

**Infection Prevention and Control Canada  
Prévention et contrôle des infections Canada**

**POLICY & PROCEDURE MANUAL**

<b>SECTION:</b>	<b>Education</b>	<b>NUMBER:</b>	<b>10.82</b>
<b>SUBJECT:</b>	<b>ACKNOWLEDGEMENT OF IPAC RELATED COURSES</b>	<b>PAGE:</b>	<b>1 of 3</b>
<b>ORIGINATED:</b>	<b>August 2020</b>	<b>REVISION:</b>	

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**POLICY OBJECTIVE:**

1. This policy and procedure refers to the process for seeking and granting acknowledgement of courses that do not meet the criteria specific in Policy 10.80.
2. The course must address at least one of the IPAC Canada Core Competencies for Infection Prevention and Control (IPAC) Practitioners, and be determined to be a benefit to health care and/or IPAC professionals.
3. Acknowledgement refers to the official approval of IPAC Canada that the course has met the criteria specified in this document.
4. Acknowledgement, if granted, will apply for three years but annual updates must be submitted during that time period for the acknowledgement to be maintained.
5. Applicants who are not granted an acknowledgement will be provided with feedback regarding the decision and recommendations for improving their application. They may reapply during the next review period.
6. Application for course acknowledgement will be confidential.
7. A list of acknowledged courses will be posted on the IPAC Canada website and in IPAC Canada communications where relevant, and may be used by the educational institution.
8. All documents related to the application shall be kept on file at IPAC Canada for a period of seven years.

**PROCEDURE FOR INITIAL APPLICATION OR APPLICATION FOR RENEWAL**

1. Any educational institution or representatives, i.e., the applicants, must apply in writing for acknowledgement, emailing: the application form (Form 29C) which can be found on the IPAC Canada website (Education Page and Policies Page); and required supporting documents as listed in the next section.
2. The relevant fee must be forwarded by cheque to IPAC Canada or by providing a credit card number. Applications will not be considered until fees are received. Application fees are non-refundable.
3. Applicants of courses that have been acknowledged must repeat the same application process at the end of the three-year period, even when annual updates have been satisfactory. Acknowledgement automatically expires at the end of the three-year period if it is not renewed.
4. Applications must be received, and be complete, by the due date for the relevant review period. Specific due dates will be posted each year.
  - a. The due date for the spring review period is April 1, with recommendations to be presented to the Board in late May/early June.
  - b. The due date for the fall review period is October 1, with recommendations to be presented at the November/December Board meeting.
  - c. Incomplete applications will not be considered.
  - d. Should an acknowledgement be revoked (see Annual Updates below), the institution is legally prohibited from citing acknowledgement from IPAC Canada and use of the IPAC Canada logo.

**REQUIRED SUPPORTING MATERIALS FOR INITIAL APPLICATIONS OR APPLICATION FOR RENEWAL**

1. Course description including goals, prerequisites, contact information and links to curriculum.
2. History of the course including rationale for course, developers, when first offered and when it will be offered next, usual enrolment, target group, success rates, number of students enrolled per year, and mentor/supervisor to student ratio.
3. Course Details including number of prerequisites, learning objectives, teaching/learning methods used; and required and recommended resources.
4. A description of which IPAC Canada Core Competencies students are expected to gain experience with. A minimum of 1 competency should be met by each student.
5. Description of methods of evaluation of student learning outcomes, and their weights.
6. A list of the organizational resources available: e.g., classroom or web facilities, library resources, support staff.



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7. A list of faculty involved in the course including their CVs and specific roles/responsibilities.
8. Assigned pass level for the course and rationale for that level.
9. Description of methods used, or planned, to evaluate or revise or update the course.
10. Information about success rates, student feedback and changes to content/process if the course has been offered before.

**ANNUAL UPDATES**

1. Each acknowledged course must provide an annual update, due once a year, either for the Spring or Fall review, depending on when the initial application was made.
2. IPAC Canada will send Annual Update reminder to the educational institution or representative six weeks prior to their due date. The Annual Update Form (Form will be available on the endorsement webpage).
3. Annual updates shall provide information about the number of students who took the course and major changes to content, process, resources or faculty.
4. Acknowledgement will be revoked during the three year period of acknowledgement if annual updates are not received or are deemed unsatisfactory.

**REVIEW OF APPLICATIONS AND UPDATES BY THE REVIEW COMMITTEE FOR ACKNOWLEDGEMENT:**

1. IPAC Canada will review applications for completeness and advise applicants of missing documentation. Documents not received by the due dates will not be considered in that review period.
2. IPAC Canada will distribute the application package(s) and annual updates to members of the Endorsement Review Committee.
  - a. Terms of Reference for the Endorsement Review Committee can be found as a separate document (Form 10.83)
3. Members will have 7-10 days to review the application package(s) and annual updates prior to the teleconference/webinar meeting. The Chair of the Endorsement Review Committee will schedule required teleconference(s) or Adobe Webinar(s).
4. A subject matter expert may be invited to assist with reviewing content of the course if deemed necessary. Subject matter experts will be identified through IPAC Canada membership and will sign a Confidentiality and Conflict of Interest form.
5. At the teleconference meeting, Review Committee members will discuss each application and annual update, and whether they meet the criteria (listed separately below).
  - a. Individuals must recuse themselves from reviewing courses with which they have an association as a participant, or if they have any other conflicts of interest.
6. The Chair will bring the Review Committee's recommendations for acknowledgement to the IPAC Canada Board for approval or rejection. This will take place at the next scheduled Board meeting.
7. IPAC Canada will communicate the recommendation(s) to the applicant.

**CRITERIA FOR ACKNOWLEDGEMENT OF IPAC RELATED COURSES**

1. The content and learning objectives reflect the standards and content identified in the IPAC Canada Core Competencies.
2. The organizational resources, course time, course content, learning resources and delivery methods are sufficient to enable students to meet the stated learning objectives.
3. Instructors are qualified to teach the material to the target audience and sufficient in number to achieve stated objectives.



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4. Student learning outcomes are measured in a systematic way and assess the extent to which students have met learning objectives.
  5. The criteria used to evaluate student performance must be clearly defined in writing, be made known to students at the start of the course, and be based on more than a single requirement. Samples of student tests or assignments must be made available on request to IPAC Canada or its delegated official.
  6. There is a reasonable method for evaluating the content and processes used in the course, for purposes of improving the course, e.g., feedback is obtained from students and faculty. A summary of evaluations must be made available on request to IPAC Canada or its delegated official.
  7. The course content and processes are updated at reasonable intervals, and the rationale for changes must be made available on request to IPAC Canada or its delegated official.

**CRITERIA FOR ANNUAL UPDATES**

1. No major changes have occurred in the curriculum or learning objectives such that the course to be offered differs significantly from that initially acknowledged.
2. No major changes have occurred in course delivery methods or resources available that will affect the ability for students to meet learning objectives.