



**IPAC Canada Online Novice Infection Prevention and Control Course**  
**Position: Instructor/Facilitator – Module 6: 2017-2018 Session**

IPAC Canada is currently seeking an individual to facilitate and instruct Module 6 of the IPAC Canada Novice Infection Prevention and Control (IP&C) online course. Details of the course can be found on the IPAC Canada website. Module 6 is a 5 week module, with the last week used for a take-home exam. A variety of topics are covered in the content, including but not limited to Sterilization and Disinfection; Reuse Issues; Air Handling; Construction and Renovations; and Audits and Reviews. Further details about the course can be found on the IPAC Canada website. The course will commence April 29, 2018.

The Module Instructor and Facilitator will serve in this combined position for the period of the contract February 1, 2018 to start the review until June 25, 2018 to mark exams. Instructor responsibilities can be summarized as:

- Conduct a complete detailed review of the module material and update and revise content as necessary, in consultation with the Course Coordinators. **This task is expected to commence on February 1, 2018.**
- Set discussion questions, assignments and exam content for the module
- Grade assignments and exams, and provide timely feedback to students
- Prepare quizzes, assignments and conduct student discussion in collaboration with the Discussion Forum Facilitator
- Correspond with students and faculty, and resolve problems as necessary

It is estimated that the Instructor position will require an average of 5-15 hours per week over the period of the contract, with variation by week depending on when emphasis is required for updating material or discussion or grading. This individual also keeps in regular communication with the Course Coordinators and provides feedback on student performance for the duration of the module for which they are hired.

**Qualifications:** The ideal candidate for this position would be an Infection Prevention and Control Professional. Applicants should be currently practicing in the IPAC field, with at least five years full-time experience in the last eight years. Advanced Degree or equivalent training should be relevant to the content of the Module. Preference will be given to candidates who hold a current CIC® and have experience in the education of ICPs. E learning experience with Blackboard would be preferred but training will be provided by the Course Coordinators. The candidate will have excellent communication (written and verbal) and organization skills, and be able to work with students and discussion forum facilitators from diverse settings. The successful candidate is expected to be an IPAC Canada member.

**More Information:** Additional information can be obtained by contacting the Course Coordinators - Heather Candon or Jane Van Toen at [basicde@ipac-canada.org](mailto:basicde@ipac-canada.org).

**Remuneration:** Under the terms of this agreement, this is a limited contract for which an honorarium of \$3,400.00 in total for services rendered, inclusive of all taxes and overhead, together with reimbursement of authorized reasonable expenses, such as the text book.

**Submission of Application:**

Candidates must submit a letter detailing their qualifications, along with a resume and at least two current references. In addition an accompanying letter from the employer must attest to support of the candidate in this position. The application and accompany documents must be sent via email by **August 25, 2017** to [basicde@ipac-canada.org](mailto:basicde@ipac-canada.org) . Applicants will be notified of the final decisions as soon as possible. Applications are not retained once a position is filled, therefore previous applicants who are still interested could reapply.