



**CALL FOR APPLICATIONS  
REVIEW COMMITTEE FOR ENDORSEMENT OF BASIC EDUCATION COURSES**

**REQUIRES TWO MEMBERS (EXPERIENCED ICPs) AND  
ONE MEMBER (NOVICE ICP)**

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 Endorsement Review Committee is to assess Basic Education Courses in Infection Prevention and Control (IPAC) 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 2-4 meetings per year scheduled for reviews related to endorsement of education courses. Meetings will take place by conference call funded by IPAC Canada. The committee Chair reports to the IPAC Canada Board through the Executive Director. This is a volunteer position and IPAC Canada does not provide funding for travel, accommodation or conference registration.

Membership:

The volunteer Education Review Committee consists of the chairperson, five IPAC Canada members and one IPAC Canada novice ICP member.

An experienced ICP member must:

- Be an IPAC Canada member and remain in good standing for the term of the appointment;
- Preferably hold a current Certification in Infection Control (CIC);
- Have expertise in infection prevention and control, with a minimum of three years of experience;
- Have expertise or experience in teaching infection prevention and control in a structured academic setting, to infection control practitioners, or expertise or experience in curriculum design, or expertise or experience in development of instructional materials;
- Have experience in working as a team member, with strong collaboration, communication and organizational abilities;
- Have the time, personal commitment and support of their institution to serve IPAC Canada through this position.

The Novice ICP member must:

- Be an IPAC Canada member and remain in good standing for the term of the appointment;
- Have less than two years of experience in IPAC;
- Have the time, personal commitment and support of their institution to serve IPAC Canada through this position.

Term of Office

Members are appointed for a term of three years and the Novice ICP is appointed for a term of one year.. At the request of the Board, an individual member may renew and serve a second term only once, after which there must be a minimum period of three years before that individual can apply again.

IPAC Canada is seeking the following Endorsement Review Committee members

- Two (2) IPAC Canada members with a minimum of three years of experience and the required expertise for a three year term expiring December 31, 2018.
- One (1) IPAC Canada with less than two years of experience and the required expertise for a one year term expiring June 30, 2016.

**APPLICATION MUST INCLUDE:**

- A letter from the applicant expressing interest in the position and demonstrating suitability for the position.
- The letter must include an outline of professional expertise, education and teaching experience, and IPAC Canada involvement, for example, service as an IPAC Canada Board Member, as a chapter executive member, as Chair of a Committee or Interest Group, and/or other Chapter involvement.
- A current curriculum vitae.

Applications must be received no later than **September 1, 2015**.

An Orientation for the Endorsement Review Committee will be held in September 2015.

Applications should be forwarded by email to [executivedirector@ipac-canada](mailto:executivedirector@ipac-canada) with the subject line: Application – Endorsement Review Committee.

For additional information:

Executive Director, IPAC Canada  
[executivedirector@ipac-canada.org](mailto:executivedirector@ipac-canada.org)  
1-866-999-7111