

Western Australian Committee for Antimicrobials

Terms of Reference

1.0 Name

The Group shall be known as the Western Australian Committee for Antimicrobials (WACA).

2.0 Purpose

WACA provides independent advice on use and practices related to antimicrobial agents to health services in Western Australia.

3.0 Responsibilities

The WACA will:

- Provide expert advice on antimicrobial drug use in health service delivery.
- Review and provide recommendations about guidelines related to the antimicrobial drug use.
- Provide advice about the listing and use of antimicrobial drugs on hospital formularies.

The WACA will focus on activities that are:

- national or state priorities
- consumer priorities
- measurable
- best-practice based
- in response to a request from the Western Australian Therapeutics Advisory Group (WATAG) or the Chief Medical Officer (CMO).

4.0 Membership

Members may be appointed in relation to their professional networks, expertise and knowledge and on recommendation by the Chairperson, WACA members, WATAG or CMO.

The WACA shall consist of a least six members. The total number of members is at the discretion of the Chairperson.

Members will include the following individuals, professions or nominees:

- Infectious Disease Physicians
- Infectious Disease / Antimicrobial Pharmacists (or Pharmacists with expertise in infection and antimicrobials)
- Pathologist or Microbiologist
- Public health professional with an interest in infectious disease or antimicrobial use.

Members may also include (but not limited to)

- medical practitioners with interest in infectious disease medicine
- nurse or nurse practitioner with interest or expertise in antimicrobial medicine
- a registrar or trainee in infectious diseases
- academic, infectious disease or antimicrobial researcher
- health consumer.

Members may be drawn from Metropolitan Health Services, Western Australian Country Health Service, private and public health sectors, health administration and academia.

Members are nominees with an interest or expertise in antimicrobial drug use, not organisational representatives.

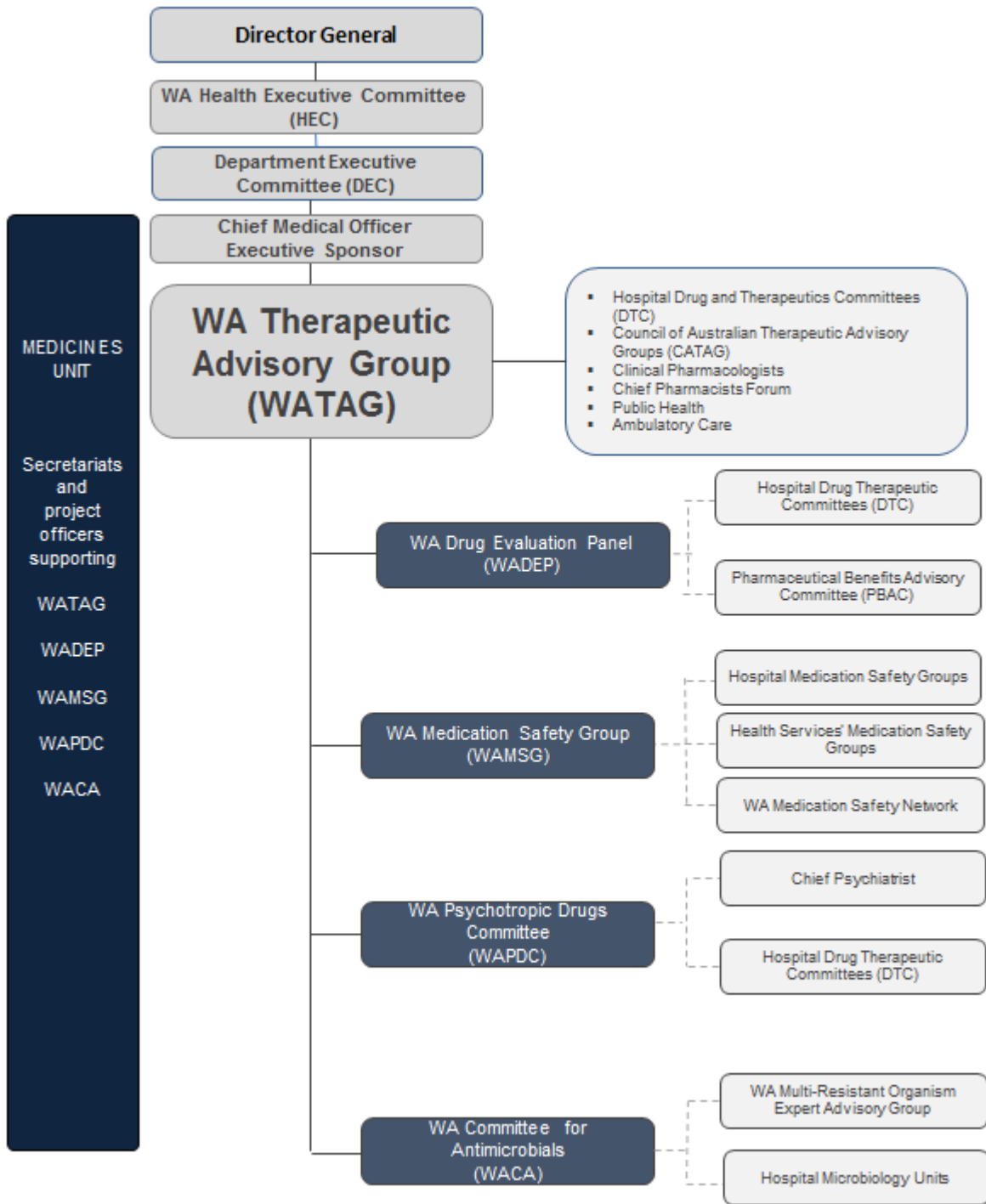
Corresponding members:

- The Chairperson, in consultation with members, may establish a network of corresponding members who are not required to attend meetings, but will receive agenda and minutes of the Committee, and may participate in WACA discussions.
- Corresponding members will not ordinarily be entitled to vote on WACA resolutions, but may be co-opted by the Chairperson or act as proxies with voting rights, at the discretion of the Chairperson.

5.0 Operating Procedures

5.1 Accountability

- WACA reports and is directly accountable to the WATAG.
- WACA may provide relevant advice directly to the CMO and will inform WATAG of the nature of this advice.
- To provide clarity for both WATAG and WACA, a project briefing will be developed before commencement of specific projects. The brief will be developed by the committee initiating the project, in conjunction with the supporting Secretariat.
- Recommendations made by WACA require ratification for endorsement by WATAG prior to publication or distribution.



Secretariat

- The Secretariat for WACA will be provided by the CMO Medicines Unit and attend meetings in an ex officio capacity.
- A Project Coordinator under the CMO shall normally act as the WACA Secretariat.
- The Secretariat shall liaise with the Chairperson in the preparation of meeting agenda and minutes.

The Chairperson

The Chairperson will be elected by the members of WACA, with the approval of WATAG. The term of office will be for a maximum of 2 years.

The Chairperson is responsible for:

- providing leadership relating to the work of the WACA
- maintaining a communication link to the Chairperson of WATAG and the CMO on behalf of the WACA
- working with the Secretariat to ensure communication and coordination of the WACA's functions are carried out optimally
- considering the suitability and acceptance of nominees for membership
- maintaining their membership on WATAG and attending meetings of WATAG. If not available to attend, the Chairperson may nominate a proxy to attend WATAG.

The Committee will elect a Deputy Chairperson to assist and act for the Chairperson, to enable work of the Committee to continue when the Chairperson is absent. Otherwise, an Acting Chairperson may be elected from the members present at a meeting.

Members

- Members are to actively participate in all meetings and share information.

6.0 Meetings

6.1 Frequency and location

- WACA Meetings will be held at the discretion of the Chairperson, usually four times per year or as agreed in consultation with members.
- The location of WACA meetings will be at the discretion of the Chairperson and determined in consultation with members.
- Committee members may be required to continue to work on items identified during meetings outside- of -session, which may necessitate more frequent correspondence, meetings or involvement in working parties for select projects.

6.2 Quorum

- The presence of five of the voting members is required to constitute a quorum.
- A quorum should consist of at least one infectious disease physician and one pharmacist.

6.3 Proxies

- Nomination of proxy members will be at the discretion of the Chairperson, but normally only considered when a member is on extended leave.

- The Chairperson, in consultation with members, may elect to co-opt others as members to fulfil the needs of its operation, when required.

6.4 Resolutions

- A resolution shall only be made if there is a quorum and supported by the majority of members present.

6.5 Voting

- The Chairperson shall not have an ordinary vote. In case of an equality of votes, the Chairperson shall have a casting vote.
- The Chairperson may call for a vote on any matter requiring resolution; he/she may have the vote taken again if he/she is in doubt as to the result, or to have the vote counted.
- Voting will normally be by voice or show of hands, but may be by secret ballot if requested by any member.
- Members must be present when a question is completely put to be eligible to vote.

6.6 Agenda and Records

- The Secretariat shall issue agendas and supporting material at least seven days in advance and prepare minutes from each meeting.
- Members will have the opportunity to contribute to the agenda by sending items to the Secretariat, no less than two weeks prior to the meetings. The items must be within the Terms of Reference and require acceptance by the Chairperson prior to inclusion in the agenda.
- The Chairperson is required to accept the agenda and minutes prior to distribution to WACA members.
- The Secretariat shall keep the minutes and official records of the WACA.
- The WACA may create working parties when required. The working party's purpose, period of operation and deliverables should be recorded in the WACA minutes and a project briefing accepted by WATAG.
- Minutes will be provided to WATAG, WADEP, WAMSG and WAPDC. In turn these committees are requested to refer relevant matters to WACA for consideration.

6.7 Conflicts of interest

- Each WACA member must declare any duality of interest in matters of concern to the WACA, including:
 - a. complete and sign an Annual Declaration of Conflicts of Interest,
 - b. verbally declare any potential conflicts of interest at the commencement of each meeting on matters pertaining to the prepared Agenda,
 - c. alert the Chairperson of any other potential conflicts of interest that may arise during the course of a meeting.
- Where a perceived, potential or actual conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.
- The nature of the conflict and action by the Chairperson shall be recorded in the minutes.

6.8 Confidentiality

- Members must be mindful and respect the confidentiality of any information brought before or discussed at WACA meetings.
- Material of a confidential nature should be marked “Confidential”.

7.0 Annual Report

- The Chairperson, with the assistance of the Secretariat, will provide an Annual Report in July each year on the activities of the WACA for inclusion in the WATAG Annual Report to the CMO.

8.0 Adoption and Amendment

- The WACA Terms of Reference will be reviewed at the first meeting of each year and updated as considered necessary.
- Amendments to the Terms of Reference shall be approved by WACA and ratified by WATAG.