

## HIS Scientific Development Committee – Terms of Reference 2017

### Role

The Scientific Development Committee (SDC) is a standing committee of the Healthcare Infection Society (HIS) and its role is to promote the development of the science of infection prevention and control and to foster the translation of scientific developments into clinical practice in keeping with the strategic aims of the society.

### Activities

- Establish and approve the direction of HIS's scientific strategy
- Approve and support the development of working parties for the production of NICE accredited guidelines and advice documents relating to IPC and nosocomial infections.
- Maintain the NICE methodology guide and NICE accreditation.
- Contribute to the reviewing and updating of all existing HIS guideline documents.
- Propose topics for new guidelines or advice documents.
- Facilitate and contribute to NICE, PHE and UK SMI consultations as required.
- Contribute to the planning of the scientific programme for the biannual HIS conference and also FIS conference (when it is hosted by HIS).
- Oversee the content of the SDC, consultations and working party pages of the HIS Website.
- Facilitate and contribute to the work of the Grants committee.
- Collaboration with the Journal of Hospital Infection to identify publications from working parties and grant recipients.
- Development of specialist advisory groups
- Oversight of research projects, e.g. prevalence surveys
- Regularly review outputs of Committee, including guidelines, supplements and other articles for JHI, recommendations to Council and funding and outcome of research awards

### Reporting to Council and delegation of responsibility

- The SDC, via the Chair, will keep Council apprised of its activities through written reports to Council and the Annual General Meeting and verbally at Officer and Chairs teleconferences.
- The SDC may make recommendations to Council regarding the organisation of new initiatives
- The SDC are delegated the responsibility to make decisions regarding working parties, consultations and scientific strategy.

### Membership

- Chair: Is a member of Council, appointed by Council for a three year term, which can be extended by Council by up to a further two years.
- Deputy Chair: Is appointed by Council for a three year term, which can be extended by Council by up to a further two years. Represents the committee at Council if Chair is unable to attend.
- President of the Infection Prevention Society
- A Trainee representative
- An associate member
- Editor-in-chief of the Journal of Hospital Infection (JHI) (or delegated to another JHI editor)
- Grants secretary



- Council members who wish to participate
- Co-opted ordinary members and retired members – ideally experts covering a range of key specialist areas.
- Other individuals co-opted at the discretion of the chair
- Individual members will be recommended to Council by the Chair for an agreed time period of up to three years, which can be extended by two further terms of two years on the Chair's recommendation, if agreed by Council. Individual members must be members of HIS.
- Organisation of specific events may be delegated to other HIS members on an ad hoc basis.
- The minimum number of members shall be twelve
- The HIS Research and Development Manager and the Editorial and Production Manager will attend meetings as Society and JHI representatives. They do not have voting rights.

#### Terms of membership

- Any member of the group appointed for a three-year period is expected to attend 50% of meetings (including teleconferences) of the Committee annually unless agreed by the Chair of the Committee
- Ad hoc members of the Committee are encouraged to attend meetings/teleconferences of the SDC

#### Meetings

- **Frequency of meetings**

The SDC will meet face-to-face every six months with work continuing between meetings by email and teleconference as and when required. Normally there will be a teleconference in between each face-to-face meeting. Additional business will be carried out electronically as far as possible. The Chairperson may convene additional meetings as s/he deems necessary.

- **Quorum**

A quorum shall be five members

- **Agenda and papers**

An agenda, along with documentation/information/reports supporting the items under discussion will be agreed with the Chair and circulated to members of the SDC a minimum of seven (7) calendar days before a meeting by email. In the absence of return communication outlining errors in the delivery of email, the agenda and papers will be considered received by all parties unless otherwise notified.

It is essential that all papers are read and considered in advance of the meeting.

- **iv. Minutes**

Formal minutes recording the proceedings of meetings will be taken and distributed to the Chair for review within seven (7) calendar days of the meeting taking place. Final minutes will be circulated to all Committee members, and others in attendance, as close to three (3) calendar weeks after the meeting takes place as is practicable. Minutes of the SDC Committee will be circulated by the Research and Development Manager.



- **v. Decision making**

Where possible, a general consensus identified by the Chair of the Committee will be sufficient to consider a matter passed, rejected or deferred. Where consensus is not possible, all decisions will be made by a vote. Where an equity of votes occurs, the Chair may cast an additional vote to finalise the decision, or may defer the decision for later action.

The terms of reference will be reviewed every two years.

**Revised:** 26 September 2017    **Adopted:** September 2017