Infection Control Consultants with a minimum of five year's experience appointed to designated regional infection control positions through the Barwon, Grampians, Hume and Loddon Mallee regional models.• Two nominated representatives from Gippsland.• Nominated Department of Health and Human Services (DHHS) representative.
INVITED PARTICIPANTS:	<p>Non RICPRAC members can be invited to assist with RICPRAC working party groups for limited periods as agreed by prior invitation and consensus of the current RICPRAC membership.</p> <ul style="list-style-type: none">• This person is not a RICPRAC member and therefore does not have voting rights.• This person participates in a voluntary capacity.• This person only participates on the nominated project.
CONFLICTS OF INTEREST:	Members are to be aware of potential or direct conflicts of interest as they arise in RICPRAC activities and are responsible for the declaration of any such conflicts in relation to their participation in any discussion or activity of this group.
MEETING FREQUENCY:	2 nd monthly. Chairperson and secretarial positions will be rotated between each region on a 12 monthly basis, all regions to be represented with the changeover of roles in June. Order of rotation for chair and secretarial regions are: Hume; Gippsland; BSW; LMR; Grampians.
QUORUM:	½ of membership plus one. Voting can only occur if four of the five regions are represented. In the event of any voting requirements only two (2) votes allowed per region.
DURATION OF COMMITTEE:	Ongoing.
COMMUNICATES WITH:	Victorian DHHS, other professional bodies and committees to which members are invited.
REPORTING MECHANISM:	Meeting minutes; comparative reports to nominated Department of Health representative and regional networks.
APPROVED:	6 th June 2016. (Revised August 2017)
COMMENCEMENT DATE:	June 2016.
REVIEW:	February 2019.
