

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	November 2015
TITLE:	Award Submission Coordinator	REVISED:	16Jun, 16Sep
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PURPOSE

The Award Submission Coordinator will promote the chapter by ensuring that the chapter takes advantage of opportunities to celebrate our achievements by submitting award presentations at the national level.

POLICY

1. The Award Submission Coordinator educates IPAC EO members regarding IPAC Canada awards and opportunities.
2. The Award Submission Coordinator works with IPAC EO members to determine how many awards (if any) will be submitted for the year.
3. The Award Submission Coordinator will secure volunteers to work on the award submissions to meet the deadlines for each award.
4. At the end of each term, a request for a volunteer for this position and/or nominations for this position will be received to fill the next term.

TERM

The term of this position is two (2) calendar years, with eligibility for re-appointment or re-election.

ELIGIBILITY CRITERIA

The Award Submission Coordinator must be a member in good standing of IPAC Canada and IPAC EO.

FUNCTION

1. Updates IPAC EO members at each meeting regarding upcoming IPAC award deadlines.
2. Coordinates the 3M chapter award submission to meet the deadline of March 1st. (<http://ipac-canada.org/3m-chapter-achievement-award.php>).
3. Coordinates the CIC chapter achievement award submission to meet the deadline of March 31st. (<http://ipac-canada.org/cic-chapter-achievement-award.php>).
4. Maintains archives of past award submissions and associated documents.

PROCEDURE

1. Secures volunteers at the November meeting to work on the award submission(s) for the following year.
2. Arranges and chairs meetings and works with chapter volunteers to develop submissions within the time frames required for each award.
3. Resources and follows the applicable IPAC Canada policies and procedures to use as guidelines for award submissions.
4. Coordinates with the IPAC EO president to ensure that someone is delegated to accept awards which are granted to our chapter at the annual conference.
5. Maintains an IPAC EO-issued flash drive containing records pertaining to the position, including past award submissions and associated documents.
6. Ensures that flash drives containing award submission records are passed on to the newly elected incumbent to the position.

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REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
 2. IPAC Canada Policy & Procedure Manual:
CIC Award Policy 17.20 (<http://ipac-canada.org/photos/custom/Members/policies/17-20.pdf>)
CIC Award Form 28 (<http://ipac-canada.org/photos/custom/Members/policies/Form28.xlsx>)
CIC Award Form 28A (<http://ipac-canada.org/photos/custom/Members/policies/Form28A.pdf>)
CIC Award Form 28B (<http://ipac-canada.org/photos/custom/Members/policies/Form28B.pdf>).
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APPENDIX to Policy 2.10 Award Submission Coordinator

PAST AWARD SUBMISSIONS SUMMARY

YEAR	FOR	CBIC	3M Chapter Achievement	PREPARED BY	RESULT
1991	1990		X	?	
1993	1992		X	?	
2000	1999		X	Shirley McDonald	
2001	2000	X	X	Shirley McDonald	
2002	2001	X	X	Dana Boomhower	Winning entry for CBIC
2003	2002	X	X	Dana Boomhower	Winning entry for both
2004	2003	X	X	Shirley McDonald	Winning entry for both
2005	2004			Shirley McDonald	
2006	2005			Shirley McDonald	
2007	2006			Shirley McDonald	
2008	2007		X	S Cooper, M Barbacsy, S McDonald	
2009	2008			S Cooper, M Barbacsy, S McDonald	
2010	2009			No submission	
2011	2010		X	S. Cooper & Executive	Winning entry
2015	2014		X	S. Cooper & Executive	Winning entry