

South Australian expert Advisory Group on Antimicrobial Resistance (SAAGAR)

Terms of Reference

Introduction

There is increasing evidence for the link between excessive or inappropriate use of antimicrobials and the development, amplification and spread of antimicrobial resistance. Adoption of antimicrobial stewardship programs in all South Australian healthcare settings will assist in limiting the prevalence and impact of antimicrobial-resistant organisms.

Purpose

The South Australian expert Advisory Group on Antimicrobial Resistance (SAAGAR) will champion antimicrobial stewardship in South Australia and advise on the types of programs and components that will be most useful for South Australian healthcare facilities. SAAGAR will provide expert advice and interpretation of antimicrobial utilisation trends and collate and disseminate relevant information on antimicrobial supply issues and significant changes in antimicrobial resistance.

Role

- > Maintain the statewide *Antimicrobial Stewardship Policy Directive* which establishes the governance for antimicrobial stewardship within SA Health facilities; Maintain the associated statewide [Antimicrobial Prescribing Clinical Guideline](#) to assist antimicrobial stewardship in all South Australian hospitals and healthcare facilities.
- > Advise on, promote, and lead development of statewide clinical practice and surgical prophylaxis guidelines and fact sheets for antimicrobial use in South Australian health services. These will be evidence-based with consideration of national guidelines, expert opinion, and antimicrobial resistance epidemiology in South Australia.
- > Respond to consultation requests and provide advice on the appropriate use of antimicrobial drugs to relevant SA Health committees or practice areas with responsibility for developing guidelines, conducting research, formulary management, or other activity impacting antimicrobial use in South Australia.
- > Consult with relevant local and national organisations regarding the promulgation and implementation of policies and guidelines for antimicrobial use in South Australia.
- > Support and provide clinical advice regarding emerging technologies which may impact on antimicrobial usage.
- > Review SA antimicrobial usage and multi-resistant organism surveillance data and advise on emerging trends and suggest appropriate interventions.
- > Review and update guidelines developed or adapted by this group.

Accountability

- > The expert advisory group will be administered by the Communicable Disease Control Branch, Department for Health and Wellbeing (DHW), and be accountable to the South Australian Medicines Advisory Committee (SAMAC).
- > The terms of reference will be reviewed every three years.

Confidentiality

Non-ratified working documents or papers marked 'confidential' are for the exclusive use of the SAAGAR members and are not to be copied or circulated unless authorisation is provided by the secretariat. Ratified SAAGAR minutes will be forwarded to SA Medicines Advisory Committee (SAMAC) for information, and to relevant LHN committees on request.

Membership

The Advisory Group consists of members with professional expertise to expedite the development of best practice guidelines and lead guidance and implementation of antimicrobial stewardship initiatives in SA.

This includes but is not limited to:

- > Chairperson
- > Deputy Chairperson
- > Up to two representative Infectious Diseases, Clinical Microbiology or Public Health Physicians from each metropolitan local health network (LHN)
- > Up to three medical and three pharmacy representatives across the six regional LHNs
- > A pharmacy representative from each metropolitan LHN
- > Up to two private hospital medical and pharmacy representatives
- > Director of Communicable Disease Control Branch, DHW or delegate
- > Senior Pharmacist / Executive Officer, CDCB
- > Antimicrobial Surveillance Pharmacist(s), CDCB (NAUSP)
- > Community and residential care representative
- > Senior Pharmacist, South Australia Medicines Formulary
- > SA Ambulance Service representative
- > Antimicrobial Surveillance Officer, CDCB (secretariat)

SAAGAR may co-opt additional members with specialist expertise at the discretion of the Chairperson. Special working groups may be established as required which may constitute members of SAAGAR or non-members with particular expertise.

Appointment of Chairperson

- > The Advisory Group chairperson and deputy will be elected from the membership, for a term of up to three years. The appointment will take place at the first scheduled meeting of the year, usually held in February. The Chair may be re-elected following the end of the three-year term.
- > The Chairperson will preside at all meetings at which they are present. If the Chairperson is absent from a meeting, the Deputy Chair (or nominated delegate) will preside.

SAAGAR Executive

- > The SAAGAR Executive is comprised of the Chair, the Deputy Chair, the Senior Pharmacist (CDCB) and one Antimicrobial Surveillance Pharmacist (CDCB)
- > The SAAGAR Executive co-ordinate the activities and meetings of the Advisory Group and may allocate tasks to committee members as required.

Meetings

- > The Advisory Group will meet four times per year, usually in February, May, August, and November.
- > Secretarial support will be provided by CDCB and meeting papers will be prepared in consultation with the Chairperson. Members will have the opportunity to contribute to the agenda through an agenda nomination process. Items must be within the scope of SAAGAR's role and purpose and will be signed off by the Chair.
- > Meeting papers are normally circulated to members ONE (1) week prior to the meeting.
- > The minutes of the meeting will be prepared by the Secretariat. They will provide a concise and focused report of decisions and actions taken. Minutes will be made available to members in a timely manner. Proxies for meeting attendance will be accepted with prior arrangement with the Chairperson and/or SAAGAR executive.
- > Observers may attend meetings on the invitation of the Chairperson or SAAGAR executive. The role of the observer will be limited to providing members with an overview or update of their organisation's activities and to informally report back to their organisation.
- > A quorum shall consist of at least 50% of membership. The chairperson of the committee must consider whether the mix of attendees at any particular meeting is adequate to deal with the issues on the agenda and make a determination. If a meeting of members does not have a quorum within twenty minutes after the commencement time for the meeting, the meeting may proceed informally or be adjourned to a date and time determined by the Chairperson.

Resolutions

- > Resolutions are reached by a majority of members present. A resolution made while a meeting is proceeding informally shall not be final but will require to be confirmed by a later meeting at which a quorum is present.
- > The Chairperson may call for a vote on any matter requiring resolution, and may have the vote taken again if in doubt as to the result. Voting will normally be by voice or show of hands, but may be by secret ballot if requested by any member.
- > To resolve some matters in a timely manner, the Chairperson may elect to determine the committee's position by way of out-of-session vote or resolution. A written proposal(s) will be circulated to members, usually by email and a time and date will be specified for responses to be returned. A resolution shall only be made if supported by a majority of responding members.

Assessment of the Group's Performance

A report of SAAGAR's activities shall be provided at each meeting of SAMAC via the SAAGAR Chairperson or proxy.

Funding

Meeting expenses and secretariat are provided by the Communicable Disease Control Branch, Department for Health and Wellbeing.

Conflicts of Interest

Each member of SAAGAR shall abide by the Code of Ethics for South Australian Public Sector and declare any potential conflict or duality of interest in matters of concern to the committee at the commencement of each meeting. Where a potential conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.

Each member of SAAGAR shall sign a deed of confidentiality and conflict of interest document at the first meeting each year.

Invited guests or attendees shall complete and sign a Declaration of Potential Conflicts of Interest at the commencement of any meeting attended.

For more information

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www.sahealth.sa.gov.au/antimicrobials



www.ausgoal.gov.au/creative-commons



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