

# Terms of reference

## Infection Prevention & Control committee

### Purpose of committee/how it supports our mission

The Infection Prevention & Pandemic Management committee (the committee) provides assurance to the Clinical Affairs Committee by co-ordinating the UK Kidney Association's (UKKA) response to new and ongoing infectious illnesses affecting both adults and children with kidney disease. The committee will have representation on the UKKA Kidney Patient Safety Committee

The committee will bring together clinical experts to provide guidance and support for members, working closely with statutory bodies to ensure issues or information relevant to the kidney community are raised within the appropriate channels. Through this the committee makes a significant contribution strategy of the UKKA.

The committee will create separate work streams as required according to clinical need. The initial focus of the committee will be on the response to COVID-19 but it is anticipated that this will evolve to fulfil a wider role in the future.

### Accountability

The committee reports directly to the Clinical Affairs Committee and works in close collaboration with the Kidney Patient Safety Committee, clinical vice-presidents and trustees.

### Responsibilities

- The committee undertakes programmes of work as directed by the chair in liaison with the KPSC, clinical vice presidents and clinical affairs committee
- The committee oversees and co-ordinates the Association's response to new and ongoing infectious illnesses/diseases by
  - Bringing together clinical healthcare professionals, patient groups, scientific researchers and, where relevant, industry partners to share knowledge, discuss actions and plan outputs, in a flexible, responsive way.
  - Liaising with data providers (e.g. UK Renal Registry, Open Safely) and researchers to ensure decision making is evidenced by the most reliable data currently available.
  - Commissioning, publishing, updating and reviewing resources related to new and ongoing infectious diseases for members, patient groups and the wider kidney community ensure guidance and information is easily accessible to all, in a timely manner.
  - Liaising with statutory bodies and advocating for the kidney community to ensure the community is fully represented and accounted for in policy making.
- The chairs, with support from the UKKA secretariat, are responsible for keeping the committee's website area up to date with information about the current committee membership, activities and other relevant documents



- The chairs, with support from the UKKA secretariat, are responsible for keeping the membership of the Association informed of the committee's activities through the monthly news, and other appropriate communications strategies.
- Core UKKA support for the committee will comprise: support with identification of membership from relevant clinical and academic committees and core structures of UKKA; organization of meetings; taking and distributing notes from meetings; formatting and dissemination of outputs; supporting the time lining of the work streams; communication on behalf of the committee.

## Membership of the Committee

The committee comprises:

- Two co-chairs (one medical and one MDT)
- UKKA Clinical vice president(s)
- Representatives from Wales, Scotland and Northern Ireland
- Representatives of patient charity partners, including Kidney Care UK, National Kidney Federation, Kidney Research UK,
- Clinical and research experts working in relevant fields
- Representative of the Renal Pharmacy Group
- Representation of Association of Nephrology Nurses UK
- Representative from other professional groups where appropriate
- Representative of the BAPN
- Representative of UK Renal Registry
- Representative of the British Transplant Society
- Representative of the NHSE network groups

## Committee rules

- The role of chairs is open to any member of the Association in good standing and is advertised within the monthly e-news
- Applications are reviewed and appointments made in accordance with the Association's equality diversity and inclusion statement
- The appointment is ratified by the trustees
- Chairs normally serve for two years plus an additional discretionary one year
- Chairs are members of the clinical affairs committee
- The chair is an invited member of the council as and when the agenda requires
- Committee membership is open to any member of the association in good standing and

expressions of interest are sought via the Association monthly news

- Expressions of interest are reviewed and appointments made on the recommendation of the chair and in accordance with the Association's equality diversity and inclusion statement
- Committee membership is ratified by the governance and nominations committee
- The committee operates in accordance with the Articles, Rules of Association, Code of Conduct and Values of the Association
- A chair or nominated member will represent the committee at KPSC meetings, as required, in other association committees and special interest groups
- The committee will meet at least every two months in person or by video call, more frequently if required
- To be quorate the committee must have a minimum of 50% of the membership at each meeting
- Members of the committee are expected to attend at least two committee meetings annually and contribute actively to the work of the committee as required by the chair
- Any member not attending two consecutive meetings or seconding a deputy to represent them at the meeting may be replaced at the discretion of the chair
- Decisions are taken in the same way as indicated in the Articles for the board
- Conflicts of interest are declared as indicated by the Rules and managed in line with internal policy
- Minutes are taken (supported by UKKA secretariat) and kept in the archive
- The chair will, when required, appoint leads for individual workstreams. Membership of individual workstreams will be at the discretion of the work stream lead and chairs

## Task and finish groups

The committee may establish task and finish groups or subcommittees with the appropriate membership to execute its responsibilities while maintaining responsibility and monitoring progress, quality and cost.

## Key objectives

2022

2023

2024

## Risk management

Risks to achieving the key objectives are escalated to the CEO and staff who inform appropriate trustees and record them on the corporate risk register.



## Corporate sponsorship

To be confirmed

## Reporting structure of committee

The committee sits within the Clinical Affairs Board and reports to the two Clinical Vice Presidents of the UKKA.

The committee chairs (or their nominated representatives) will attend the 6 monthly clinical affairs board and be responsible for preparing an update report on the work of the committee

## Date agreed

August 2022

## Date reviewed

August 2023