Healthcare Associated Infection Advisory Committee

Chair and Subcommittee Charges

HAIAC Chair Responsibilities:

- Assisting with the managerial direction of the organization
- Plan and run meetings
- Keep Committee on track and focused
- Act as spokesperson
- Delegate tasks to Subcommittees or other members
- Approve minutes, agendas, and other Committee communications

Subcommittee Chair Responsibilities (In addition to above with respect to Subcommittees):

- Develop a formal mission for the Subcommittee
- Identify and recruit Subcommittee members
- Carry out work assigned by the HAIA Committee Chair
- Recommend to the HAIA Committee Chair actions to be considered by the Committee as a whole
- Report Subcommittee progress to the Committee as a whole
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Subcommittee Descriptions

Regulation	Reviews and interprets legislation, regulations, and bylaws. Recommends revisions when appropriate. Recommends actions HAIAC should take to remain in compliance with these governing documents.
Reporting	Addresses all issues associated with reporting including (a) infections mandated to be reported; (b) educational needs and opportunities; (c) advising DPH on the need for technical assistance to facilitate reporting; (d) oversight of validation studies and implementation of related recommendations; (e) interpretation of reported data; (f) issuance of recommendations to DPH and HAIAC on matters that should be addressed based on the reported data; and (g) facilities mandated to report
Membership	Maintains membership list, recruits to fill vacancies, communicates with members with lags in attendance, manages elections
Prevention	Assess prevention activities under way in Delaware. Advises DPH and HAIAC on implementation of prevention activities based on best practices. Evaluates impact of prevention activities. Includes hospitals and the new facilities.
Communication	Recommends web content to DPH. Addresses any media matters. Advises DPH on report content to assure consumer readability. Manages conferences should the HAIAC wish to hold any.

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