

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

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| SECTION: | Administrative | ORIGINATED: | November 2006 |
| TITLE: | POLICY/PROCEDURE DEVELOPMENT & REVISION | REVISED: | 12Apr, 16Sep |
| NUMBER: | 1.1 | PAGES: | 2 |

PURPOSE

To outline the process for developing and revising policies and procedures that facilitate the chapter functioning in a consistent manner.

POLICY

1. Any member of the Executive or chapter may initiate a policy at large.
2. All policies are reviewed on a bi-annual basis by the Past-President and revised as necessary, engaging the assistance of appropriate members.
3. The general membership will be notified of policies under review.

STRUCTURE

This format will be considered in developing each policy/procedure, but may not be appropriate in all situations.

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| Purpose | - rationale for the policy and/or subject; may include philosophy statements |
| Policy | - rules/position statements – policy statements should be numbered and be concise |
| Structure | - formal arrangements |
| Term | - for position descriptions, the term of the position |
| Eligibility Criteria | – for position descriptions, criteria required for election/appointment |
| Function | - responsibilities of a role, position, committee or group |
| Procedure | - how to implement the functions of the role |
| References | - documents used to develop the policy (e.g., IPAC Canada Policies & Procedures, Terms of Reference, other Chapter policies, Meeting minutes) |

PROCEDURE

1. Any member may propose new policies or revisions to existing policies.
2. The Past-President, in conjunction with the Administrative Assistant, will review all policies on a bi-annual basis and revise as necessary, engaging the assistance of appropriate members.
3. Executive members and Committee Chairs will review and revise, as necessary, policies pertinent to their position or committee.
4. The general membership will be notified by email of policies under review, directed to the chapter website for draft policies, and will be given a deadline to respond.
5. All proposed changes or new policies are sent to the President who will review and present the policy to the Executive for discussion and approval.
6. Once approved, the original of new and revised policies is placed in the original policies binder, which is kept by the President.
7. A copy of the signed original is sent/given to each manual holder.

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8. The manuals are retrieved and updated centrally by the Administrative Assistant as required (i.e., every two years).
9. The Administrative Assistant will:
 - a) Maintain an electronic record of each approved policy/procedure on an IPAC EO issued external flash drive for archive purposes;
 - b) Ensure that flash drives containing archived policies/procedures are passed on to the next Administrative Assistant along with the position's policy and procedure manual;
 - c) Update the index and distributing the revised index when required;
 - d) Maintain a record of chapter manual distribution;
 - e) Provide an electronic copy of finalized policies to the webmaster for posting on the chapter website; and
 - f) Ensure that the membership is notified of new/revised policies.

CHAPTER MANUAL DISTRIBUTION

1. The manual with original policies is retained and updated by the President.
2. Each of the following is assigned a manual:
 - President
 - Past President
 - President-elect
 - Secretary
 - Treasurer
 - Membership Director
 - Administrative Assistant
 - Archivist
 - Novice ICP
 - Education Chair
 - Webmaster
3. Manuals will be transferred to incoming manual holders at the end of the current holder's term of office or passed to the Administrative Assistant.
4. Policies will be available on the chapter website at <http://eo.ipac-canada.org/policy-manual.php>.

REFERENCES

1. IPAC Canada policy/procedure # 6.10 [<http://ipac-canada.org/photos/custom/Members/policies/6-10.pdf>].