

IPAC CANADA OPPORTUNITIES

There are several opportunities currently available to utilize your expertise and interest on IPAC Canada committees and task groups. All positions are volunteer; meetings are generally held by conference call hosted by IPAC Canada. There may be an in-person meeting at the time of the annual conference. Please review the following information and, if a position is of interest to you, submit your application by the deadline date noted after each committee/position description.

GENERAL CRITERIA FOR ALL POSITIONS:

- Must be a current (2014) member of IPAC Canada, having held membership for at least 5 years (the exception is in the case of positions open to Novice ICPs in which membership must have been held for at least 1 year);
- Must maintain membership during the position term;
- Certification in Infection Control & Epidemiology (CIC) is preferred; or specialty training in epidemiology, infectious diseases or community medicine;
- Must have a minimum of 5 years' experience in Infection Prevention and Control (the exception is in the case of positions open to Novice ICPs for which there must be experience of two years or less);
- Must have demonstrated strong organization, communication and team work skills;
- Must have the time, personal commitment and support of their institution to serve IPAC Canada through this position.

APPLICATION MUST INCLUDE:

- A letter from applicant demonstrating suitability for the position.
- A resume that includes details as to the candidate's background in Infection Prevention and Control
- A summary of professional expertise and education, specialty training and expertise, and IPAC Canada involvement such as service as an IPAC Canada Board Member, as a Chapter Executive, or on an IPAC Canada Standing Committee, Interest Group or Conference Planning Committee.

Other specific criteria may be required for various positions.

SUBMISSION OF APPLICATION:

Executive Director
IPAC Canada
executivedirector@ipac-canada.org – **Subject Line: Application for Position of xxxx**
Fax: 1-204-895-9595

For more information, contact IPAC Canada at 1-204-897-5990/1-866-999-7111.

MEMBERSHIP CORE COMMITTEE

IPAC Canada is seeking one member of the Membership Core Committee for a three year term. The committee is comprised of the Chair and three members, with assistance by a Staff Liaison. The committee meets by conference call hosted by IPAC Canada and, if possible, attends a meeting of the Membership Committee at the annual conference. The role of the committee is to develop membership campaign plans, membership surveys, and membership marketing materials. The committee also annually reviews the Terms of Reference for this committee.

Time Commitment: One conference call per month plus project work as assigned.

Deadline Date: March 7, 2014

PROGRAM WIDE AUDIT TOOL COMMITTEE

IPAC Canada is seeking one member of the Program Wide Audit Tool Committee for a term to expire with the launch of this practice tool (anticipated June 2015). The committee is comprised of a Chair, Co-Chair and 7 members. The committee meets by conference call hosted by IPAC Canada. The role of this committee is to develop a National Infection Prevention and Control (IPAC) Program-Wide Auditing Tool/Standard for measuring at least 12 IPAC program areas. This Tool/Standard can be used by ICPs in any practice setting. This toolkit, available on an interactive CD, will contain the following information:

- Auditing process information – introduction, instructions, summary, glossary
- IPAC Program Audit Instrument– possibly up to 12 separate Elements
- IPAC Audit Instrument Support Documents – observation tour record sheets, questionnaire record sheets, documentation review record sheets, sampling size sheets, correspondence documents, audit scoring sheets etc.
- IPAC Auditor Training Package
- IPAC Auditor Processes and Forms Package

Time Commitment: One conference call per month increasing to 2-3 calls per month as the launch date approaches, plus project work as assigned.

DEADLINE DATE: March 7, 2014

CHAIR, STANDARDS AND GUIDELINES CORE COMMITTEE

IPAC Canada is seeking a Chair of the Standards and Guidelines Committee for a three year term. Meetings occur by conference call hosted by IPAC Canada and one in-person meeting of the Standards and Guidelines Committee at the annual conference. Supported by a core committee and staff liaison, the responsibilities of the Chair include organizing meetings of the Core Committee (with IPAC Canada Staff support), discussing proposed position statements or practice recommendations with the Core Committee, managing the development of document(s), provide update reports to the Board of Directors and an annual report.

Time Commitment: Two hours per month, one conference call per month, plus one meeting at annual conference, plus project work as assigned.

DEADLINE DATE: March 7, 2014

EDUCATION CORE COMMITTEE

IPAC Canada is seeking three members of the Education Core Committee, including one Novice ICP. Two experienced ICPs are required for a three year term; one Novice ICP is required for a one year term. Meetings occur by conference call hosted by IPAC Canada and one in-person meeting of the Education Committee at the annual conference. The role of the Education Core Committee is to development of educational opportunities for CHICA-Canada members, other than the annual national education conference. A national Scientific Program Committee is appointed for the purposes of developing the conference program(s).

Time Commitment: Three hours per month, one conference call per month, plus project work as assigned.

DEADLINE DATE: March 7, 2014

DISTANCE EDUCATION ADVISORY COMMITTEE

IPAC Canada is seeking one member of the Distance Education Advisory Committee for a three year term. Meetings occur by conference call hosted by IPAC Canada. The IPAC Canada Novice Infection Prevention and Control Course Advisory Committee (AC) will act as a consultation group to course faculty members. The AC will offer guidance and recommendations on aspects of course development and implementation. The purpose of the AC is to offer a wider perspective than that held by individual instructors or other faculty members. Its mandate is to ensure the course remains current and based on best-practice, and continues to meet the educational needs of novice Infection Prevention and Control Practitioners

Time Commitment: Two conference calls per year plus project work as assigned.

DEADLINE DATE: March 14, 2014

EDUCATION ENDORSEMENT REVIEW COMMITTEE

IPAC Canada is seeking three members of the Education Endorsement Committee. Two experienced ICPs are required for a three year term; one Novice ICP is required for a one year term.

IPAC Canada Policy 10.80 refers to the process for seeking and granting endorsement of Basic Education Courses for Infection Prevention and Control Professionals (ICPs). The purpose of the Review Committee is to assess Basic Education Courses in Infection Prevention and Control (IP&C) for endorsement in accordance with IPAC Canada's Policy and Procedure, and to suggest changes to Policy and Procedure as necessary. Members will participate in two scheduled reviews each year: spring and fall (deadline date for applications to be announced annually). Meetings will take place by conference call.

Time Commitment: Approximately 3 conference calls in each of spring and fall intake period.

DEADLINE DATE: March 14 2014

LEARNING OBJECT REPOSITORY

IPAC Canada is seeking three members of the Learning Object Repository for three year terms. One of these members may be a Novice ICP. The purpose of the committee is to develop the web platform and policies around review and posting of member-developed education tools. Development of the platform and tools is anticipated to be completed by May 2014 with ongoing responsibilities in the review of submitted tools.

Time Commitment: One conference call per month, plus posting review as assigned.

DEADLINE DATE: March 14, 2014

2016 NATIONAL CONFERENCE SCIENTIFIC PROGRAM COMMITTEE

The IPAC Canada 2016 Scientific Program Committee is a national committee whose mandate is to plan, develop and ensure completion of the scientific/educational program for the 2016 National Education Conference. The 2016 National Education Conference will take place in Niagara Falls (Venue and dates to be announced). IPAC Canada is seeking candidates to fill the positions of:

- 2016 Scientific Program Co-Chair (will be Scientific Chair in 2017)
- Community-Public Health Representative (for 2016 and 2017)
- 2016 Medical Microbiology/Infectious Disease Physician Representative

Past experience in planning local, provincial or national conference scientific conference is an asset but not mandatory.

Time Commitment: One in-person meeting to be held in November 2014 (location TBA), funded by IPAC Canada, and one or two conference calls per month, excluding summer months, until preconference 2016. Attendance at the meeting and responsibilities as assigned.

DEADLINE DATE: April 1, 2014