

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

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|-----------------|---------------------------|--------------------|----------------------------|
| SECTION: | Education | ORIGINATED: | 1985 Terms of Reference |
| TITLE: | EDUCATION DIRECTOR | REVISED: | 06Nov, 13Nov, 15Jun, 17Apr |
| NUMBER: | 2.12 | PAGES: | 2 |

PURPOSE

To address the educational needs identified by the chapter membership in order to meet the objectives of the chapter as outlined in the Terms of Reference.

POLICY

1. The Education Director is the chapter representative to the IPAC Canada Education Committee.
2. The Education Director develops continuing IPAC education and other educational offerings for chapter members.
3. The Education Director enlists chapter members to serve on the Education Committee (see policy #5.2).
4. The Education Director appoints a chairperson for the Education Committee. The Education Director may serve as the chairperson.
5. The Education Director serves a three (3)-year term commencing in January. The term is renewable.
6. The Education Director may attend Executive meetings as an ex officio non-voting member.
7. In a year when there is no incumbent for this position, it will be assumed by the Past President or the President-elect for that year.
8. The Education Director thanks speakers at chapter meetings and provides a "Thank You" card, with a \$30.00 honorarium enclosed, to the speaker (if appropriate and acceptable).
9. The Education Director explores opportunities for Industry Representatives to provide lunch or a donation for one meeting per year, e.g., the Annual General Meeting.

FUNCTION

1. Plans and coordinates the educational component of regular chapter meetings at the beginning of every calendar year. This may be done in conjunction with the Education Committee.
2. Coordinates educational events with Chapter Executive and webmaster.
3. Solicits suggestions from Chapter members to develop future educational sessions at IPAC EO meetings and education days.
4. Provides educational certificates to attendees of educational sessions on request.
5. Introduces and thanks speakers at meetings and provides chapter thank-you card with honorarium.
6. Informs Chapter members of other educational resources available via IPAC Canada; e.g., Infection Control courses, internet-based learning and annual conferences.
7. Provides current information on the Certification Board of Infection Control (CBIC) and the resources required to write the CIC examination.
8. Presents newly certified ICPs with a CIC pin and congratulatory letter at chapter meetings.
9. Attends the annual IPAC Canada Conference with financial support from the chapter, as funds are available.
10. Reports on the activities of the IPAC Canada Core Education Committee.
11. Collaborates with the Education Committee regarding all requests for fees and all changes to plans.
12. Prepares and submits an education day budget for the executive to approve prior to confirming speakers.
13. Maintains an IPAC EO-issued flash drive containing records pertaining to the position, including all educational events, workshops and conferences.
14. Ensures that flash drives containing education 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 EO Policies:
 - a. 5.1 Education Committee (URL to be determined)
 - b. 6.2 Chapter Representation (<http://eo.ipac-canada.org/photos/custom/policymanual/6-2%20Chapter%20Representation%202015June%20-%20FINAL.pdf>)
 - c. 5.3 Chapter Educational Events (<http://eo.ipac-canada.org/photos/custom/policymanual/confpolicies.pdf>)
3. IPAC Canada Policy 10.10 (<http://ipac-canada.org/photos/custom/Members/policies/10-10.pdf>)