**Form 29C**

**Rev. March 2024**



**INFECTION PREVENTION AND CONTROL CANADA (IPAC CANADA)**

## Application for Course Acknowledgement

**Application Form**

Acknowledgement can be provided to a course that does not meet the criteria specified in Policy 10.80 with respect to the content, length, evaluation, instructors and/or delivery.   The course must address at least one of the IPAC Canada Core Competencies for Infection Prevention and Control Professionals and be determined to be a benefit to health care, public health and/or IPAC professionals.  The Endorsement Review Committee will review the content and request support from subject matter experts (where needed) to assist with the review.  Acknowledged courses are listed on the IPAC Canada website with a short description of the course included under the heading ‘OTHER COURSES’.

The applicant seeks acknowledgement by IPAC Canada that the course is compliant with the principles of infection prevention and control. This acknowledgement is for a three year period or until changes.

**Name of course: Click here to enter text.**

**Name and position of representative: Click here to enter text.**

**Mailing address: Click here to enter text.**

**Telephone: Click here to enter text. Fax: Click here to enter text.**

**Email: Click here to enter text.**

**Date of application: Click here to enter text.**

----------------------------------------------------------------------------------

**1. Course description**

***Provide a brief course description that can be used on IPAC Canada’s web site. Include contact information and links to online information related to the course (if applicable). Please also describe the purpose and objectives of the course and how it is offered (e.g. online, in-person, asynchronous).***

Click here to enter text.

**2. History of the course**

***Provide a brief summary of the history of the course—e.g., who developed it, when and why; what resources/references were used in the development of the course; when it was last offered and when it will next be offered; usual enrollment; target group.***

Click here to enter text.

**3. Course details**

***Provide, as a separate document, a detailed course outline. It must include the following information but you may also provide other details you feel are important:***

* Number of hours/days of course
* Specific learning objectives
* Teaching/learning methods used
* Required and recommended texts, readings and other learning resources (e.g., videos)
* Resources provided to participants
* Potential pre-requisites of participants

In addition to submitting the course outline, please complete the following table and identify:

1) what topics are covered by the course

2) the extent to which each topic is covered (include a summary below table)

| **IPAC CANADA Core Competencies for Infection Control Professionals**) | **Indicate if topic is covered** |
| --- | --- |
| **FOUNDATIONAL CORE COMPETENCIES** | |
| **Education** | |
| * Principles of adult education, instructional design (lesson planning, evaluation, assessment of learning needs), coaching and mentoring |  |
| **Microbiology** | |
| * Basic microbiology of significant and emerging microorganisms, mode of transmission, risk factors, reservoirs, incubation periods |  |
| * Specimen collection, handling, transportation; and diagnostic testing including interpretation of results |  |
| * Antimicrobial resistance and antimicrobial stewardship |  |
| **Routine Practices (RP) and Additional Precautions (AP)** | |
| * Chain of infection, hierarchy of controls, components of RP |  |
| * Components of AP including when to initiate and discontinue AP |  |
| **Surveillance and Epidemiology** | |
| * Basic epidemiology principles and statistical analysis: risk, incidence, prevalence, interpreting p-values |  |
| * Principles, purposes, types and methods of screening and surveillance including interpretation of results, reporting, definitions, benchmarking, and outbreak detection and management. |  |
| * Surveillance program design (identifying priorities, data collection; interpretation and communication of data) |  |
| **Research utilization** | |
| * Strengths/limitation of common research designs, critical appraisal of validity and reliability of information, implementation of evidence-based recommendations |  |
| **APPLIED CORE COMPETENCIES** | |
| **Construction, Renovation, Maintenance, Design (CRMD)** | |
| * Risk assessments in CRMD projects and measures to address them and current standards related to CRMD |  |
| **Occupational Health & Safety** | |
| * Common risks to health care works; OH&S programs (e.g. immunizations, sharps injury prevention); collaboration with OH&S (e.g. policies, exposure investigations) |  |
| **Outbreaks and Infectious Disease Threats** | |
| * Outbreak identification and management, pandemic planning and preparedness, bioterrorism agents |  |
| **Quality Improvement and Patient Safety** | |
| * Concepts of QI, organizational culture, behavioral change, QI program implementation and evaluation |  |
| **Reprocessing of medical devices** | |
| * Spaulding’s classification system; cleaning, disinfection and sterilization; storage, handling and transportation; risk assessments and auditing |  |
| **SUPPORTING CORE COMPETENCIES** | |
| **Communication** | |
| * Principles including barriers, enablers, and strategies |  |
| **Leadership** | |
| * Principles and practices of program planning and development; principles of collaboration, teamwork, coaching and influence |  |
| **Management** | |
| * Planning and operationalizing strategies; cost-benefit analysis; teamwork; guidelines; standards, legislation |  |
| **Professionalism** | |
| * Codes of conduct; legislation related to confidentiality; privacy; ethical principles; professional accountability |  |
| **Other (\*list)** |  |

**Summary of content covered in course (e.g., topics, skills, practical application of content:**

Click here to enter text.

**4. Organizational support**

***Provide a list of the organizational resources available to support student learning and faculty teaching: e.g., classroom or web facilities, technical support, and support staff for registration or administrative issues.***

Click here to enter text.

**5. Course Faculty**

***Provide the names and positions of the individuals who will be teaching or have responsibility for the course when it is next offered. Specify the roles/ responsibilities each will have and what qualifications they have (e.g. CIC® certified).***

***In addition to a brief summary in this application form, submit, as separate documents, a CV for each individual.***

Enter names/positions of faculty/mentors

**6. Completion of the course**

***Describe how participants are assessed/evaluated and what is provided upon completion of the course (e.g. certificate of completion awarded if student attended and participated in all aspects of the course).***

Click here to enter text.

**7. Course revisions and updating**

***Describe the planned methods used to evaluate the course and faculty, and for revision or updating the course. Provide examples of previous course and faculty evaluation and how they were used.***

Click here to enter text.

Send completed application and accompanying documents by email to:

[executivedirector@ipac-canada.org](mailto:executivedirector@ipac-canada.org)

Attached is a detailed course outline, per Section 3

Attached are CVs for course faculty members, per Section 5

**APPLICATION FEE:** This application must be accompanied by a cheque payable to IPAC Canada in the amount of $1,000 CAD plus 5% GST. Payment will also be accepted by credit card.

Card Number: Enter Card Number Expiry Date: mm/yy CVV# cvv#

Name on Card: Cardholder Name Cardholder’s Telephone Number:

If paying by cheque, send to:

IPAC Canada

PO Box 46125 RPO Westdale

Winnipeg MB R3R 3S3

**Questions?**

Lorinda Stuber RN BSc MSc BScN CIC

Chair, IPAC Canada Endorsement Review Committee

Tel: 403-343-4702 ext 1.

Email: [endorsement@ipac-canada.org](mailto:endorsement@ipac-canada.org)

November 2008

Revised March 2013

Revised October 2014

Revised Sept 2015

Revised Sept 2019

Revised Dec 2020