

Manager's Forum – Terms of Reference

Meeting Membership

- Manager's with responsibility for Sterilising Units throughout New Zealand
- Invited guests

Function

1. Provide a forum for discussion and evaluation of issues arising from implementation of sterilisation standards and guidelines
2. Development of goals and strategies to promote and encourage the implementation and upgrading of principles and practices of sterilisation
3. Formulate guidelines for national reference for sterilising units in the public and private sectors

Meetings

1. The Manager's Forum meeting will be held three times a year. Dates to be decided for the following year at the end of each year
2. Two meetings will be held in Wellington; one meeting to be held prior to the NZSSA Annual Conference at the same venue as the conference; one meeting to be held in whatever Island the NZSSA Annual Conference is not being held in for each year.
3. Agenda, relevant reports and guidelines for the Manager's meeting will be prepared by the Facilitator and circulated to members 14 days prior to meeting.
4. All meetings should review action required from previous meetings
5. Reasons, rationale and outcomes of the meetings will be documented. All planned actions resulting from the meeting will be allocated to individuals with responsibility and timeframe for completion.
6. Minutes will be circulated within one month from meeting and the minutes will be held by the NZSSA Secretary
7. Copies of the minutes will be sent to relevant participants
8. Development of guidelines will relate to decontamination and sterilisation practices
9. Draft guidelines will be circulated for comments from participants. All comments and suggestions to be forwarded to the author of the guidelines within the specified timeframes.
10. Approval will be sought from the Ministry of Health for their support on relevant guidelines
11. Guidelines relating to any AS/NZS Standards will need to have the approval of Standards NZ.
12. Participants are to be available to give advice and consultation to units requiring advice about redevelopments and standards.
13. A meeting can only progress when there is a quorum of six people present.