

## HIS Guidelines Committee – Terms of Reference 2021

### 1. Purpose

The Guidelines Committee (GC) is a standing committee of the Healthcare Infection Society (HIS) whose purpose is to make recommendations to HIS Council regarding the preparation and updating of clinical guidelines and guidance produced in accordance with NICE methodology, and in keeping with the strategic aims of the Society.

The Guidelines Committee is responsible for the overall monitoring and review of the working parties who produce guidelines and guidance.

Their role is to preserve and enhance the reputation of HIS as a producer of high quality, robust and relevant guidelines and guidance relating to healthcare-associated infections that will evidence and drive best clinical practice and promote patient safety.

### 2. Activities

- Establish and approve the HIS Guideline development strategy.
- Decide and review the clinical priority for guideline production with oversight of the guideline production schedule.
- Approve and support the development of working parties for the production of NICE accredited guidelines, rapid guidance 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, The UK Health Security Agency (UKHSA) and UK SMI consultations as required.
- Contribute to the planning of the scientific programme for the biennial FIS/HIS conference
- Oversee the content of the consultations and working party pages of the HIS Website.
- Collaboration with the Journal of Hospital Infection (JHI) and Infection Prevention in Practice (IPIP) 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 the Committee, including guidelines, supplements and other articles for JHI, recommendations to the Research Committee for potential topics for research awards.

### 3. Responsible to

The Healthcare Infection Society Council.



## 4. Membership

### 4.1 Members

- **Chair:** A member of Council (ideally as a trustee, or as a co-opted member), who is appointed by Council for a three-year term. The term can be extended by Council by up to a further two years. Ideally the Chair will have experience of clinical guideline production and Grading of Recommendations, Assessment, Development and Evaluations (GRADE).
- **Vice-Chair:** A member of the committee who nominated by the committee chair with approval of the appointment by Council for a three-year term. The initial term is three years and can be extended by Council by up to a further two years. The Vice-Chair will represent the committee at Council if Chair is unable to attend. The Vice-Chair may succeed the Chair, if approved by HIS Council.

**Members** of the committee must represent the membership categories and professional roles of HIS members. Members should be drawn from the current membership. Members should include at least one of the following:

- Consultant
  - Trainee member
  - Associate member
  - Biomedical, Healthcare or Clinical scientist
  - Member of the microbiological scientific research (academic or industrial) community
  - Editor-in-Chief or another Editor of the JHI/IPIP
  - Infection Control Nurse (where the Associate member does not have this professional role)
  - Lay member
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- The HIS Research and Development Manager and Researchers in Evidence Synthesis will attend meetings as Society representatives. They do not have voting rights.
  - Trainee and early career members may also attend in an observational capacity to gain expertise in the guideline development process and the role of the committee (this role does not have voting rights)

The minimum number of voting members shall be 10

### 4.2 Nominations

Nominations for membership of the committee will be sought via an open call to HIS members.

All nominees will be asked to declare potential conflicts of interest during the application process.

## 5. Terms of membership

Following an open call for members, or recommendations made by existing committee members, 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 in order to serve on the committee.



Any member of the committee is expected to attend a minimum of 50% of scheduled meetings (including teleconferences) of the Committee annually unless agreed by the Chair and apologies are noted in advance of each meeting

## 6. Meetings

### 6.1 Frequency of meetings

The Guidelines Committee will meet at 3-month intervals, either in a face-to-face, hybrid or video-conferencing format with work continuing between meetings by email as and when required.

Additional business will be carried out electronically as far as possible. The Chair may convene additional meetings as they deem necessary.

### 6.2 Quorum

A quorum shall be 7 members

### 6.3 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 Guidelines Committee 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 by the Committee members in advance of the meeting.

### 6.4 Minutes

Formal minutes recording the proceedings of meetings will be taken by the Research team and distributed to the Chair for review within fourteen (14) 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.

## 7. 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.

## 8. Conflicts of interest

Members will be asked to verbally declare any interests at the beginning of each meeting and will be asked to complete a written declaration annually

Members with a conflict of interest must absent themselves from any related decision making. On the occasions where the Chair declares an interest, they will absent themselves from the decision making



and Vice-Chair will chair the meeting. Please refer to the HIS [conflicts](#) of interest policy for further information.

## 9. Reporting to Council and delegation of responsibility

### 9.1 HIS Council

The Guidelines Committee will report to the HIS Council on all matters related to their remit, and will advise on the contribution of the Society's research funding activities to the greater Society strategy.

One member of the Guidelines Committee (usually the Chair or Vice-Chair) is a member of HIS Council.

The Guidelines Committee will make recommendations to Council regarding the organisation of new initiatives.

After the adoption of any new guideline development methodology, the Guidelines Committee are delegated the responsibility to make decisions regarding guideline production and working parties. All decisions must be formally reported during a meeting of Council.

The Chair of the Guidelines Committee will report verbally at Officer and Chairs teleconferences.

### 9.2 Annual General Meeting

The Chair of the Guidelines Committee will attend the Annual General Meeting of the Society held in November/December of each year to represent the Guidelines Committee. If this is not possible, a further member of the committee may be nominated to stand in their stead.

The terms of reference will be reviewed every two years.

**Created:** September 2019

**Adopted:** HIS Council #142 11 September 2019

**Revised: November 2021**

**Due for revision:** September 2023