

# Terms of Reference

February 2024

## Name

The group shall be known as SA Reusable Medical Device Reprocessing Reference Group (SARRG).

## Purpose

SARRG is a forum for Local Health Networks (LHNs) to share or obtain advice in matters relating to the reprocessing of reusable medical devices (RMDs) in central sterilising departments and other sites, and to provide information and advice to inform relevant LHN Committees about the reprocessing of RMDs.

## Functions

1. Inform the implementation of *AS5369 Reprocessing of reusable medical devices and other devices in health and non-health related facilities* and the Gastroenterological Society of Australia (GESA) *Infection Control in Endoscopy Guidelines* across LHNs.
2. Foster networking, and discussion among members to support implementation of the reprocessing standards.
3. Provide consensus opinions on behalf of SA Health to external agencies as requested e.g. during development of Australian Standards or other guidelines.
4. Act as a System Enabler that assists LHNs to develop action plans toward compliant reprocessing.
5. The Reference Group may convene work groups to undertake specific time-limited tasks. A work group will comprise at least one member of the Reference Group and will report back to the Reference Group on completion of the task or earlier as requested by the Chair.
6. The Infection Control Service (ICS) will coordinate and support meetings as scheduled.
7. Meetings will provide a forum to discuss RMD reprocessing issues and strategies, current National and State policy and guidelines and other relevant items as per the agenda.
8. An SARRG Agenda including Minutes and Action List shall be maintained, discussed, noted and accepted by the Chairperson and members each meeting.

## Chair

The Chairperson will be the State Coordinator, Sterilisation & Reprocessing, ICS, Communicable Disease Control Branch, Department for Health and Wellbeing or delegate. The primary role of the Chair is to approve and administer the Agenda, Minutes and Action List, facilitate conversation and keep the meeting to time.

## Membership

SA Health LHN representation will consist of:

- > at least one representative from each LHN, SA Medical Imaging and SA Ambulance Service, having direct managerial responsibility for reprocessing activities at one or more sites within that LHN
- > a representative from the Rural Support Service with responsibility for infection control and reprocessing activities
- > at least one member with specific expertise in high level disinfection of flexible endoscopes (if not included in LHN representatives above)
- > at least one member with specific expertise in reprocessing of dental devices, including SA Dental Service (if not included in LHN representatives above).

- > at least one member with specific expertise in diagnostic microbiology.
- > At least one representative from SA Biomedical Engineering.
- > Additional members with specific technical expertise as required.

Term of membership is ongoing, however if a member has not attended a SARRG meeting in a 12-month period without an apology or proxy attending, then that member will be automatically removed from the distribution list.

Members not wishing to continue their membership must advise the ICS via email: [HealthICS@sa.gov.au](mailto:HealthICS@sa.gov.au)

### Member responsibilities and actions

9. Be actively involved, including reading material between meetings and contribute to agenda items and conversations as applicable.
10. Disseminate information to, or request information from, other sites within the member’s LHN as pertinent to the SARRG functions.
11. Communicate attendance or apologies via the ICS generic mailbox ([HealthICS@sa.gov.au](mailto:HealthICS@sa.gov.au)) including the nomination of proxy if applicable three days prior to the meeting.
12. All meeting members are expected to adhere to the confidentiality requirements of the [South Australian Public Health Act 2011](#), Part 13, Section 99 (1-4).
13. All parties should understand and comply with the confidentiality and privacy provisions of the [Health Care Act 2008, Public Sector \(Data Sharing Act\) 2016](#), SA Health Privacy Policy Directive and any other relevant legislation or policy.
14. Confidentiality - All members are responsible to maintain confidentiality with the members. Due regard should be given to this by members when submitting or discussing agenda items. Documents and papers marked ‘confidential’ are for the exclusive use of SARRG members and are not to be copied or circulated unless authorisation is provided by the ICS.
15. Conflict of Interests must be declared prior to the meeting to the Chair and members. A member should not take part in a discussion and or the decision on an issue where a member has a pecuniary or conflict of interest in a matter.
16. SARRG members may be asked to participate on outcome-focused, time-limited working groups where applicable and subject to appropriate governance structure and identified reporting mechanisms.

### Meeting Details and Procedures

Meeting frequency:	Four times a year or at the discretion of the Chair. The Chair may call extraordinary meetings or cancel unnecessary meetings as required.
Meeting schedule:	February May August November
Meeting details:	1.5 hours - virtual only – Microsoft Teams (Details sent by ICS).
Acknowledgment of country:	<b>The chair will begin the meeting with an acknowledgment of country.</b> <i>“We would like to acknowledge that this land we meet on today is the traditional land of the Kurna people, and that we respect their spiritual relationship with their country. We also acknowledge that the Kurna people are the custodians of the Kurna land, and that their cultural and heritage beliefs are still important to the living Kurna people today.”</i>
SARRG Papers:	ICS are responsible for the scheduling, review, development and approval of the meeting Agenda, Minutes and Acton List Papers to be distributed to Members at least five working days prior to meeting.

	<p>ICS shall keep electronic records of all documents associated with the SARRG meetings. Meeting documentation and files are the property of the Department of Health and Wellbeing and must be preserved in accordance with the <a href="#">State Records Act 1997</a> and the <a href="#">Freedom of Information Act 1991</a>.</p> <p>The documentation will be stored in Objective.</p>
Funding	No allocated funding. Meeting expenses and secretariat are provided by the ICS.

## Review and amendment of the Terms of Reference

The Terms of Reference will be reviewed biennially or as required by the ICS. Significant changes to the Terms of Reference will be discussed with members.

## Version Control

No.	Nature of change(s)	Date updated / endorsed
4.0	New template. Change of function and change of name.	13/02/2024
3.2	Amended membership	10/01/2022
3.1	Amended objectives	16/02/2021
3.0	Amended objectives and membership	13/03/2019
2.0	Amended objectives and membership	18/12/2017
1.0	Original document	14/02/2017