



Infection Prevention and Control Work Group - Terms of Reference

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Sub-Category: Governance	Amended: 10 December 2015
Last Review Date: 10 December 2015	Next Review Date: December 2018

Purpose, Responsibilities and Delegated Powers of the Work Group:

The purpose of the Infection Prevention and Control (IPAC) Work Group is to provide guidance to the Executive Director on IPAC related issues and participate in the development of IPAC resource(s) for midwives.

The responsibilities of the IPAC Work Group are to:

- Develop values and goals to be considered in the evaluation of existing IPAC recommendations that are not specific to midwifery;
- Discuss and explore the intersection of IPAC guidelines with the midwifery model of care and the potential impact on clients and midwives and provide recommendations; Consider specific topics related to IPAC and make recommendations about their incorporation into midwifery practice.
- Evaluate AOM developed resources that will support IPAC best practices in the midwifery community

Composition of the Work Group and Criteria for Membership:

Members of the IPAC Work Group will:

- Ideally, will have previous experience in infection control, or microbiology, or public health
- Have an interest in IPAC practices and their applicability to midwifery;
- Represent a variety of practice contexts, including urban ,rural, large and small practices; and
- Be willing to engage in thoughtful discussion and reflection about midwifery practice in Ontario and how IPAC practices best apply.

The IPAC Work Group will be comprised of a maximum of 7 midwife members

(excluding AOM, MEP and CMO representatives), including at least one representative from the Quality, Insurance and Risk Management committee. In addition, members of the IPAC WG may include

- One student member
- One IPAC professional
- One CMO representative
- One MEP representative

Membership of the IPAC Work Group will also include:

- Director, Quality and Risk Management (staff resource)
- Manager, Quality and Risk Management (staff resource)
- Risk Management Specialist(s) (staff resource)
- AOM Executive Director (ex-officio)
- Other AOM staff as required to provide resource to the committee

AOM and CMO staff will be non-voting members of the Work Group.

Selection and Terms of Office of Members:

A call for members will be circulated to all AOM members. Interested members will be asked to submit a statement of interest. The Executive Director will select Work Group members from those who responded to the call, and will select the Chair. Selection will be based on criteria for membership, and will take into account best representation of membership demographics. Priority will be given those with background in infection control, microbiology or public health.

The Chair will serve a two-year term renewable once. Work Group members will serve two-year terms renewable three times. Terms will be completed as of the Annual General Meeting each year. For those serving on the Working Group from 2015, the length of the term will start as of May 2016.

Rules for Meetings:

The Work Group will meet as required, at the request of the Chair, and will meet approximately six times per year. Members may be required to provide input between meetings via telephone or e-mail. Minutes for each meeting will be recorded and circulated.

Decision-making will be done by consensus where possible. Where this is not possible and a decision needs to be made, this will be done by majority vote. Quorum will be a majority of voting work group members.

Members who miss more than two meetings in a row (except due to attending births or other extraordinary circumstances), will have their membership on the Work Group revoked.

Reporting and Accountability Requirements:

The IPAC Work Group will report to the Executive Director at a minimum 4 times per year.

Any staff/consultants hired to undertake specific work related to the Work Group will be hired by and report to the Executive Director.

The Executive Director has the authority to dissolve a work group if they determine that there is no longer a need for it, or if there has been sufficient evidence to suggest that the group is no longer productive.