



AIIHPC

All Ireland Institute of
Hospice and Palliative Care

SPECIALIST PALLIATIVE CARE
**COMMUNITIES
OF PRACTICE**

Infection Control Managers



ALL IRELAND COMMUNITY OF PRACTICE FOR SPECIALIST PALLIATIVE CARE INFECTION CONTROL MANAGERS TERMS OF REFERENCE

1.0 Purpose

To provide a network for support, education, and practice development for Infection Control Managers working in palliative care settings across the island of Ireland. It aims to facilitate collaboration and knowledge exchange to ensure the highest standards of infection control and prevention within palliative care environments.

2.0 Role of the Infection Control Managers Community of Practice

2.1 To serve as a shared learning forum for infection control managers, including:

- case studies
- policies
- resources such as national guidance documents
- service development initiatives
- education
- research
- journal club articles
- invitation of external contributors
- Other ideas, as appropriate

2.2 To establish a network of infection control practitioners/managers to facilitate support and knowledge sharing among colleagues in the field.

2.3 The Community of Practice for Specialist Palliative Care Infection Control Managers was established as part of AIIHPC's work to support the National Quality Improvement and Enablement Committee (RoI). The CoP will provide updates to the National Quality

Improvement and Enablement Committee and other similar structures in Northern Ireland as required.

3.0 Membership

Membership of the Infection Control Managers/Practitioners COP shall include infection control managers/Responsible Persons/Practitioners working in specialist palliative care settings across the island of Ireland. Membership may be extended to include a wider, all-island approach as necessary.

3.1 Roles and Responsibilities of Members

- Appoint two co-chairs to serve for a one-year period.
- Attend scheduled meetings online, with the possibility of in-person/F2F meetings upon member request.
- Facilitate the exchange of information among members.
- Actively engage in the group, utilising it as a platform for learning and sharing information.
- Take responsibility for presenting at relevant meetings when requested.
- Share relevant information with their respective organisations.

3.2 Role and Responsibilities of AIIHPC:

- Establish and maintain a database of COP members with contact details.
- Organise a calendar of meetings in consultation with the COP and provide notice of meetings to members.
- Determine a rotation system for presenting organisations in consultation with co-chairs.
- Support the COP in hosting online workshops/talks.
- Support members in accessing the Palliative Hub - Learning Platform.
- Manage the Infection Control Managers Community of Practice area on the Palliative Hub Learning Platform, including recording and uploading presentations and relevant materials.

3.3 Roles and Responsibilities of the Chair/Co-Chairs

- Serve as the point of contact for AIIHPC and provide support in developing a rotation system for presenting organisations.
- Support members in presenting at meetings as required.
- Follow up with member organisations as necessary.
- Liaise with key stakeholders and external contributors when required.
- The role of co-chair of the COP will rotate on an annual basis throughout member organisations.

4.0 Process for Presenters

The presenting person can choose from the following types of presentation:

- Case studies
- Policies
- Resources such as national guidance documents
- Service development initiatives
- Education
- Research
- Journal club articles

- invitation of external contributors such as researchers
- Other ideas, as appropriate

4.1 The Process for Presenting

- AllHPC or Chairs to email all COP members from the presenting organisation requesting nominations of speakers from within their team.
- AllHPC to circulate the calendar of presenting organisations to all members.
- Members to liaise with colleagues within their organisation to select presenters for their assigned session.
- Members to inform AllHPC of the names of their presenting team members (if appropriate) and the title of the presentation prior to the session.
- Aim to keep the presentation to approximately 20-30 minutes to allow for Q&A and discussion.
- Any questions regarding a presentation should be directed to the AllHPC lead person (if technical) and the co-chairs (if content-related, with the AllHPC lead copied in).

4.2 External Contributors

- The COP welcomes input from external expert contributors. Suggestions for external contributors can be brought for consideration to quarterly meetings or by email.
- A decision to invite an external contributor will be made by consensus.
- The member who suggested the external contributor will extend the formal invitation to present.
- The chair(s) or a COP member will liaise with AllHPC and the external speaker to schedule a suitable date.

5.0 Recording

Presentations, including questions asked and discussions during presentation segments, may be recorded. This will enable members who cannot attend to view materials and listen to recordings on the Infection Control Managers Community of Practice area of The Palliative Hub – Learning Platform. Filming is regarded as personal data under the Data Protection Act 2018 General Data Protection Regulations (GDPR). Members should be aware that:

- This data will be stored with password protection on the Infection Control Managers CoP area on the Palliative Hub – Learning Platform.
- This data will be available for as long as the Infection Control Managers CoP continues to meet, after which it will be removed from the Learning Platform and deleted. Members' ongoing participation in COP meetings implies their agreement to the use of their data in this manner. If members are unwilling for their data to be used in this way, they should not attend recorded segments or should leave meetings before recorded segments. Recorded segments will be preceded by a recording alert. Presenters may request that their presentations not be recorded, for example, due to sensitive information or intellectual Property rights.

6.0 Frequency of Meetings

COP will meet quarterly:

- February
- April – conscious next meeting is 1 May
- July

- October

7.0 Review of Terms of Reference

The Terms of Reference will be reviewed annually.

8.0 AIIHPC General Data Protection Regulations (GDPR)

AIIHPC will collect information from individuals either online or manually, likely classed as personal data under the General Data Protection Regulations 2018 (GDPR). AIIHPC is a data controller under GDPR. All individuals who take part in the Communities of Practice will be added to all AIIHPC distribution lists for dissemination of all relevant Events, Conferences, Seminars etc. AIIHPC's data and privacy policies are published on the following webpage:

<https://aiihpc.org/about/data-protection/> All queries should be directed to: info@aiihpc.org