

**HAI INSPECTION CO-ORDINATING GROUP**

**TERMS OF REFERENCE**

**1 PURPOSE OF THE GROUP**

- 1.1 The HAI Inspection Coordinating Group is responsible for taking forward work to ensure compliance with NHS Quality Improvement Scotland (NHS QIS) Healthcare Associated Infection (HAI) Standards (2008), in preparation for Healthcare Environment Inspectorate (HEI) inspections in NHS Fife acute and community hospitals

**2 KEY OBJECTIVES**

- 2.1 To review key documents, identifying issues in systems and processes which need to be addressed to achieve compliance with the NHSQIS HAI Standards (2008)
- 2.2 To develop an action register, ensuring that all aspects of care meet the NHSQIS HAI Standards (2008)
- 2.3 To monitor and evaluate systems and processes put in place to achieve the NHSQIS HAI Standards (2008)
- 2.4 To develop and implement an Action Plan following announced and unannounced inspections by the HEI
- 2.5 To produce a 6 monthly report outlining progress to date and future actions for the Operational Division's Management Team (ODMT), the Strategic Nursing Team (SNT) and the Infection Control Committee (ICC)

**3 MEMBERSHIP**

- 3.1 Depute Director of Nursing (Chair)  
Facilities Managers  
Head of Estates  
Support Services Managers  
Infection Control Manager  
Directorate Representation (Emergency Care, Planned Care, Ambulatory Care)  
Public Representative  
CHP Representation (Community Hospitals)  
Allied Health Professional Representative  
Practice Development Nurse

**4 ACCOUNTABILITY AND REPORTING ARRANGEMENTS**

- 4.1 The HAI Inspection Coordinating Group is accountable to the Operational Division's
- 4.2 Minutes of Meetings for 'noting' are submitted to ODMT and SNT via the Director of Nursing, and to the ICC via the Infection Control Manager
- 4.3 Action Plans, which are developed following Inspections, are submitted to the NHS Fife Chief Executive
- 4.4 A report outlining progress to date and future actions will be produced for ODMT, SNT and ICC at 6 monthly intervals commencing September 2012

**5 FREQUENCY OF MEETINGS**

- 5.1 The HAI Inspection Coordinating Group meets monthly