

ASSOCIATION FOR PRACTITIONERS IN INFECTION CONTROL AND EPIDEMIOLOGY
GREATER CINCINNATI DAYTON CHAPTER 26 POLICIES

POLICY NUMBER: **A-1**

POLICY CATEGORY: **Committees**
POLICY TITLE: **Bylaws and Policy Committee**

POLICY:

1. The Bylaws and Policy Committee is a standing committee of the Chapter.
2. The Chairperson will be the Recording Secretary.
3. The Chairman will appoint other members.
4. Will review the bylaws at least annually and recommend amendments to ensure consistency with the policies and bylaws of the national organization.
5. Will prepare amendments, which are considered advisable to facilitate the work and best interest of the Chapter.
6. When there is a proposed amendment or policy change the final draft will be published through electronic means to provide an opportunity for all to review the document. There will be a 14-day deadline for reply. Discussion issues noted in the electronic process will brought up at next upcoming Chapter meeting for further evaluation and discussion. Final voting will be done at the Chapter meeting upon completion of discussion. Approval by the membership will be accomplished with a majority vote of members present.
7. Will formulate and maintain current policies in the following areas: processes of all standing committees; functions of all elected officers; and others as needed for chapter functions.
8. The proposed policies or revisions will be taken to the Board of Directors for approval prior to presentation to membership for voting and approval. A majority of the board members present must approve the proposed policies or revisions.
9. Once approved by the membership, the Chair will submit them to the APIC Chapter Service Coordinator for final approval.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
Updated: 05-10-05, Updated 12/2008, Updated 11/10/2009

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POLICY NUMBER: **A-2**

POLICY CATEGORY: **Committees**

POLICY TITLE: **Education Committee**

Original: draft 12/31/07

Revisions: 11/2009

1. The Education Committee is a standing committee of the Chapter.
2. The Chairperson is the President-elect.
3. Other members (at least 2) will volunteer for a one-year term and must be current active members.

The Education Committee:

- A. Will prepare annual goals for approval by the Board of Directors.
- B. Will conduct a needs assessment annually.
- C. Will plan education programs based on needs assessment.
- D. Will incorporate opportunity for vendor product education and vendor sponsored luncheon at Chapter meetings. This necessitates completion of ONA commercial support agreement to be signed by the parties involved. The disclosure of commercial support will be made to members in writing at beginning of the meeting presentation. This includes name of vendor entity and nature of support or sponsorship received. The signed agreement and a record of the disclosure announced to members will also be retained with educational program records. The vendor presentation will have no influence on the educational program for contact hours provided to members at Chapter meetings.
- E. Will advise Seminar Committee of the needs assessment results.
- F. Will evaluate educational programs.
- G. Will prepare and present a written annual report to the Board of Directors at the last meeting of the year.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
Updated: 05-10-05, Updated 12/2008, Updated 11/10/2009

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Education Coordinator(s)

- A. Assists the President-Elect in the continuing education process by completing the Ohio Nurses Association (ONA)- approved forms.
- B. Shall oversee the CNE review process for Chapter CNE activities.
- C. Shall maintain the ONA required documentation.
- D. Shall assist the President-elect in completing the ONA CNE provider renewal application during reapplication year.
- E. Shall complete the summative evaluations following each CNE activity.
- F. Shall be a member of the Education and Seminar committees.
- G. Assists President-Elect in performing quality review and improvement activities as required by ONA.
- H. Attends ONA provider update annually at the expense of the Chapter.

Seminar Coordinator(s)

- A. The Seminar Coordinator(s) is a volunteer position or is appointed by the Chairperson of the Education Committee. The previous year's seminar coordinator will be a member of the current committee.
- B. Will report monthly at the regular meetings on the progress of the seminar and receive approval on the same from the membership. Progress includes, but is not limited to projected budget, program minutes and vendor participation.
- C. Will conduct the general correspondence relating to the seminar, including "Thank You" notes to speakers.
- D. Will prepare a written seminar report no later than second meeting after the seminar.
- E. The seminar coordinator will attend the seminar at no charge.

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POLICY NUMBER: **A-3**

POLICY CATEGORY: **Committees**
POLICY TITLE: **Library Services**
POLICY:

APIC Chapter 26 will operate a lending library for the professional growth of all members. The library will be under the auspices of the Education Committee.

PURPOSE:

To provide an accessible library that contains appropriate current information relevant to the professional growth of the Chapter members.

GUIDELINES:

1. The Education Committee will act as the Library Committee.
2. The Librarian will be an APIC member in regular attendance at monthly meetings, appointed for a period of two (2) years and an automatic member of the Education Committee.
3. The Librarian will provide members with an up-to-date list of available materials that will be posted on chapter web site. Requests of materials can be done per e-mail to chapter librarian.
4. Materials will be loaned out to APIC Chapter 26 members only for a period not to exceed four (4) months.
5. An annual assessment will be given to all members in the Fall of each year to assist in planning for pertinent and relevant additions to the library.
6. In addition to donations, the Library budget will be a line item on the annual chapter budget.
7. The library committee will recommend purchases to the membership at least annually.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
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POLICY NUMBER: **A-4**

POLICY CATEGORY: **Committees**
POLICY TITLE: **Government Affairs Committee**

POLICY:

1. The Government Affairs Committee is a standing committee of the Chapter.
2. The chairperson will be appointed annually by the President.
3. Other members may be appointed by the chairperson.
4. Will assist the chairperson as needed in review of government affairs issues potentially impacting Chapter members.
5. Updates will be presented at chapter meetings.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
Updated: 05-10-05, Updated 12/2008, Updated 11/10/2009

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GREATER CINCINNATI DAYTON CHAPTER 26 POLICIES

POLICY NUMBER: **A-5**

POLICY CATEGORY: **Committees**

POLICY TITLE: **Scholarship**

No Changes

POLICY: **Requirements/Awarding of the Sandy Iames Memorial Scholarship**

1. The President-Elect will appoint a person to chair the scholarship committee and oversee the application review process. The chair will involve other volunteer committee members in the screening of scholarship applications. A selected final list of applicants will then be presented to the Board for final review and selection.
2. Scholarship monies cannot be used for personal education unrelated to infection control/epidemiology.
3. Scholarship applications are obtained from the Chapter Secretary or at the APIC Chapter 26 website.
4. Applications are to be submitted to the President-Elect by September 1st.
5. Requirements for application:
 - a. Two letters of recommendation from member's employer and/or fellow APIC members.
 - b. Must be current APIC Chapter 26 member.
 - c. Priority will be given to first time applicants and active Chapter members. An active member is a member of National APIC and has paid their National and Chapter 26 dues for the time period that the scholarship is requested and has attended one meeting in the past and current year. First year member would only need to attend one meeting in the current year.
 - d. If a member of the Board of Directors is applying for the award, they will not be involved in the selection process.
6. Scholarship Award Process
 - a. The Board of Directors will select final recipient(s).
 - b. Scholarship award will be presented at APIC Chapter 26 meeting.
 - c. After announcement of the award, the recipient must use the scholarship by the end of the next calendar year.
 - d. Prior to award of scholarship monies, recipient is to present highlights of the program at a chapter meeting. If this is not possible, the Board will consider acceptance of a written report about the program.
 - e. Reimbursement will then occur after the recipient submits receipts (registration/expenses, etc.) to the Chapter Treasurer.
 - f. A member receiving the award cannot reapply for five (5) years.
7. The amount of the scholarship will be determined by the Board of Directors on a annual basis.

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Sandy Iames Memorial Scholarship

To be completed by applicant. (PLEASE PRINT CLEARLY)

Name: _____

Street Address: _____

(City) (State) (ZIP)

Deleted: _

Telephone: _____ How long have you been an APIC Member: _____

Permanent address (if different from current): _____

(City) (State) (ZIP)

Deleted: _

Information on the program you are seeking to use the scholarship for:

Program: _____

Program Title: _____

CEU's awarded from attendance of program: _____

Location of program: _____

Date of program: _____

Amount of scholarship request: \$ _____ .00

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Procedure for Application Process:

1. Attach the following documents to your completed application:
 - Two letters of recommendation from your employer and/or fellow APIC member.
 - I have read the Requirements of the Sandy Iames Memorial Scholarship.
 - Attached personal letter *explaining reason for application for Sandy Iames Memorial Scholarship*
2. Mail Completed Application with attachments by **September 1** to:

Signature: _____ **Date:** _____

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POLICY NUMBER: **A-6**

POLICY CATEGORY: **Information and Guidelines**

POLICY TITLE: **Annual Dues**

POLICY:

1. The annual dues for the Chapter are twenty dollars (\$20.00) per year.
2. Chapter dues are directly submitted to the national office with annual national dues by the member.
3. Only individuals may pay dues and be members of the Chapter. Institutions and businesses may not become members and send representative to Chapter meetings.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
Updated: 05-10-05, Updated 12/2008, Updated 11/10/2009

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POLICY NUMBER: **A-7**

POLICY CATEGORY: **Information and Guidelines**

POLICY TITLE: **Guests**

POLICY:

1. A guest is permitted to attend no more than three (3) meetings of the Chapter within a calendar year without becoming a member.
2. Guests may not vote and will not receive chapter meeting minutes.
3. The Membership Secretary will provide guests with membership information and make them aware of the policy.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
Updated: 05-10-05, Updated 12/2008, Updated 11/10/2009

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POLICY NUMBER: **A-8**

POLICY CATEGORY: **Miscellaneous Award Recognition**

POLICY TITLE: **Spirit Award**

Original date: November 10, 2009

Revisions:

POLICY:

1. The Spirit Award is given annually to an APIC member in recognition of their exceptional service and/or achievement.
2. Any member who has won within the last 5 years is ineligible.
3. Criteria for the candidate are:
 - a. Attends meetings regularly
 - b. Served as an officer or committee chair
 - c. Participates in the business meeting
 - d. Provides mentoring and support to other APCI members
 - e. Certified in Infection Prevention (CIC) preferred but not required.
 - f. Exemplifies the "spirit" of Chapter 26.
4. In addition to the above criteria the nomination shall include a brief narrative of the exceptional service or achievement.
5. Nominations are reviewed by the Board for a final decision of the recipient.
6. The nomination process is completed in the month of November with announcement of the recipient at the December Chapter Christmas party.

Review/Approval: Chapter President, 8/98; Education Committee, 8/98
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