

## **CALL FOR APPLICATIONS IPAC CANADA AUDIT TOOLKIT COMMITTEE MEMBERS (2)**

IPAC Canada is seeking 2 Audit Toolkit Review Committee members. Representation from across the continuum of care is preferred, e.g. acute care, long term care, community care, public health, prehospital care, etc., as well as geographic diversity. In addition, applications will be received from members who are Novice (1-2 years' experience), Intermediate (3-5 years' experience) or Advanced (over 5 years' experience). The committee, Audit Tool Coordinator and Secretary meet via a monthly conference call or Adobe Connect platform except for July, August, and December.

Time Anticipated: Monthly meeting (1.5-2 hours); research, writing as assigned (5 hours per month).

This is a volunteer committee and no reimbursement or discounts are offered. Expenses related to conference calls and webinars will be assumed by IPAC Canada.

### **Responsibilities of the Audit Toolkit Review Committee:**

- Review existing Audit Tools for currency and accuracy on an ongoing basis according to a three-year rotating schedule.
- Refer revised Audit Toolkits to the Standards & Guidelines Committee if changes are significant and affect practice.
- Assist Programs & Projects committee as required in developing membership surveys to assess Audit Toolkit usage and evaluate need for additional Audit Toolkits.
- Liaise with Programs & Projects Chair when recommending new Audit Toolkits.
- Explore options to enhance the Audit Toolkit.
- See policy 4.65 for additional information.

### **Qualifications:**

- Applications will be considered from IPAC Canada members who are Novice (less than 2 years), Intermediate (2-5 years) or Advanced (more than 5 years). Applicants will maintain membership during their term(s) on the committee.
- Certification in infection prevention and control (CIC®) is preferred.
- The applicants will have expertise in infection prevention and control, with a minimum of two years of experience.
- The applicants will have experience with working as a team member, with strong collaboration, communication and organizational abilities.
- The applicant has the time, personal commitment and support of their organization to serve IPAC Canada through this position.

### **Term of Position:**

The terms of these positions are three years, staggered to ensure continuity on the committee. Positions commence May 15 2018. An individual member may apply to serve one additional three-year term, after which there must be a minimum period of three years before that individual can apply again. Reappointment is at the discretion of the Audit Toolkit Coordinator and the Executive Director.

### **Application must include:**

- A letter from applicant indicating they are applying to be a member of the Audit Toolkit Review Committee.
- The letter will indicate the applicant's interest and demonstrate suitability for the position.
- A current curriculum vitae.
- A letter from the candidate's organization indicating support for the candidate's application for the position.

Applications must be received no later than **August 10, 2018**

Applications to be forwarded by email to [info@ipac-canada.org](mailto:info@ipac-canada.org) .  
Subject line must be: Application for Audit Toolkit Committee