



Mackenzie
Health

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IPAC Safety Coaches – An Innovative Approach in Knowledge Transfer

Memo

Date: XXXXX

To: All Staff , **UNIT/DEPARTMENT**

Re: **Expression of Interest – IPAC Safety Coach (Approximately 6 months)**

From: Patient Care Manager

Dear Staff,

During the COVID Pandemic and the heightened need to reinforce our strong IPAC practices, each unit/department at the Mackenzie Health Richmond Hill Site and RCC will be identifying two (2) staff members who will act as an IPAC Safety Coach on safe IPAC practices and procedures.

The IPAC Safety Coach will:

- Promote safe IPAC practices
- Act as an agent of change on the unit/ clinic by engaging staff in IPAC practices
- Utilize unit huddles to promote IPAC practices and to review unit specific IPAC incident reports
- Conduct unit hand hygiene, PPE, and physical distancing audits
- Support IPAC initiatives by being the liaison between IPAC and the unit
- Review submitted weekly environmental audits, identify trends in collaboration with unit manager and IPAC practitioner
- Attend IPAC weekly hub meetings to discuss IPAC updates and leading practices
- Celebrate team successes by providing positive feedback to team members

The IPAC Safety Coach will be allocated to IPAC-related activities approximately three (3) hours per week during their regularly scheduled working hours. This will consist of a reoccurring one (1) hour weekly IPAC meeting and two (2) hours of audits and other IPAC activities throughout the week as required.

The IPAC Safety Coach will be provided with a 2-hour virtual training session that will include an IPAC practice mini crash course and a Universal Skills for Error prevention module.

If interested, please submit your interest via email by no later than XXXXX@ xxx hrs at XXXXXX@mackenziehealth.ca

Sincerely,
NAME, TITLE

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Sample Meeting Agenda:

IPAC Safety Coaches

AGENDA

Date: XXX, XXX Time: XXX Room: Teams Meeting

Members

Business Items	Action/ Decision	Time (Min.)	Attach's	Lead
1. Check-in				
1.1. Welcome	Information	2		
1.2. Agenda – Date XXX	Approval	1		
1.3. Announcements	Discussion	1		
1.4. Discussion/approval of previous actions	Discussion/ Approval	5		
2. Safety Starter				
2.1 . Safety starter	Discussion	5		
3. Approval of Minutes				
3.1. Minutes	Approval	1		
4. New Business				
4.1.	Discussion	10		
5. Standing Business				
5.1.	Discussion	20		
5.2. Needs assessment	Discussion	15		
6. For Information				

6.1. Next Meeting: XXX				
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Sample Meeting Minutes:

IPAC Safety Coaches

MINUTES

Date: XXXX Time: XXX Room: Teams Meeting

Members

Business Items	Notes
1. Check-in	
1.1. Welcome	
1.2. Agenda – XXXXX	Approved by
1.3. Announcements	none
1.4. Approval of previous actions	
2. Safety Starter	
2.1. Safety starter	Safety starter example attached in email.
3. Approval of Minutes	
3.1. Minutes	Approved by
4. New Business	
4.1	
5. Standing Business	
5.1.	
5.2. Needs assessment	
6. For Information	

6.1 Next Meeting: XXXX	
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