

# IPAC EASTERN ONTARIO

## A Chapter of Infection Prevention and Control (IPAC) Canada

<b>SECTION:</b>	Administrative	<b>ORIGINATED:</b>	September 18, 2013
<b>TITLE:</b>	<b>CHAPTER WEBSITE</b>	<b>REVISED:</b>	15Mar
<b>NUMBER:</b>	1.6	<b>PAGES:</b>	1 of 1

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### PURPOSE

To promote the chapter's presence within IPAC Canada and the region, and to provide a source for current and archived information for chapter members.

### POLICY

1. The content of the chapter website is managed by the chapter webmaster.
2. The content published on the IPAC Canada website follows Canadian English rules and uses Canadian units of measurement.
3. All items published on the chapter website relating to infection prevention and control are evidence-based and accurate.
4. Whenever there is controversy or doubt regarding the appropriateness or accuracy of information to be published to the website, the chapter webmaster seeks guidance from the IPAC Canada Web Communications Manager.
5. Industry materials are not published on the chapter website without consultation with the Membership Services Office or Web Communications Manager. (e.g., logos, buttons, banners, advertisements).
6. Banners, buttons or logos that are approved for the chapter website are discreet and do not detract from the overall design of the website.

### PROCEDURE

1. The chapter executive, archivist and chapter committees liaise with the chapter webmaster regarding content for the chapter website.
2. Content to be published on the chapter website is forwarded to the IPAC Canada webmaster by the chapter webmaster.
3. Requests for revisions or additions to the chapter website are forwarded to the IPAC Canada Web Communications Manager by the chapter webmaster.

### REFERENCES

1. IPAC-EO Terms of Reference (<http://www.ipac-canada.org/IPAC-EO/TOR.pdf>)
2. IPAC Canada Policy 20.20 (<http://www.ipac-canada.org/Members/policies/20-20.pdf>)