

الإدارة العامة لمكافحة عدوى المنشآت الصحية  
General Directorate of Infection Prevention  
and Control of Healthcare Facilities

Infection Prevention & Control Committee  
Terms of Reference

لجنة مكافحة العدوى – التكوين والاختصاصات  
مارس ٢٠٢٣

# بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وزارة الصحة - المملكة العربية السعودية  
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الإدارة العامة لمكافحة عدوى المنشآت الصحية  
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The infection prevention & control (IPC) committee functions as a central decision & policy making body for infection prevention and control and strengthening the performance management of health care associated infections (HAIs) and to provide assurance to the healthcare institute that policy process and operational delivery of infection prevention and control results in improving patient outcomes through making recommendations on IPC matters and assess and identify risks within the infection prevention and control portfolio and escalate it as appropriate.

## Structure

### The committee consists of multidisciplinary team members:

- ▶ Chairman: Hospital Director or Medical Director
- ▶ Deputy Chairman: Nominated by chairman
- ▶ Committee coordinator
- ▶ Committee secretary

### Permanent Members: included but not limited to:

- ▶ Head of Infection Prevention & Control Department
- ▶ Head of Nursing Department
- ▶ Head of Quality Management & Patient safety
- ▶ Head of Critical Care Departments (ICU, NICU, PICU, CCU etc.)
- ▶ Head of Surgery Department
- ▶ Head of Operating Room (OR)
- ▶ Head of Laboratory (Microbiology)
- ▶ Head of Renal Dialysis unit / Nephrology
- ▶ Head of Pharmacy Department
- ▶ Head of Emergency Department
- ▶ Representative from Employee Health Clinic
- ▶ Head of Central Sterile Supply Department (CSSD)
- ▶ Head of Dietary Services Department
- ▶ Head of Environmental Health Department
- ▶ Head of Administrative & Financial department
- ▶ Infection Prevention & Control Department Members
- ▶ Head of Housekeeping / Supportive Services Department
- ▶ Head of Medical Supply / Inventory Management

## Guest members :

Chairman & deputy can invite any hospital employee from different departments on an official basis when matters pertaining to their services e.g., Family & community Medicine, dental, & logistics etc.

## Purpose

- ▶ To provide oversight of the infection prevention and control program.
- ▶ To coordinate, evaluate, and support the activities of the Infection prevention and control program and to communicate with all departments of the healthcare facility
- ▶ to ensure the engagement and full support to the program by all stakeholders. The IPC committee advocates for the program shall ensure all resources needed are available.

## Duties

General functions of the committee include, but are not necessarily restricted to the following:

- ▶ To ensure that hospital IPC practices meet the requirement of accrediting bodies ICA, CBAHI etc .
- ▶ Pursue opportunities to improve patient care and clinical performance.
- ▶ Recommend practices to resolve identified infection control problems in care and performance .
- ▶ Recommend corrective actions to governing bodies when necessary.
- ▶ Establishes, reviews, and approves the hospital infection prevention and control (IP&C) policies and procedures at least every two to three years.
- ▶ Approve the type and scope of surveillance activities including stratified infection risk, focused infection studies, and prevalence and incidence studies.
- ▶ Discuss Respiratory Protection Program (RPP) related activities & measures.

- ▶ Evaluates and revises on a continuous basis the procedures mechanisms developed by the (IP&C) team to serve established standards and goals.
- ▶ Brings to the attention of the (IP&C) any infection control related issues arising in different departments of the hospital and suggests solutions.
- ▶ Determine the amount of time required to conduct IPC surveillance activities based on :
  - Needs of the patient population .
  - Risk factors of the patient population .
  - Complexity of the services .
  - Educational needs of the personnel .
  - Resources and support services available .
- ▶ Determine the appropriate definitions and criteria to recognize the existence of healthcare-associated infection (HAIs).
- ▶ Establish a review process that is directed to detect epidemics, clusters of infections and incidences of infections above the usual baseline levels.
- ▶ Conduct at least annual reviews of the data trend analysis generated by surveillance activities during the past year as well as the effectiveness of prevention and control intervention strategies in reducing healthcare associated infections risks and priorities or problems identified in the past year.
- ▶ Initiate and conduct epidemiological investigations relating to HAIs outbreak incidents.
- ▶ Establish, review, and approve, at least every two or three years, all policies and procedures related to infection prevention and control activities in all departments/services of the healthcare institute.
- ▶ Review and approve cleaning, disinfection, and sterilization procedures, supplies and schedules that are used throughout the facility. (This is to be done bi-annually or more frequently if necessary).

- ▶ Review of the reports of healthcare associated infections surveillance submitted regularly by the infection prevention and control team and suggestion of appropriate actions.
- ▶ Discuss and review the progress of IPC improvement projects and strategies.
- ▶ Revision of the yearly plan submitted by infection prevention and control team and suggestion of additions/changes if necessary.
- ▶ Each member of the committee acts as an advocate of infection prevention & control in his department, trying to promote its principles, and ensures application of its rules.

## Rules of Operation

### Frequency of Meetings:

- ▶ The Infection Control Committee should have at least quarterly.
- ▶ Additional meetings can be held upon request of the Chairman/Deputy chairman and at the request of Infection Prevention & Control Department, or three or more members.

### Agenda:

Committee Coordinator will prepare the agenda.

All matters to be addressed by the committee should be brought to the attention of the chairperson, Infection Preventionists (IP), and/or the appropriate committee members.

The chairman will sign the agenda before distributing it to members.

The chairman request from members to discuss new agenda, to update the committee on previous agenda or matters and to present reports to committee.

## Attendance and Quorum:

- ▶ Appointed permanent members are expected to attend meetings and participate in committee activities.
- ▶ 50 to 60 % of committee members plus committee Chairman /Deputy Chairman shall constitute a quorum of regular and additional meeting.
- ▶ If the quorum is not met (i.e. attendance falls below 50% for any meeting), the meeting shall be re-scheduled at the chairman's discretion. The chairman should adjourn the meeting unless there are urgent matters which cannot be ignored or delayed. The minutes must document the incidence.
- ▶ If the chairman is unable to attend a scheduled meeting, the designated deputy chairman will chair the meeting.
- ▶ A member shall lose his/her membership if absent for three times – maximum, without an apology, or has apologized for maximum of four times per term. In this case, the chairman shall notify him, and replacement shall be requested.

## Minutes Taking :

- ▶ The proceedings of the meeting shall be recorded and prepared by the secretary of the committee and circulated to all members before the next meeting date.

## Responsibility of Members and Attendees

Members of the Committee have a responsibility to:

- ▶ Attend at least 75% of meetings, having read all papers and agenda beforehand.
- ▶ Act as 'champions', disseminating information and good practice as appropriate.

- ▶ Identify agenda items, for consideration by the Chair, to the Lead Director / Secretary at least 12 days before the meeting.
- ▶ Prepare and submit papers for a meeting, using the format prescribed by the Trust Board Secretary, at least 7 clear working days before the meeting.
- ▶ If unable to attend, send their apologies to the Chair and Secretary prior to the meeting and, if appropriate, seek the approval of the Chair to send a designee to attend on their behalf.
- ▶ Contribute to discussion and maintain confidence.