

**OnLine Basic Infection Control for Infection Control Professionals**  
**On-Line Infection Control I & II**  
**MdSc 755.24 and MdSc 755.25**  
**University of Calgary**

**What is the purpose of this course?**

The purpose of these courses are to provide novice Infection Control Professionals (ICPs) with the basic knowledge, tools and strategies needed to do Infection Control in a board range of health care environments from health care institutions to the community. The purpose of this entry to practice course is (1) to identify and describe the scope of infection prevention and control problems and issues for novice ICPs and (2) to examine and integrate their current expertise with the basic knowledge, tools and strategies needed to examine problems and develop practical solutions in Infection Control.

**What does the course cover?**

These 2 half course consist of 90 hours offered with an Introduction, 4 course-based modules and 1 practicum module. These are:

- Module 1 - What is infection control, how it is done and how to teach infection control to others.
- Module 2 - Common micro-organisms that are a problem in healthcare-acquired infections and relevant communicable diseases and the type of infections they commonly cause.
- Module 3 - Basic concepts of epidemiology which is relevant to the transmission of infections and describe and to apply the basic principles of surveillance and outbreak management.
- Module 4 - Basic Occupational Health and environmental problems issues that are relevant to Infection Control and identify potential solutions.
- Module 5 (Practicum) – To introduce the student to the realities of practicing and applying the principles infection control in a healthcare environment.

These courses are web-based and include readings, exercises, online tutorials and web-based discussion with colleagues and facilitators. Online individual and group discussions and examination after each module focus on application of course material in the module.

**How computer literate do I need to be?**

As the readings and discussion will be web-based, you will need internet access, preferably high speed access. You do not have to be a computer expert but a basic level of comfort with your computer is necessary. You will need to know how to move around the course web page and type in your comments and questions (instructions will be provided). As part of the course you will learn how to access journals online. Instructions on the basic use of Blackboard (the application the course reside on) will be provided to you.

**What's involved in participating taking this course?**

You will be asked to do the readings and exercises, to interact with the others on a regular basis, to complete the assignments and exams, and to provide feedback on the course content and process. It is expected that you will be participate in both individual and group discussion.

The time commitment for the course is approximately 20 hours per week over a 10 week period. You can schedule your learning activities at your convenience in any week but will need to keep up with your classmates and the course schedule in order to benefit from the discussions. As

these courses are work-related, you should see if you can negotiate with your employer to devote some work time to this learning process.

These courses are 2 half-credit University of Calgary courses that require you to register as a special student and to pay course fees to the University of Calgary. The total fee for the course is \$ 2000. The fee break down is as follows:

University (University of Calgary) course fees:	\$1218.00
University (University of Calgary) registration fee:	\$ 35.00
Course fee to CHICA-Canada	\$ 747.00
Total	\$2,000.00

The fee to the University of Calgary covers the cost of 2 half credit courses (\$ 609 per half course), the initial registration fee of \$35. To register for the course, the \$35 registration fee and a \$100 deposit must be paid when the registration form is submitted. The course fee to CHICA-Canada covers overhead costs to CHICA-Canada for a course assistant as well as a printed materials which will be sent to you. These will include a printed copy of the course curriculum and 2 textbooks:

- Ebbing Lautenbach, Keith Woeltje, Editors. *Practical Handbook for Healthcare Epidemiologists*. Thorofare, NJ, SLACK Incorporated, 2004.
- Mims, C. Dockrell, HM, Goering, RV, Roitt, I, Wakelin, D. Zuckerman. *Medical Microbiology, Third Edition*. Edinburgh, Mosby Elsevier Limited, 2004.

You will receive a grade and university credit for the courses. You will also receive a certificate from CHICA-Canada that indicates you have successfully completed the course.

### **What is the time line?**

The course-based material will be delivered as follows: Week 1 – Introduction in the Week of July 6 followed by two 4 week blocks over July, August and September 2005. Modules 1 and 2 will run from July 13 to August 3. Modules 3 and 4 will run August 17 to September 14. The course practicum which consists of 12 hours of must be completed by December 1, 2005. On-line discussion on topics of interest will be continued after completion of the course work until December 2005. The final paper for the course must be submitted by December 1, 2005. Both half courses must be completed to receive credit for the courses.

### **Who can take this course?**

The courses are open to novice ICPs from across Canada who has been practicing in Canada for less than 1 year or they have been working part time ( $\leq 0.5$  FTE) for no more than 2 years.

The maximum number of participants will be 25—registration is on a first-come, first-served basis. An undergraduate degree is not required to take the course; however, permission from the instructor is required.

### **What will I/my agency get out of my participation?**

These courses will provide you with the basic knowledge, tools and strategies needed to do Infection Control in a board range of health care environments from health care institutions to the community. You will have the opportunity for networking and learning about resources to help you with infection control in the future. Thus, both you as an individual and your agency can gain some benefit.

### What are the minimum computer requirements for these courses?

You will need:

- Internet access (preferably high speed)
- Windows operating system (Windows 98 or later)
- Java enabled browser (Internet explorer 5.5 or later)
- Acrobat Reader 6 (or later)
- Microsoft Word and Powerpoint or equivalent

If you are unsure as to your computer's software or are missing some of the software, contact your IT department at work.

### Information for the On-line Basic Infection Control I & II courses you need to know:

- The course outline can be downloaded at <http://chs.myweb.med.ucalgary.ca/x.pro/ModShow/ShowPage/965> look for MdSc 755.24 or MdSc 755.25.

Please read the course outline carefully before you decide to register for it. These courses are going to require a significant time commitment over a 10 week period. Please be sure that you are able to make that commitment. I would strongly recommend that you register for both courses at the same time so that a seamless transition from one course to the other can take place.

- Both half courses must be completed to obtain credit.
- Registration will be on a first come first serve basis – total number of registrants is 25 students.
- When registering, you must all of the items below:
  - Complete the attached registration form
  - Include payment of registration fee (\$35) and deposit (\$100)
  - Include a copy of your transcripts (these do not have to be official copies)
  - Complete the attached "Information Technologies (IT) Computer Account Application Form"
  - Sign the Computing Services Agreement
  - Complete the contact information sheet

Fax all these documents to: Dr. Betty Ann Henderson at 403-944-2484.  
(All the documents must be sent together)

- Registration for the courses will be closed June 24, 2005.
- Fees must be paid as follows:
  - **Payment to the University of Calgary – Registrar's Office**
    - Registration Fee \$ 35 + Deposit \$100 at registration
    - Fees for MdSc 755.24 - \$ 509 – Deadline July 6, 2005
    - Fees for MdSc 755.25 - \$ 609 – Deadline September 23, 2005
  - **Payment to CHICA-Canada**
    - Overhead costs and books - \$ 747 – Deadline August 1, 2005

### For more information about the courses, contact:

Dr. Betty Ann Henderson

Telephone: 403-944-4373

Fax: 403-944-2484

Email: [ehenders@ucalgary.ca](mailto:ehenders@ucalgary.ca) or [Elizabeth.Henderson@calgaryhealthregion.ca](mailto:Elizabeth.Henderson@calgaryhealthregion.ca)

### Contact Information Sheet

The following information will be used for the instructors to contact you should the need arise during the courses, to organize the class for optimal learning and to send out course materials by mail. This information will not be made available to anyone else.

#### PLEASE PRINT.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone contact: (work) (\_\_\_\_) \_\_\_\_\_

(home) (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

How long have you been doing Infection Control? \_\_\_\_\_

Where do you work: Acute Care \_\_\_\_\_ approximate # of Beds \_\_\_\_\_

Long Term Care \_\_\_\_\_ approximate # of Beds \_\_\_\_\_

Home Care \_\_\_\_\_ approximate # of Clients \_\_\_\_\_

Public Health \_\_\_\_\_

Combination of the above \_\_\_\_\_ (please mark of what combination)



# UNCLASSIFIED STUDENT APPLICATION AND REGISTRATION

An unclassified student is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma. **No assurance is given that courses taken while an unclassified student will be credited if the student subsequently seeks admission to a degree or diploma program.**

Students who are currently under suspension (required to withdraw from a faculty or from another post-secondary institution within the last 12 months) are not permitted to register.

To be eligible for registration under this category students must be either holders of an approved Bachelor's degree from an "accredited" institution with a minimum of three years of recognized university level course work **or** 18 years of age or older **or** holders of the Alberta High School diploma or equivalent.

**Non-degree students** (Persons who do not possess a university degree but are 18 years of age or older or holders of the Alberta High School diploma or equivalent.)

Unclassified students who are not degree holders are limited to registering in a maximum of **two** half courses per session to a total maximum of ten half courses (includes withdrawals). Students who wish to complete more than ten half courses must apply for admission to a specific faculty by the deadlines noted in the University's Academic Schedule and meet all of the requirements for admission.

**Unclassified non-degree students are allowed only one D or D+ grade. Students who obtain an F grade or a second D or D+ grade will be refused further registration under this category.**

Non-degree students normally will not be permitted to register in undergraduate courses with limited enrolments unless there is space available at the start of classes. Students will be required to obtain Faculty/Departmental approval. Non-degree students are not permitted to register in 700-level or higher courses.

## **Degree holders**

Holders of an approved degree are not restricted to the maximum number of courses stated above.

The **English Language Proficiency Requirement** may be met in one of the following ways:

- (a) successful completion of at least three years of formal, full-time study (not less than three courses per semester) at an English secondary or post-secondary institution in an English-speaking country which the University of Calgary recognizes as English language proficiency exempt; or
- (b) graduation from a degree program offered by an accredited university in a country which the University of Calgary recognizes as English language proficiency exempt; or
- (c) a mark of 75% or better on the Alberta English 30 Diploma Examination (not the blended grade) OR a mark of 80% or equivalent letter grade or better in Alberta English 30 (blended mark) or equivalent course from other Canadian provinces; or
- (d) a minimum score of 220 on the computer-based Test of English as a Foreign Language (TOEFL) examination; or
- (e) a minimum score of 560 on the paper-based TOEFL examination; or
- (f) a minimum score of 550 on the paper-based TOEFL examination, accompanied by a minimum score of 5.0 on the Test of Written English (TWE); or
- (g) a minimum score of 7.0 on the International English Language Test System (IELTS); or
- (h) successful completion of the English Language Foundation Program at the University of Calgary.

## **PROCEDURES**

This form is used as both an application and a registration. Upon receipt of the completed form and the items noted below, your eligibility as an unclassified student will be determined.

1. Fill in this form carefully and completely.
2. Complete the credit card information or enclose a cheque or money order for the **\$100.00** registration deposit (or full fees). If you have not previously attended this University, you must also enclose a non-refundable **\$35.00** application fee. Fee information is available in the University Calendar or at the Registrar's Office upon request.
3. **Required Transcripts:**
  - (a) If you do not possess a University degree and wish to take 200 level courses with prerequisites or any 300 level or above courses, you must enclose copies of high school transcripts and, if applicable, transcripts from all post-secondary institutions attended (colleges, universities, schools of nursing, institutes of technology).
  - (b) Holders of a University degree must enclose a complete University transcript showing the degree and the date awarded. (Graduate APEGGA members taking Engineering courses only are not required to submit any transcripts). High school transcripts need only to be submitted if registering in courses with high school prerequisites.If your transcripts are already on file at the Registrar's Office, you need not submit them again.
4. Obtain approval if required. Students registering in senior level courses (number '300' or higher) may be required to obtain the approval of the Faculty/Department offering the course before submitting this form to the Registrar's Office. Inquiries may be directed to the Registrar's Office.
5. Return completed form, with enclosures, to the Registrar's Office by the registration deadlines noted in the University's Academic Schedule.

**No form will be accepted unless accompanied by all required items.**

**Unclassified students may now register using the Infonet and telephone systems. Contact the Registrar's Office for further information.**



**Computing Services Agreement**  
between  
Information Technologies (IT), The University of Calgary, and  
\_\_\_\_\_ (“the Customer”)

<p><b>Services</b> Information Technologies (IT) will supply a computing services account to the Customer for the Customer’s academic or university business use. The services provided by IT will consist of computer time, disk storage, communications and some line printer output.</p> <p><b>Conditions</b> The Customer must be a full-time or part-time member of The University of Calgary (U of C) community and must provide sufficient identification to authenticate their status.</p> <p>The Customer will not share account login privileges with any other individual or group (unless specifically authorized by IT).</p> <p>IT will make best efforts to provide a secure computing environment. The Customer is responsible for maintaining the security of programs, files, personal access identifiers, and passwords.</p> <p>This agreement becomes effective on the date signed and remains in effect until terminated by either the Customer or IT.</p> <p>The U of C and IT shall not be liable for any damages caused by delays in furnishing services under this agreement. The Customer agrees to indemnify and hold the U of C and IT harmless for any loss, expense or damage incurred by the Customer as a result of the use of services provided under this agreement.</p> <p>IT reserves the right to restrict the Customer’s use of computing resources.</p> <p><b>Use Restrictions</b> The Customer may use the account for academic or university business purposes, including E-mail, word processing, problem solving and information gathering.</p>	<p>They may not use the account for any commercial activities, including consulting and computing for commercial organizations. The account may not be used for any activity that violates the laws of Canada or Alberta, that violates any U of C policies, that violates the acceptable use policies of any networks utilized by the Customer’s communication traffic, that interferes with the computing activities of other users, that subverts system security or that wastes computing resources, such as games.</p> <p>In connection with the investigation of possible misuse or malicious disruption of computer services, misuse of access privileges or computer system malfunctions, IT reserves the right to examine (in confidence) the Customer’s files, programs and printed output with prior authorization of a Vice President of the U of C.</p> <p><b>Account Fee</b> As a member of the U of C community the Customer will not be asked to pay either account set up fees or account use fees. However, the Customer will pay any special charges IT normally levies (e.g., a reasonable amount of line printer output is provided at no additional cost and some laser printer output is provided for a fee). The Customer must maintain a financial account with IT that contains a positive balance to pay any chargeable fees or the respective service will not be provided. IT reserves the right to charge account set up and use fees given reasonable notice to the Customer.</p> <p><b>Account Termination</b> The Customer’s account may be terminated at any time by IT if the Customer fails to abide by the Conditions and Use Restrictions specified above. If the Customer ceases to be a member of the U of C community, the account will be terminated.</p>
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In witness whereof, the parties hereto have caused this agreement to be duly executed.

Customer

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

Information Technologies (IT)

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_