

**ORGANIZATION**  
**10-20**  
**APPENDIX A**

**TERMS OF REFERENCE**  
**Regional Infection Prevention & Control Executive Committee**  
**Saskatoon Health Region**

**Purpose**

To provide coordination, direction and recommendations on matters pertinent to Infection Prevention and Control in the Saskatoon Health Region. The committee will promote a common approach to Infection Prevention & Control and utilization of best-practices within the region. The committee must be sufficiently flexible as to accommodate differences and variations with the regional stakeholders.

**Accountability**

Reports to Senior Leadership Team through the VP of Performance Excellence. Members bring issues forward from, and disseminate information to, the groups they represent.

**Membership**

Core membership:

- Infection Control Officer (Co-Chair)
- IP&C Director (Co-Chair)
- Medical Health Officer or designate
- Physician representatives from: Medicine, Surgery, Seniors' Health & Continuing Care
- Director, Acute Care
- Director, Public Health Services or designate
- Director, Nursing Affairs or designate
- Director, Worksafe and Employee Wellness or designate
- Director, Home Care or designate
- Director, Facilities Management or designate
- Director, Supply Chain Management & Support Services or designate
- Director, Seniors' Health & Continuing Care or designate
- Director, Rural Services or designate
- Director, Pharmaceutical Services or designate
- Director, Laboratory Medicine or designate
- Chairperson from Infection Control: Acute Care Council, Long Term Care Council, Community Council

Affiliated/ Adhoc Members:

- Saskatoon Cancer Agency
- Director Risk Management
- Representatives of any group or service may be invited to attend meetings at the discretion of the Chairperson.

**Responsibilities**

1. Advise on the overall direction and outcomes of the RIPCC, including annual approval of a strategic plan and human resource plan.
2. Approve Acute and Seniors' Health & Continuing Care Infection Prevention & Control policy, protocols and guidelines. Public Health Services is mandated to

- perform community prevention & control activities and may bring protocols and guidelines for information.
3. Review and make recommendations regarding Infection Prevention & Control policies and procedures regionally or to specific programs or services as required.
  4. Review and make recommendations on the focus of surveillance, education and research activities at the regional level.
  5. Support the Infection Prevention & Control program to prioritize regional initiatives, establish project/work teams or subcommittees.
  6. Receive and review reports of Infection Prevention and Control related activities, audits or education by committee members' sector/program or service. Advise and coordinate region-wide implementation as necessary.
  7. Advise and coordinate the activities of sector specific IP&C Committees.
  8. Develop an effective communication strategy for dissemination of the actions and outcomes from the Regional Infection Prevention & Control Committee.
  9. Act in an advisory capacity to Worksafe and Employee Wellness

### **Meetings**

1. Will be held a minimum of 4 times per year.
2. Minutes are distributed to the membership and the VP, Quality and Interprofessional Practice. The Infection Prevention & Control program's Administrative Assistant is responsible for minutes.
3. Submit agenda items to the Chairperson at least 2 weeks prior to the meeting.
4. The agenda will be circulated at least 1 week prior to the meeting.

Revised: September 2012  
Approved: October 2, 2012