



## Peripheral Intravenous Catheter Quality Improvement Initiative Advisory Group Terms of Reference

### 1. Purpose

The purpose of the advisory group for the peripheral intravenous catheter (PIVC) quality improvement (QI) initiative, is to provide sector leadership, advice and support to the Te Tāhū Hauora Health Quality & Safety Commission (Te Tāhū Hauora) infection prevention and control programme team, who are leading this initiative. This group will support all aspects of the PIVC QI initiative.

The advisory group will:

- a. provide **sector leadership** in the development and implementation of the PIVC QI initiative to achieve improved outcomes
- b. provide **advice** and make recommendations to Te Tāhū Hauora that are informed by evidence, international, national and local knowledge, and focused on strategies to reduce PIVC harm
- c. proactively support sector engagement and effective **relationships** between the sector and Te Tāhū Hauora
- d. **share** information to raise awareness of the initiative and support a national approach to PIVC quality and safety improvements.

### 2. Responsibilities

The advisory group has an obligation to conduct its activities in an open and ethical manner. Members are expected to work in partnership with Te Tāhū Hauora, and to:

- a. have a commitment to work for the greater good of the health and disability sector, with a strategic national focus
- b. work co-operatively, respecting the views of others with a focus on improving health outcomes, consumer and whānau experience, and overall system performance
- c. be a liaison with relevant regional groups/networks, specialist societies and colleges
- d. make every effort to attend all meetings and devote sufficient time to become familiar with the work and priorities of the initiative
- e. identify and declare any conflicts of interests and proactively manage any conflicts.

### 3. Membership

The membership will comprise sector subject matter experts and leaders who are actively engaged in the community or group/s they represent. Membership will include, but is not limited to:

- a. consumers and whānau who have experience with PIVC and can demonstrate their links to consumer and whānau groups and will engage widely with other consumers
- b. clinical experts in the following areas with an interest and expertise in PIVC and QI including:
  - i) Infusion therapy / vascular access

- ii) Infection prevention and control
- iii) Anaesthesiology
- iv) Infectious diseases and clinical microbiology
- v) Emergency care
- vi) Education.

Two or more members of the Te Tāhū Hauora PIVC working group shall also attend meetings.

#### **4. Secretariat**

The advisory group will have a secretariat provided by Te Tāhū Hauora. The responsibilities of the secretariat include:

- a. preparing and distributing the agenda and associated papers at least five days before meetings
- b. recording and circulating the minutes no later than 10 working days following the meeting date
- c. managing the organisational arrangements for meetings, including flight bookings, the provision of rooms and audio-visual equipment.

#### **5. Meetings**

- a. The advisory group will meet a minimum of quarterly, online or face to face.
- b. A quorum will be a minimum of fifty percent of the membership, and Chair.
- c. Members of the Te Tāhū Hauora PIVC working group shall be excluded from the quorum.
- d. Where substantive decisions or recommendations are required, all members will be encouraged to contribute by email.
- e. If a member is unable to attend, a fully briefed alternative representative may participate subject to pre-meeting agreement of the Chair.

#### **6. Reporting and communication**

- a. A communication plan for the project will be developed and implemented.
- b. Key messages from the advisory group will be communicated via Te Tāhū Hauora communication networks and mechanisms such as the website and e-digest newsletter.

#### **7. Appointment and term of office**

- a. The advisory group Chair will be appointed by Te Tāhū Hauora.
- b. Members will be invited to join the advisory group by Te Tāhū Hauora.
- c. Members may resign at any time by advising the Chair in writing.
- d. Additional individuals with expertise and experience in quality improvement, including those with academic backgrounds, may be co-opted onto the advisory group to provide specialist advice, as and when required.
- e. Membership and terms of reference will be reviewed at least annually for the duration of the initiative.

## 8. Fees

- a. Staff of New Zealand public sector organisations, including public service departments, state-owned enterprises or crown entities, are not permitted to claim fees to attend the PIVC QI initiative advisory group meetings. Costs for attending (eg. taxi fares) can be claimed.
- b. Members not included in the above groupings may claim fees and costs for attending meetings in accordance with Te Tāhū Hauora policy.

Accepted on behalf of the PIVC QI initiative advisory group

**Nikki Grae**

Signature: 

**Date: 17 July 2023**