

# IPAC EASTERN ONTARIO

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

<b>SECTION:</b>	Financial	<b>ORIGINATED:</b>	1991 March
<b>TITLE:</b>	<b>IPAC CANADA ANNUAL CONFERENCE</b>	<b>REVISED:</b>	14Aug, 15Mar, 17Apr, 17Jun
<b>NUMBER:</b>	4.2	<b>PAGES:</b>	6

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### PURPOSE

1. To provide two-way communication from the chapter to the Board and from the Board back to the chapter.
2. To provide an opportunity for chapter members to enhance their IPAC knowledge by networking with their peers.

### POLICY

1. The Chapter President will attend the annual meeting of Chapter Presidents held at the annual IPAC Canada Conference. (1) The Chapter President-elect may attend the Chapter Presidents' Meeting as an observer (1) (the chapter President will obtain permission from the Membership Service Office (MSO)). If neither is available to attend, the Executive may approve an alternate.
2. IPAC EO will provide financial support, as able, to facilitate the President's attendance at the Chapter Presidents' Meeting, to a maximum of \$2,500.00.
3. Other executive members (including the President-elect) who, by virtue of their position, are expected to represent the chapter at IPAC Canada committee meetings held at the annual conference will be reimbursed for the amount of the conference registration fee, if funds are available.
4. All other chapter members must apply for conference funding by March 31<sup>st</sup> of the conference year.
5. Funds are allocated to chapter members after the executive has been funded, if additional funds are available, to a maximum determined by the Treasurer in the annual Budget.

### PROCEDURE

#### A. CHAPTER PRESIDENT

1. The President will submit agenda items to the IPAC Canada President-elect fifteen (15) days prior to the meeting, according to IPAC Canada policy. (1)
2. The Chapter President (or alternate) will present a summary of the Chapter's projects, initiatives and innovations at the Chapter Presidents' meeting. (1)
3. The President (or approved alternate) will submit a budget to the IPAC EO Executive outlining anticipated expenses by March 31<sup>st</sup> of the conference year. Additional sources of funding will be pursued.
4. The following expenses will be covered, as funds are available:
  - Conference registration fees
  - Transportation by the most economical method
  - Hotel accommodation for the length of the conference (sharing a room if possible)
  - Meals (based on policy 4.1 Expense Claims).
5. Advance funding, if required and requested, will be considered for approval by the Executive. The applicant will be notified in a timely manner if advance funding has been approved.
6. The President (or alternate) will provide both a verbal and written report of the meeting at the next meeting of the chapter.
7. The President (or alternate) will submit an expense account, including receipts, to the Chapter Treasurer within 30 days of returning from the conference. (2)

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### **B. IPAC CANADA COMMITTEE REPRESENTATIVES**

1. Executive members who, by virtue of their position, are expected to represent the chapter at IPAC Canada committee meetings held at the annual conference include the Treasurer, Education Director, Membership Director and Secretary.
2. The executive member must declare their intent to attend the annual conference at, or before, the February meeting each year. An application for funding is not required.
3. Advance funding, if required and requested, will be considered for approval by the Executive. The applicant will be notified in a timely manner if advance funding has been approved.
4. Executive members who attend the annual conference will provide both a verbal and written report of the meetings attended at the next meeting of the chapter.
5. Executive members who attend the annual conference will submit an expense claim with supporting receipts as soon as possible following the conference (see policy 4.1 Expense Claims).
6. The Treasurer will issue a cheque to the successful applicant(s) immediately following receipt and approval of expenses.

### **C. OTHER EXECUTIVE MEMBERS**

#### **This includes president-elect, past president, archivist, new ICP, administrative assistant**

1. The executive member must declare their intent to attend the annual conference by March 31<sup>st</sup> of the conference year. An application for funding is not required.
2. Advance funding, if required and requested, will be considered for approval by the Executive. The applicant will be notified in a timely manner if advance funding has been approved.
3. Executive members who attend the annual conference will provide both a verbal and written report of the meetings attended at the next meeting of the chapter.
4. Executive members who attend the annual conference will submit an expense claim with supporting receipts as soon as possible following the conference. See policy 4.1 Expense Claims.
5. The Treasurer will issue a cheque to the successful applicant(s) immediately following receipt and approval of expenses.

### **D. OTHER CHAPTER MEMBERS**

1. The Treasurer will identify the funds available for conference funding as part of the annual Budget proposal.
2. Applications for conference funding are submitted to the chapter President by March 31<sup>st</sup> of the conference year. Applicants complete an application form (see Appendix A) and attach supporting documentation.
3. The President will distribute copies of the application to the Review Committee.
4. The Review Committee will review all applications and complete the scoring sheet for each applicant within 30 days (see Appendix B).
5. The President will notify all applicants of results.
6. The President will notify the Treasurer of the successful applicant(s) in writing as soon as possible.

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7. Advance funding, if required and requested, will be considered for approval by the Executive. The applicant will be notified in a timely manner if advance funding has been approved.
8. Chapter members who attend the annual conference supported by funds from the chapter will provide both a verbal and written report of the meetings and sessions attended at the next meeting of the chapter.
9. Applicant will submit an expense claim with supporting receipts as soon as possible following the conference. See policy 4.1 Expense Claims.
10. The Treasurer will issue a cheque to the successful applicant(s) immediately following receipt and approval of expenses.

#### REFERENCES

1. IPAC Canada policy 15.50 (<http://www.ipac-canada.org/Members/policies/15-50.pdf>)
2. IPAC EO policy 4.1 Expense Claims (<https://eo.ipac-canada.org/policy-manual.php>)

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### APPENDIX A: APPLICATION TO BE COMPLETED BY CHAPTER MEMBERS REQUESTING FUNDING FOR THE ANNUAL IPAC CANADA CONFERENCE (POLICY # 4.3 Revised February 2017)

#### PART I: PERSONAL INFORMATION

**DATE:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

**FACILITY/ORGANIZATION:** \_\_\_\_\_

**POSITION/TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

#### PART II: ELIGIBILITY REQUIREMENTS

- a) I have been a member of IPAC EO since: \_\_\_\_\_ # years: \_\_\_\_\_  
b) I have been a member of IPAC Canada since: \_\_\_\_\_ # years: \_\_\_\_\_  
c) I have attended a minimum of 3 chapter meetings in the last 12 months ( YES NO UNSURE )

#### PART III: SERVICE TO THE ASSOCIATION

- a) I have served IPAC Canada and/or IPAC EO in the following positions in the past 10 years:

IPAC Canada Board or other position > 1 year: NO  YES  Dates: \_\_\_\_\_

IPAC Canada Conference Planning Committee: NO  YES  Dates: \_\_\_\_\_

IPAC EO Executive (not currently a voting member): NO  YES  Dates: \_\_\_\_\_

Chapter Education Day Chair/Vice-Chair: NO  YES  Dates: \_\_\_\_\_

#### PART III: PRESENTATION OR MANUSCRIPT

If you have provided an education session which relates to an aspect of infection prevention and control at a Chapter meeting or to a community group within the past two years, describe the session or attach handouts or a copy of overheads/*PowerPoint* used.

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If you have submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals, provide details of acceptance and a copy of the manuscript. Manuscript will be returned to author *if requested*.

#### **PART IV: EDUCATIONAL EVENT**

Describe event and relevance to infection prevention and control. Attach a brochure, if available.

#### **PART V: ADDITIONAL FUNDING**

I have applied for funding from the following agencies:

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### APPENDIX B:

#### SCORING SHEET TO BE USED BY THE REVIEW COMMITTEE FOR EACH CHAPTER MEMBER APPLYING FOR FUNDING TO ATTEND THE ANNUAL IPAC CANADA CONFERENCE

(POLICY # 4.2 Revised April 2017)

CRITERIA	MAXIMUM POINT VALUE	POINTS AWARDED
1. Applicant is a current active member of IPAC Eastern Ontario	4	
2. Education request is related to the practice of infection prevention and control.	4	
3. Applicant has paid membership dues to IPAC Canada: <ul style="list-style-type: none"> <li>• for 1 year</li> <li>• for 2 consecutive years</li> <li>• for 3 consecutive years</li> </ul>	1 2 3	
4. Applicant has been actively involved in the last 10 years (select all that apply): <ul style="list-style-type: none"> <li>• IPAC Canada Board or other IPAC Canada position &gt; 1 year</li> <li>• Provincial or National Committees in an IPAC capacity</li> <li>• IPAC Canada Conference Planning Committee</li> <li>• IPAC EO Executive (<u>not currently a voting member</u>)</li> <li>• Chapter Education Day Chairs and Vice-chairs</li> <li>• Chapter Education Day Planning Committee</li> <li>• Other IPAC Canada committees</li> <li>• Corresponding member of an IPAC Canada committee or interest group</li> </ul>	5 5 3 4 4 3 1 1	
5. Provided an education session, which relates to an aspect of infection control, at a Chapter meeting or to a community group within the past two years.	2	
6. Submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals that are peer reviewed.	4	
7. Presenting at the conference or meeting to which applicant is applying for funding	3	
<b>TOTAL:</b>	<b>MAX: 46</b>	

#### AWARD SCALE

Points	To a Maximum of
9	\$200
10 - 15	\$300
16 - 20	\$400
21 - 25	\$500
26 - 30	\$600
31 - 35	\$700
36 - 46	\$800

#### REVIEWED BY:

1. \_\_\_\_\_ Date: \_\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_\_