



**APIC INDIANA**

**APIC INDIANA  
CHAPTER HANDBOOK**

# APIC INDIANA CHAPTER HANDBOOK

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## Table of Revisions

Revisions to this handbook shall be submitted to the APIC Indiana Board appointed Handbook Review Committee Chair. Proposed changes shall be reviewed and approved by the APIC Indiana Board of Directors and placed on the [www.apicin.org](http://www.apicin.org) website upon approval.

## Review/Revision table

Date	Section/Page(s)	Description
<b>December 2006</b>	Entire Handbook	Extensive revisions to entire document
<b>October 2008</b>	Entire Handbook	Review only
<b>April 2012</b>	Entire Handbook	General formatting updates/changes
	Section II: Chapter Description and Duties	Revision to job duties: President, Secretary, Treasurer, Executive Committee, Nominating Committee, Regional Directors, Membership Committee, Bylaws Committee, Scholarship Fundraising Committee name changed, Emergency Preparedness, Governmental Affairs, Website Liaison, Newsletter Editor
	Section III: Regionalization	General Information added and minor region description updates
	Section VII: Awards & Scholarships	Section Added
<b>October 2013</b>	Entire Document	New format and general changes and updates.
	Section I: General Information	Updates to membership numbers, dues, and ISDH/IHA collaborative projects
	Section II: Chapter Descriptions & Duties	Revision to job duties: President (National Conference Requirements), Treasurer (financial reporting and National Conference Requirements), Nominating Committee (senior elected person becomes chair changed from President appointed), Governmental Affairs Committee (changes to Public Policy Committee), NHSN Liaison (position added), Communications Committee (section added with Librarian, Social Media Liaison (added), Website Liaison, Newsletter Editor), INEDSS Liaison (added)
	Section III: Regionalization	Revised per Region Director recommendations.
	Section VIII: Appendix	Updated National Chapter Leadership Resource Guide references and added APIC Indiana forms and templates.

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## I. GENERAL INFORMATION

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### A. APIC INDIANA-SPECIFIC QUICK FACTS

- Annual APIC Indiana Dues: Set by APIC Indiana Board on an annual basis.
- Statewide meetings: Spring & Fall each year in Indianapolis
- Regionalization: Chapter 76 is divided into 9 regions which meet on a regular basis as decided by each Regional Director/membership.
- APIC Indiana website: [www.apicin.org](http://www.apicin.org)
- A Board Member or Committee Chairperson may not act as a voice or an official representative of the association unless prior authorization has been received from the President/Board of Directors.
- Committee composition should be multidisciplinary, reflecting the composition of the APIC Indiana membership, as well as being geographically representative of each region when possible.
- Committee members shall serve a term of 1 year unless otherwise specified or according to the bylaws or approved by the Board.
- Committee chairpersons shall submit an annual report at the Transitional Board Meeting each January.
- Board Meetings are open to any APIC Indiana member who wishes to attend unless otherwise decided by the Board of Directors.

### B. APIC'S PURPOSE AND PROGRAMS

The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is a multidisciplinary, voluntary, international organization. APIC improves the health of people worldwide by serving as a pre-eminent voice for excellence in the prevention and control of infections and related adverse outcomes. APIC exists primarily for the benefit of over 12,000 individual members. As such, its various activities are intended to achieve the following purposes:

- **Member and Organizational Excellence** -To provide support, recognition, and opportunities for professional growth and development of members, and improvement of APIC.
- **Practice & Credentialing** - To define, evaluate, and continually improve the practice of infection prevention and healthcare epidemiology.
- **Center for Clinical Epidemiology** - To be the pre-eminent resource for information related to wellness through infection prevention and healthcare epidemiology.
- **Education** To develop, promote, and provide meaningful, accessible, and affordable educational products and services for infection control professionals, healthcare workers, and the general public worldwide.

- **Strategic Alliances** -To identify, evaluate, and pursue opportunities for alliances that advocate wellness, infection prevention, and healthcare epidemiology.
- **Research** - To support, promote and publicize research in healthcare epidemiology.
- **International Activities** -To identify, develop, and enhance activities worldwide to improve practice of infection prevention and control and to promote the effective application of healthcare epidemiology.

APIC has sought to achieve these objectives through a variety of leadership activities, seeking increased support for infection control and epidemiology activities at the national and local level. APIC is governed by a Board of Directors made up of elected and appointed members.

Each year the specific work of the organization is carried out by volunteer committees and by professional staff located at the APIC National Office.

### C. ORGANIZATION

APIC is a not-for-profit (501) (c) (3) international association. APIC Indiana Chapter 76 is governed and directed by the Board of Directors. The Chapter President leads the organization. Officers and Board of Directors are elected by Chapter membership.

APIC Indiana Chapter 76 membership spans the entire state of Indiana. There are over 250 registered Chapter 76 members at the time of this handbook update. Nine regions make up the chapter and each has an active following of both members and non-members who are being mentored in infection prevention and control by APIC Indiana members.

### D. HISTORY

The need to control infections was recognized in the mid-1950s and early 1960s when outbreaks of severe staphylococcal infections occurred among hospital patients.

During the 1970s, infection control programs proliferated in hospitals throughout the U.S. Astute infection control professionals (ICPs) quickly realized standardized educational programs were needed to promote a practice based on sound scientific principles. They also recognized the need to provide this education along with the opportunity for networking. To meet these needs, a Steering Committee met in North Carolina on April 18, 1972, and established the Association for Practitioners in Infection Control (APIC).

As the profession evolved and matured into the broader context of healthcare delivery, so did APIC. In 1994, the name was changed to the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC).

## APIC Indiana: History and Future

### YESTERDAY...

In 1978, the state's first Infection Control Practitioners banded together for support and sharing in a struggling new profession. In 1980, The Indiana Society for Infection Control applied for Chapter status with the national Association for Practitioners of Infection Control. APIC-In pioneered a successful new program, regionalization, in 1981 to involve and support practitioners at the grass roots level. The

program divides the state into regions each with a representative on the Board of Directors. Regional involvement fosters networking and collegial relationships among practitioners through local meetings, educational programs and projects.

APIC-IN and the Indiana State Department of Health established a liaison to effectively address concerns relative to regulations as they relate to infection control. Through this relationship APIC-IN has:

- Provided input into acute and long-term care licensure rule.
- Developed the Multi-drug Resistant Organism Guideline.
- Supported the development of the Universal Precautions Rule and Infectious Waste Rule.
- Provided input into the Communicable Disease Reporting rule.

### TODAY...

APIC-IN continues to work with the Indiana State Department of Health on several initiatives including:

- Revision of the Universal Precautions Rule, plan in response to the bioterrorism and potential pandemic influenza threat,
- Establishing an emergency preparedness liaison,
- Input on the Mandatory Reporting Rule,
- Active participation and membership on the Indiana Antibiotic Resistance Advisory Committee

### **Liaison with the Indiana Hospital and Healthcare Association**

APIC-IN is an affiliate society and through the public policy committee we are involved in legislative and regulatory issues that are relevant to infection prevention.

APIC-IN works collaboratively with IHA's Council on Quality and Patient Safety toward the aim of making Indiana the safest place to receive healthcare in the country, if not the world.

### **Infection Reflections Newsletter**

The APIC-IN newsletter provides valuable communication for its membership highlighting both state and national infection prevention activities.

### **Resource Library**

APIC-IN has established a library of resources for its membership. These materials may be checked out on a first come first request basis.

### **Membership**

National membership is required to be a member of APIC-IN. The state organization dues are set by the Board of Directors on an annual basis. Our membership is multidisciplinary and representative of all facets of healthcare.

### **Websites**

The state organization's website is [www.apicin.org](http://www.apicin.org). Go online and check for up-to-date information. Check to see which region you are in and contact the region director for opportunities to network and learn more about current issues. The national organization's website is [www.apic.org](http://www.apic.org)

## TOMORROW...

APIC-IN is committed to the improvement of patient care and healthcare worker safety by serving the needs and aims common to all disciplines that are united by infection prevention and control activities. To that end the organization will continue to focus on education, communication, research, standardization and professional relations while focusing on the following goals:

- Strong educational support to deal with the ever-changing environment
- Active involvement with all facets of healthcare,
- Continued efforts to involve and support Infection Preventionists at all levels of experience and in all healthcare settings,
- Consistent in the interpretation of regulations, and
- Continuation and extension of successful statewide infection prevention projects.



## II. CHAPTER DESCRIPTIONS AND DUTIES

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This section contains job descriptions for the officers and committee chairs of the chapter. The job descriptions include internal chapter responsibilities as well as chapter officers' responsibilities to APIC National. Each officer should receive a copy of his or her job description at the beginning of served term.

### A. PRESIDENT

The President shall:

- a. Be directly responsible to the Board of Directors for the administration of the organization.
- b. Delegate committee activities and appoint members to committees as necessary with Board approval.
- c. Preside at all Chapter meetings and all Board meetings of the association.
- d. Be the principal spokesperson for the chapter.
- e. Represent the association at meetings of other organizations or designate an alternate to serve in the President's place.
- f. Present all communications received from APIC Headquarters to Board members.
- g. Represent the chapter at the annual APIC conference. A \$2000 stipend is available from APIC-IN to support attendance costs.
- h. Send agenda and notices of all meetings to Board members.
- i. Prepare and present written report from the Board at the Annual Business Meeting of the Chapter.
- j. In general, perform all duties and have all powers customarily incident to the office of President and such other duties and powers as may be prescribed by the Board of Directors from time to time.
- k. Serve as chairperson of the Executive Committee.
- l. Sign with the Secretary or any other proper officer of the Chapter authorized by the Board of Directors any deeds, mortgages, bonds, contracts and other instruments that the Board of Directors has authorized to be executed.
- m. Appoint Committee Chairpersons annually.
- n. Appoint and terminate special committees and task groups. Act as ex-officio member of all committee.

#### **SPECIFIC DUTIES:**

- Term of office is one year.
- The President is responsible for reporting to the national office any changes to the chapter dues structure, along with officers for the upcoming year. The deadline for reporting of dues changes is September 1 of each year.
- Conduct Meetings:
  - Prepare and review the agenda in advance.
  - Hold regular Board meetings to:

- Establish chapter goals and objectives for the year. Do this at the first meeting.
- Review committee assignments and progress.
- Formulate policies by which the chapter will function.
- Prepare an agenda for the Business Meeting.
- Board meeting scheduling.
- Hold Board meetings prior to each state Education meeting, if possible.
- Appoint committee chairs prior to the first Board Meeting so they may attend.
- Establish Board Meeting times and notify all members. At the time of notification, ask for suggestions for agenda items.
- Prepare an agenda for the meeting and give a copy to the Secretary.
- Attempt to conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.
- Represent the APIC Indiana Chapter at the annual national APIC conference.
- Prepare and present the report from the Board at the Annual Chapter Business Meeting.
- Attend the APIC National Officers Meeting at the annual National Conference. A \$2000 stipend is available from APIC-IN to support meeting attendance costs.

#### **QUALIFICATIONS FOR PRESIDENT AND PRESIDENT-ELECT**

First and foremost, the persons must have a strong desire to serve to the best of their ability. The time commitment for the President's office is estimated at 10-20 hours per week. Secretarial assistance and a supportive employer are helpful. The President spends many hours communicating with others via phone and computer. They should have knowledge of parliamentary procedure since chairing effectively is important. The president must make speeches and talk frequently before large groups of people. The president authors written communication including published messages, articles, speeches and correspondence. Management skills and historical knowledge of APIC and committee experience are also helpful. The president must attend many meetings. In addition, she/he also represents the chapter at APIC and non-APIC functions. Discretionary funds will be budgeted to cover travel expenses.

#### **B. PRESIDENT-ELECT**

The President-elect shall:

- a. Assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be prescribed from time to time by the President or the Board of Directors.
- b. Prepare to assume the office of President.
- c. Fill the office of President should that office become vacant and subsequently fills the office of President for a regular term as is entitled the President-elect.

#### **SPECIFIC DUTIES**

- Become familiar with the President's duties as well as the organizational system structure.
- Become familiar with the bylaws of the chapter.
- Become familiar with various committees within the chapter.
- Maintain communication with the President.

- Perform Presidential duties in the absence of the President as delegated by the President.
- Serve as Board Liaison for the Regional Directors, networking and mentoring in order to assure strong Regional participation in the Chapter functions.
- Serve as the coordinator for the annual “APIC Indiana Night” dinner at the national APIC conference.

## C. SECRETARY

The Secretary shall:

- Serve a 2 year term and participate as a member of the Board of Directors.
- Be responsible for the accurate recording and transcribing of the minutes of all Association and Board of Directors meetings.
- Submit all minutes to the Board of Directors in accord with established procedure (i.e. 30 days from time of meeting).
- See that all membership notices are duly given in accordance with applicable state laws and the Chapter’s bylaws.
- Be custodian of Chapter records (including the seal of the corporation).
- Shall be responsible for keeping a record of the mailing address of each Director and officer of the Chapter.
- In general, perform all duties and have all powers customarily incident to the office of Secretary and such other duties and powers as may be prescribed from time to time by the President or the Board of Directors.

### SPECIFIC DUTIES

- Be responsible for all official chapter correspondence as directed by the President.
- Assure that the President receives a copy of all official correspondence received or distributed.
- Accurately record, transcribe and distribute to all Board members, within 30 days, the minutes of all official meetings of the Board or chapter membership.
- Become familiar with the Chapter’s bylaws and Roberts Rules of Order.
- As the Secretary, maintains the chapter documents, he/she should keep on hand an ample supply of all necessary forms and distribute them as required. These include the official Chapter stationary (as available) as well as Sympathy Cards for the chapter needs.
- Secretary should maintain all organizational documents of the chapter. Within the Chapter Organizational Handbook, the Secretary should store the:
  1. Petition for Chapter Status
  2. Bylaws
- In new sections of the Chapter Organizational Handbook or in separate files, the Secretary should also maintain:
  - Membership rosters provided by APIC (as of December 31st of the year)
  - Minutes of all Board of Directors and Executive Committee Meetings, including conference calls and other electronic meeting correspondences.
  - Chapter correspondence

## **QUALIFICATIONS FOR SECRETARY**

The secretary must have the ability to participate as an active Board Member, take accurate minutes, and express herself/himself well in writing. The secretary must attend Board Meetings. Secretarial service for the secretary is very helpful, along with easy access to mail service and telephone. The average time commitment is about 2 hours per week. Experience at a local or regional level would be helpful. The secretary must be organized, punctual and have good computer skills.

## **D. TREASURER**

The Treasurer shall:

- a. Oversee and be responsible for the management of the financial affairs of the Association.
- b. Oversee the preparation of periodic financial reports for the Board.
- c. Review financial affairs of the Association as necessary with legal counsel and/or accountant.
- d. Oversee the preparation of the annual budget and present it to the Board of Directors.
- e. Be a member or consultant to any committee having to do with the Association's monies.
- f. Be bonded through the national Association.
- g. Attend the APIC National Treasurers Meeting at the annual National Conference. A \$2000 stipend is available from APIC-IN to support meeting attendance costs.

## **SPECIFIC DUTIES**

The APIC Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the local APIC Chapter and submits reports in a timely manner. The Chapter Treasurer has a fiduciary responsibility to exercise reasonable care for the assets of the chapter. The Chapter Treasurer's tasks include:

### **Maintaining**

- Maintain a copy of your chapter's charter, bylaws, and tax ID number.
- Organize files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
- Establish and maintain a checking account.
- Organize the accounting system.

### **Managing**

- Manage the chapter's finances including bank accounts.
- Monitor financial results compared to budget, income compared to expense.
- Responsible for renewal of APIC chapter membership and website related renewals.
- Work with officers and committees to develop new revenue sources.

### **Accounting**

- Make deposits in bank account; record source and amount in Receipts Journal.
- Review expense requests, write checks and maintain Disbursements Journal.
- Maintain bank account balance and reconcile bank statements.
- Prepare Quarterly and Annual Income and Expense Statements.

- Prepare Quarterly and Annual Balance Sheets.

### **Reporting**

- Present financial reports to the chapter president, executive committee, board, committee chairs and membership as needed.
- Forward financial reports to the National APIC Regional Representative via National Office. APIC National Office as outlined in the APIC National Chapter Leader/Treasurer Resource Guide.

### **Budgeting**

- Request budgets from chapter officers and committees.
- Develop next year's budget with chapter officers and committee chairs.
- Manage the budget approval process.
- Forward budget to APIC Regional Representative via National Office.

### **QUALIFICATIONS FOR TREASURER**

The ability to deal with facts and figures is essential. Computer skills are required. The treasurer must attend the Board Meetings. Treasurer must be bonded by the Chapter. Time commitment is estimated at 2 hours per week.

## **E. IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall:

- a. Serve as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board of Directors.
- b. In general, perform all duties and have all powers customarily incident to the office and such other duties and powers as may be prescribed from time to time by the President or the Board of Directors.
- c. Serve as needed as a Board Liaison to the Program Committee.

## **F. EXECUTIVE COMMITTEE**

The Executive Committee is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership and making interim decisions regarding chapter affairs. The Executive Committee is composed of the President, President-Elect, and Treasurer whom shall:

- a. Direct the business and financial affairs of the chapter.
- b. Foster growth and development of the chapter.
- c. Establish administrative policy.
- d. Assist the President in the structuring of committees.
- e. Review committee reports and determine action to be taken.
- f. Approve large budgetary allocations as submitted by the Treasurer.
- g. Approve fund raising functions.
- h. Serve on committees as assigned.
- i. Determine recipients of all scholarships.

## G. BOARD OF DIRECTORS

The Board of Directors (BOD) is composed of the in-term officers as well as those elected to the position of BOD by membership. The BOD is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership.

- a. Direct the business and financial affairs.
- b. Foster growth and development of the organization.
- c. Review committee reports and determine action to be taken.
- d. Establish administrative policies.
- e. Assist the President in structuring of committees.
- f. Approve large budgetary allocations as submitted by the treasurer.
- g. Board members are expected to keep well informed on the activities of the chapter.
- h. Attend all APIC Indiana Board meetings. Board members may request mileage reimbursement at federal rate if their facility does not pay.

### QUALIFICATIONS OF THE BOARD OF DIRECTOR MEMBERS

Board members must be current APIC Indiana members. Qualifications of Board Members vary widely, but infection prevention experience in a variety of settings is an asset. The Board Members are on various committees and task forces, so necessary skills will vary. Knowledge of the legislative process, financial skills and management skills are useful. They must attend Board Meetings and Committee meetings as assigned. Time commitment varies with assignments but is expected to average less than 1 hour per month in addition to the 4 Board Meetings during the year which are usually a 1 day commitment.

## H. REGIONAL DIRECTORS

### QUALIFICATIONS OF REGIONAL DIRECTORS

#### **Appointment:**

Regional Directors must be current APIC Indiana members. It is desired that they have at least 1 year of experience in Infection Prevention. Selection of the Regional Directors will be made by each Region at the final chapter meeting of the calendar year and require approval of the President. This information should be forwarded to the Chapter President before the Transitional Board Meeting in January so they can be invited to this meeting.

#### **Resignation:**

It is requested by the Board of Directors that the resigning APIC Indiana Regional Director notify the Chapter President of resignation. If time permits, it is desired that the regional group meet to select a new Director and notify the APIC Indiana President. If time does not permit, the President will appoint a Director from the qualifying members represented in that region.

#### **Duties of the Regional Director include:**

- Promote regularly scheduled meetings (frequency determined by Region but usually a minimum of 1 meeting each quarter); and promote and encourage attendance at the meetings.
- Submit region meeting schedule to Secretary by January for inclusion on website.

- Attendance at 50% or more state Board of Directors meetings is requested. Reimbursement for mileage is available to Regional Directors through APIC Indiana. Other expenses must be pre-approved by the Chapter President.
- Disseminate information back to the Region members from the Board Meeting and also from other Board Level communications such as emails, etc.
- Submit report of Regional Meetings as appropriate to Newsletter editor for publication.
- Submit minutes of each meeting electronically to the President and Secretary for use as part of Chapter Excellence information.
- Collaborate with Membership Committee to contact new members when informed by Membership Chair.
- Assign a mentor from the region to each new member.
- Facilitate educational opportunities for Regions and submit reports of activities to President and Secretary for Chapter Excellence consideration. A template meeting agenda is available to assist Regional Directors in documenting regional activities on the [www.apicin.org](http://www.apicin.org) website.

## I. COMMITTEES AND LIAISONS OF APIC INDIANA

Each committee chair or liaison shall be appointed annually by the Chapter President and approved by the Board. Liaison roles shall be established at the discretion of the Board of Directors and will serve in the capacity of advocate and correspondent to the Board in order to keep the chapter abreast of current focus specialty areas. The liaison roles are subject to change as needed according to current chapter needs and the ever changing dynamics of healthcare.

The Committee Chair should maintain the records of the committee unless he or she chooses to delegate the responsibility to a secretary of the committee. The records should consist of:

- a. The Committee budget as approved by the Board of Directors and quarterly updates of the status of the committee budget, a copy of which should be forwarded to the treasurer.
- b. Minutes of committee meetings.
- c. Committee correspondence.

### APIC Indiana Committees and Liaisons:

#### 1. MEMBERSHIP COMMITTEE

The Membership Committee shall:

- Consist of an appointed Chairman and the Regional Directors.
- Promote and maintain growth of the chapter through membership promotion and retention campaigns.
- Assist in the development of programs intended to affect the character or size of the membership of the chapter, and have membership brochures/application forms available at all regular meetings.
- Under the direction of the Membership Chair, functions to promote membership in APIC and the Indiana Chapter.
- Promotes chapter membership awareness.

## **SPECIFIC DUTIES**

The Membership Committee Chair shall:

- Review monthly Chapter Membership Rosters for accuracy. Report inconsistencies and any changes to name/address of members immediately to the National Chapter Services Coordinator.
- Maintain database of members and potential members with accurate mailing /distribution lists from information received from APIC headquarters.
- Distribute updated membership rosters to all Board Members and all members as requested.
- Provide the Nominating Committee with a list of eligible voters for the elections. (See VI. Membership Promotion section at the end of the handbook for more detailed information on membership).

## **2. PROGRAM COMMITTEE**

The Program Committee consists of up to 9 members of which a 2 year commitment is desired. Since educational programs are the backbone of activity in APIC-Indiana, the workings of this committee are vital to the success of APIC Indiana as a whole. The committee members are responsible for anticipating the educational needs of ICPs in Indiana, and for planning programs that are relevant, supportive, useful and reasonably priced. Working on the committee means sharing ideas, arranging for speakers and meeting rooms, and helping out on meeting days. Being centrally located is not a prerequisite for being an effective committee member. The majority of the work is done by computer, phone, and mail or on the meeting day.

The Program Planning Committee shall:

- a. Plan and present educational programs.
- b. Secure meeting place for each semi-annual conference.
- c. Secure board meeting room when being held in connection with the state conferences.
- d. Submit tentative program plans to the Executive Committee for review and approval.
- e. Secure speakers for program.

## **SPECIFIC DUTIES**

Inform APIC of any upcoming meetings in the early stages of planning so that promotion at the national level can take place and promotional materials can be sent to the chapter in advance of the meeting. After any program, a program summary should be submitted to the national office for possible inclusion on the web, APIC News, or other promotional pieces.

The Program Committee shall:

- Promote the educational activities of the chapter.
- Identify and respond to educational needs of the chapter membership.
- Provide continuing education offerings when possible.
- Develop educational goals and objectives for the coming year, based on needs indicated by the membership.



- (See VII. Program Committee section at the end of the handbook for more detailed information of this committee and its functions.)

### 3. NOMINATING COMMITTEE

- a. Is elected by membership and as such are voting members of the Board.
- b. Shall consist of two (2) members to be elected by the membership for a two-year term on a rotating basis with one member elected each year.
- c. Chair appointed by President, approved by Board from the active members on the committee. The elected member becomes the Chair when serving the second year and will act as a mentor to the newly elected member. In the event that the chair cannot fulfill her duties, the remaining committee member will assume the responsibilities. She / he will retain the chairman through the next year and guide the newly elected member in the committee's responsibilities.

The Nominating Committee shall:

- Obtain a list of active members from which to consider candidates.
- Select qualified candidates for each office, taking into consideration attendance and participation of the nominees.
- Inform each nominee, in writing, of specific duties of nominated office.
- Prepare a ballot for voting. The ballot preparation shall begin by March and be finalized by September. A picture ballot is recommended.
- Present a ballot with pictures to the Board of Directors for approval and then to membership at the Spring Conference if possible.
- Submit ballot for electronic voting by October 1st. Tally votes and provide written confirmation of winners to the President prior to the Fall Conference.
- Introduce new members to chapter at Fall Conference.

### 4. BYLAWS COMMITTEE

The Bylaws Committee shall:

- Consist of an appointed chair and up to three members selected by the chair as needed.
- Review the Bylaws at least annually and recommend amendments to insure consistency with the actions of the policy-making bodies of the chapter and with the National Bylaws.
- Present proposed amendments to the membership thirty (30) days prior to voting at the annual membership meeting (held in conjunction with the October educational conference).
- Submit proposed Bylaws changes to APIC for review and approval.
- Upon National approval, incorporate bylaws changes into the chapter handbook as appropriate. Submit copies to Secretary and website liaison.
- Review the chapter handbook annually. Submit any changes to President for final review/approval. Once approved, submit to website liaison to post on APIC-Indiana site. Report updates to board.

### 5. SCHOLARSHIP FUNDRAISING COMMITTEE

- The committee will be overseen by a Chair as appointed annually by the Chapter President.

- This committee will be responsible for overseeing and coordinating the fund raising activities of the Chapter for the Educational Scholarships.
- This committee will be made up of 2-4 members chosen by the Chair that assist with fundraising ideas and activities, as approved by the Board.
- The committee shall submit fundraising proposals and results to the Board.
- They will also work with the website liaison and newsletter editor and Program Committee Chair to coordinate upcoming events/fund raisers.
- They will also be responsible for the collection and depositing of money with the Treasurer from fund raising events.

## 6. EMERGENCY PREPAREDNESS COMMITTEE

A Chair as appointed annually by the Chapter President will oversee this position, known as the Emergency Preparedness Representative (EPR). If needed, an ad hoc group will be gathered at the Chair's discretion to deal with specific needs as they arise.

The EPR shall:

- Report to the Board of Directors.
- Represent APIC Indiana Chapter 76 at state level committees for Emergency Preparedness related issues.
- Work closely with the ISDH and IHA regarding emergency preparedness issues.
- Attend and submit reports at the APIC IN Board Meetings of ongoing activities.
- Work with the Program Committee to provide emergency planning updates to members at each state conference.
- Work closely and in collaboration with the Public Policy Committee representatives as needed.

## 7. PUBLIC POLICY COMMITTEE (PPC)

The APIC Indiana PPC has an important role in monitoring the regulatory and legislative environment on local, state and national issues effecting infection prevention and control interests. The committee consists of a chairperson, appointed annually by the president, and the executive committee. Other ad hoc members may be appointed, depending on the issues being addressed.

The committee collaborates with a number of groups to include the Indiana State Department of Health, the Indiana Hospital Association (IHA), Indiana OSHA, local departments of health, as well as representatives of long-term care organizations on legislative issues.

The PPC works both proactively as well as organizes quickly in response to acute issues. The committee Chair coordinates the PPC needs with resources available through the APIC headquarters in Washington, DC.

Reports of activities are submitted at the Board meetings as well as communicated to membership through newsletter updates and by posting on the Chapter website.

## 8. COMMUNICATIONS COMMITTEE

The APIC Indiana Communications Committee was established in 2013 to encompass a range of appointed positions to promote information sharing and communications support to APIC Indiana

members. The Communications Committee Chair is appointed by the President and is responsible for the oversight of the Website Liaison, Chapter Librarian, Newsletter Editor, Social Media Liaison, and Handbook Editor.

The Communications Committee Chair shall:

- Report to the Board of Directors.
- Attend and submit reports at the APIC IN Board Meetings of ongoing activities.
- Work closely with the Website Liaison, Chapter Librarian, Newsletter Editor, Social Media Liaison, and Handbook Editor to support member information needs.
- Work closely with the President to compile information and resources for Chapter Excellence submissions.

### 8.1. WEBSITE LIASION

- a. This position is appointed annually by the Chapter President or may be performed by the President should he/she so choose.
- b. This individual will monitor APIC Indiana website and submit updates on current infection control issues and offerings to the web master for posting.
- c. It is desired that pictures of current APIC Indiana Board Members and Regional Directors eventually be incorporated into the website and the liaison would be in charge of keeping this information updated annually.
- d. The Liaison will report to the Board at meetings on the status of the website and coordinate needed changes, etc. from the Board to the webmaster for incorporation into the site. This includes at a minimum:
  - Bylaws
  - Updated Board of director roster
  - Calendar of events including regional meeting schedules
  - All postings should be approved by the Chapter President prior to posting.

### 8.2. NEWSLETTER EDITOR

The APIC Indiana newsletter was started in 1981. The first issue was a two page Xerox version, which announced a contest to name the paper. The “Infection Reflections” came out of the next issue sporting the name won by a vote of members at the spring meeting.

Since then, the paper has changed has undergone changes to reflect the current events and times based on the creativity of the current editor. The paper is composed of articles written and submitted by members who are willing to write articles. Any member may submit articles for inclusion, and all are encouraged to do so. The newsletter is posted on the [www.apicin.org](http://www.apicin.org) website and emailed to all members. There is no subscription fee. The purpose is to facilitate the exchange of information among Infection Prevention practitioners in the state. 3-4 editions per year are distributed.

The Newsletter editor is appointed by the President annually. Qualifications are a knowledge of newsletter software and a desire to do this.

### 8.3. CHAPTER LIBRARIAN

APIC Indiana uses budgeted funds to maintain a library of educational manuals and resources to assist its members. The Chapter Librarian is appointed by the President annually and is responsible for managing and maintaining the APIC IN library and assist members with their library and research needs. A list of references available for loan along with the library order form is on the APIC Indiana website at [www.apicin.org](http://www.apicin.org).

### 8.4 SOCIAL MEDIA LIAISON

Recognizing the influence of social media and the participation of many APIC-Indiana members, the Social Media Liaison was established in 2013. The Social Media Liaison is responsible for the development and maintenance of a Facebook page and any other Social Media networks as identified. The social media liaison is appointed annually by the President and will post announcements, notice of web site updates, and other communications as appropriate.

### 9. NHSN (National Healthcare Safety Network) LIAISON

This individual should be someone who is very knowledgeable and current on the ever changing and evolving NHSN reporting system. They will serve as an advocate and resource to chapter members and will communicate regularly with the NHSN and or serve on their user advisory panel.

### 10. INEDSS (Indiana Electronic Disease Surveillance System) LIAISON

This individual sits on the Indiana State Department of Health INEDSS User Panel to receive updates and report IP user issues and concerns. He/she assists in dissemination of information and updates about the system to other IPs and act as and an advocate for other IPs on system questions and requests. This position is appointed by the President annually. It is important in order to stay current that the liaison be an active INEDSS user.

### III. REGIONALIZATION

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APIC Indiana began “Regionalization” in 1981 as an effort to facilitate communication among members and better response to the needs of the organization and its membership.

The objectives of Regionalization were:

1. To provide a structure for more frequent and informal meetings on a local level as a mechanism for sharing and support.
2. To involve, via the efforts of Regional Members, individuals not previously involved with APIC Indiana, such as local Health Department representatives, and new ICPs in the region that may not be current members of APIC.
3. To facilitate communication between the Board of Directors of APIC Indiana and individual members by having each Region elect a Regional Director to attend meetings of the Board of Directors of APIC Indiana.
4. To plan and publish topics for state and regional programs in advance to permit selection of relevant meetings by members and more effective programming by program planners.

Regions were originally defined loosely as an area of 60 miles in diameter with at least 2 interested members. Based on variations in population density and accessibility to roads, each Region then defined its functional boundaries. Once established, Regions were then free to plan meetings on whatever topics and schedule to fit their needs. It was emphasized that Regions were not mutually exclusive and that members might belong to or attend meetings of more than one Region.

Persons active in the field of Infection Prevention may attend Region meetings once as a guest, however APIC membership is encouraged for those with continued interest in attending regional meetings or they pay the fees as a non-member. Public Health Employees are exempt from this requirement. There are no regional dues.

Each Region sets their own meeting schedule, location, and agenda, however the meeting format typically includes:

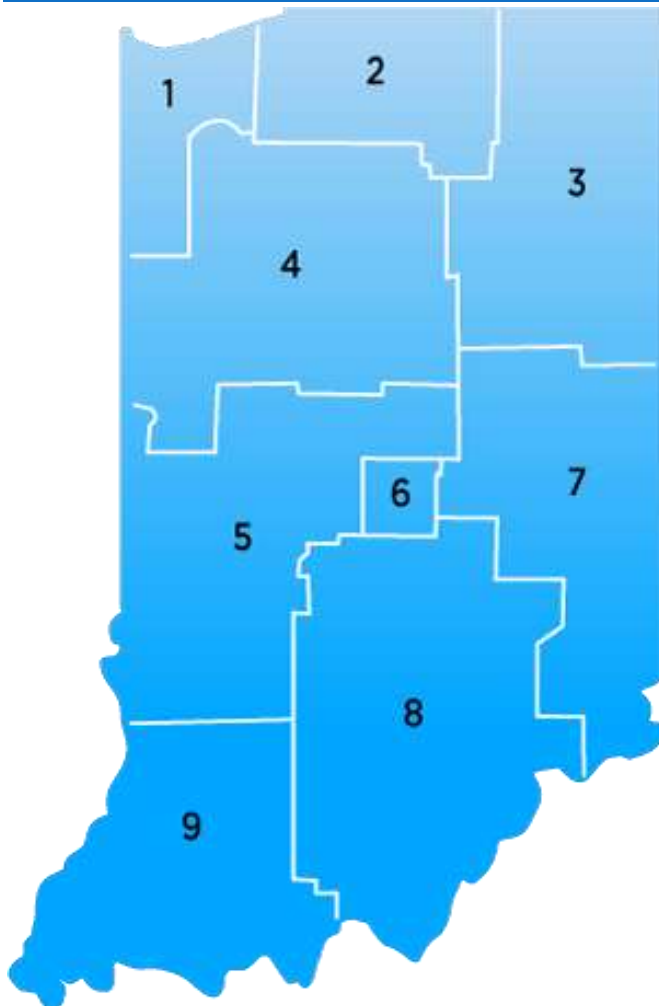
- Short business meeting with information from the Regional Director on State and National APIC information and activities.

- Educational Program
- Roundtable discussion on region member activities and Infection Prevention issues

Selection of the Regional Directors are made by each Region at the final chapter meeting of the calendar year. Regional Directors may change from year to year or stay the same based on membership decisions.

There are currently 9 APIC Indiana Regions.

## APIC Indiana Region Map



## APIC INDIANA REGIONS

**Region 1 Lake**, Porter, Newton

**Region 2** LaPorte, St. Joseph, Elkhart, Starke, Marshall, Kosciusko

**Region 3** LaGrange, Steuben, Noble, Decatur, Whitley, Allen, Wabash, Huntington, Wells, Adams, Grant, Blackford, Jay

**Region 4 Jasper**, Pulaski, Fulton, Benton, White, Cass, Miami, Carroll, Tippecanoe, Warren, Howard, Clinton, Tipton, Fountain

**Region 5 Vermillion**, Parke, Montgomery, Boone, Hamilton, Vigo, Clay, Putnam, Hendricks, Owen, Sullivan, Greene

**Region 6 Marion**

**Region 7 Madison**, Delaware, Randolph, Hancock, Henry, Wayne, Rush, Fayette, Union, Franklin, Ripley, Dearborn, Ohio, Switzerland

**Region 8 Morgan**, Johnson, Shelby, Monroe, Brown, Bartholomew, Lawrence, Jackson, Jennings, Orange, Washington, Scott, Jefferson, Clark, Crawford, Harrison, Floyd

**Region 9 Knox**, Daviess, Martin, Gibson, Dubois, Posey, Vanderburgh, Warrick, Perry, Spencer, Pike

## Region Descriptions

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### **Region 1**

Region one meets at least quarterly. Meetings are held at one of member's facilities or at a centrally located restaurant. At most of our presentations lunch is provided by a vendor. Each meeting offers an educational program. The programs are arranged by the members on a current topic in infection prevention and control. The time frame is usually three hours, one hour for lunch and two for the meeting.

Our attendees are from acute care, long term care, health department, occupational health, and mental health.

### **Region 2**

Region 2 of APIC Indiana is located in Northern Indiana. Counties included are LaPorte, St. Joseph, Elkhart, Starke, Marshall and Kosciusko. Our goal is to facilitate networking and address the educational needs of local healthcare personnel involved in Infection Prevention. Participants come from a variety of healthcare settings, acute care and critical access hospitals, long term care facilities, mental health organizations and public health.

We meet eight times a year at a centrally located public library or at rotating facilities. Educational presenters are recruited from the membership, local physicians, or the business community.

### **Region 3**

Early in 1977, Infection Control nurses in the area surrounding Fort Wayne felt the need to form a local support group. INDIO was organized. In February 1980, the group renamed itself TRISEC (Tri-State Society for Infection Control) to reflect its three state membership. We are known as APIC Indiana, Region 3 and are comprised of members from several Northeast and surrounding Indiana counties.

Region 3 meetings are held the first or second Wednesday of each month, with attendance at educational State meetings encouraged. Various members take turns hosting the regional meetings. Membership consists of Infection Control Practitioners from large and small hospitals and long-term care facilities.

### **Region 4**

The Northwest Central Region APIC met for the first time on September 3, 1981 at Memorial Hospital in Logansport. The membership is composed of both new and experienced Infection Control Professionals representing various areas of practice including long term care, behavioral health, acute care, and regional Health Departments. The region enjoys the knowledge and diversity of its membership and finds it an excellent mechanism for facilitating feedback and communication.

As a region we meet the first Friday of February, June, August and December. We set our calendar in December and rotate the location of meetings between our members and facilities. Meeting minutes are maintained and a guest speaker is usually in attendance.

### **Region 5**

Region 5 consists of twelve counties, which cover large rural communities. With the exception of the two larger hospitals in Vigo, most of the hospitals are critical access facilities housing twenty-five or less beds.

In addition to representation from the hospitals, behavioral health, long-term care and rehabilitation facilities have infection prevention professionals as members. County health departments are invited to attend meetings for resourcing and have joined as members.

There are five meetings a year-September, November, January, March, and May. Members take turns facilitating the meetings, programs and lunch. Meetings are scheduled from 9:00-1:00 and dates are established in January. Meeting minutes are maintained.

Members are encouraged to attend state and national education conferences if possible to help support their own professional growth.

Our meetings give us opportunity to network, exchange concerns, and through educational programs, learn. Our strength is in the information we share and our talking together, as any of us have diversified job responsibilities in other areas. The meetings add once more element, as infection control practitioner in small hospitals, our time spent together helps us to feel confident about the professionalism involved in our role in Infection Control.

### **Region 6**

Region 6 is comprised of facilities in Marion County and some facilities from surrounding counties. We have representatives from large urban hospitals, smaller suburban hospitals, long-term care facilities, Marion County Health Department and the Indiana State Department of Health.

Region 6 meets on the second Friday in February, May, July, September and November. The various Marion County Hospitals volunteer to host our meetings. The host facility provides the program, the Health Department gives an update on current issues and we have a time for networking.

### **Region 7**

Region 7 is an active region with meetings held every 2-3 months. We meet at Ball Memorial Hospital, which is centrally located within the regions. We have active participation of APIC Indiana members and nonmembers interested in infection prevention and control in hospital settings (ranging in size from less than 20 beds to 400), ambulatory care, long term care, behavioral health, and public health.

We usually meet during the early afternoon and have a “lunch and learn” type of information networking session. Vendor sponsorship of our meetings is appreciated and it helps to provide the latest changes in medical products and medications as they relate to infection prevention and control. Our meetings are open to all; as a trial basis with membership for continued attendance. RSVP is requested to the Regional Director. Contact information for the Regional Director can be found on the APIC Indiana website.

### **Region 8**

Region 8 includes a large territory, in 2010 our region 8 members decided on meetings every 2 months via conference calls. The conference calls are held from 12pm to 1pm. We try to meet twice a year at



the APIC Indiana conferences and eat lunch together. The members are asked for agenda ideas prior to the call.

### **Region 9**

Several years ago, approximately 1979-1980, region 9 held the first meeting. The members were mainly infection control nurses from area hospitals and representatives from the Vanderburgh County Health Department. Since those early meetings the region has evolved to include infection prevention nurses from other settings: clinic, surgery centers, long-term care and additional health departments.

Members of this region typically meet in February, March, May, July, September and December at a location arranged by the region director. Whenever possible, the region director tries to solicit a meeting sponsor.

## IV. GENERAL MEETINGS & EDUCATIONAL PROGRAMS

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### A. BUSINESS MEETINGS

#### 1. Membership Meetings

As stated in the Bylaws, the chapter must hold at least one regular business meeting of members annually for the election of officers and for the transaction of Chapter business.

Special membership meetings may be called by the President or upon written request of 10% of the membership. Written notice of such meeting should be sent according to the chapter's guidelines for the annual meeting.

A quorum of 10% of all chapter members, in person or by proxy, is required to conduct business at either regular or special business meetings. Applicable state law should be checked to ensure this quorum percentage is in accordance with state regulations.

Membership meetings should be planned and coordinated by the Program Planning Committee with the approval of the President.

#### 2. Board of Directors and Executive Committee Meetings

Business of the Board of Directors must be conducted by a majority of Directors in office. For example, if the Board consists of seven Directors, four must be present to conduct business.

Business shall be conducted by the **President**, or in his or her absence the **President-elect**, for Board of Directors and Executive Committee meetings. The **Secretary** is responsible for preparing the minutes of each Board and Executive Committee meeting. The **Treasurer** should report on the financial stability of the chapter at each meeting. If a **committee chair** is not a member of the Board of Directors, he or she should be invited to the Board meeting to report on activities being planned by the committee.

Either the Secretary of the Board or the Program Planning Committee Chair should plan and coordinate with the President both Board of Directors and Executive Committee meetings. Delegation of this responsibility is at the discretion of the President.

#### 3. Committee Meetings

Committee meetings are called at the request of the Committee Chair. Committee members should be sent notice at least ten days before the meeting. A majority of committee members must be present at each meeting in order to conduct business.

The Committee Chair is responsible for planning and coordinating each committee meeting and preparing the minutes of each meeting unless such responsibility is delegated to a secretary of the committee. The Program Planning Committee Chair can be consulted for assistance in planning the meeting.

Any motion approved by a committee that may have a financial impact on the Chapter must be referred to the Board of Directors for final approval.

#### 4. Parliamentary Procedure

Business should be conducted at all meetings according to the current version of Robert's Rules of Order Newly Revised. The President and each committee chair should obtain a copy of these rules.

Basically, the President (in the case of Membership, Board of Directors and Executive Committee) and the committee chairs will preside over all business of their respective meetings. All recommendations for action must be presented in the form of motions with business being conducted in the following fashion:

1. Motion introduced
2. Motion seconded
3. Motion discussed
4. Amendments offered, if any
5. Amendments seconded
6. Amendments discussed
7. Amendments voted upon for approval/disapproval
8. Motion voted upon for approval/disapproval

A motion must be approved by a majority of members present provided the quorum requirement is met.

- A. Suggested Business Agenda
- B. Opening by President/Chair
- C. Approval of Minutes of Previous Meeting
- D. President's/Chair's Report
- E. Treasurer's Report/Report of Current Financial Status
- F. Report of Activities
- G. Old Business
- H. New Business
- I. Announcement of Next Meeting
- J. Adjournment

## **B. EDUCATIONAL PROGRAMS**

APIC Indiana hosts two educational programs a year (1 in the spring, 1 in the fall) to address current infection prevention needs and issues. Programs are open to anyone concerned with infection prevention and control. The Program Committee works diligently to obtain prominent and nationally known expert speakers. Funds raised from these programs are used to support Chapter scholarship programs (see awards and scholarships section for more information).

## V. MEMBERSHIP PROMOTION

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This section contains information on the functions of the Membership Committee and suggestions from headquarters on membership promotion campaigns.

### Introduction

MEMBERSHIP IS OUR CHAPTER. Every program our chapter sponsors should be based on this fact. Without members, our chapter could not exist. Therefore, membership promotion should be an ongoing process. The effectiveness of internal membership operations is reflected in our success in gaining and retaining new members. However, even the best effort can be unproductive if effective communication among officers, directors, committee chair and current members does not exist. After all, chapter leaders are working for the entire membership. The more members we retain the more active participation the chapter will receive and vice versa.

### A. APIC CHAPTER MEMBERSHIP REQUIREMENTS

As outlined in the Petition for Chapter Status and the Chapter Bylaws, there are specific membership requirements for maintenance of chapter status and for individuals to become members of the chapter. These requirements are summarized below.

#### APIC Requirements for Maintaining Chapter Status

The chapter must maintain a minimum of 15 members at all times in order to remain a chapter. Membership in the chapter must be open to all APIC members. All chapter members must also be APIC members.

### B. UNAFFILIATED / PROSPECTIVE MEMBERS

**Unaffiliated** members are APIC members who live in areas where there is a chapter but have not elected to join the chapter in the area in which he or she is located. Chapter officers may request a listing or labels of these unaffiliated APIC members at any time.

**Prospective** members are those who are not members of APIC or the Chapter. Prospective members are not eligible to vote, hold office, or participate on chapter committees. Privileges for prospective members are determined by each chapter. The main question for most chapters is whether prospective members will pay the same amount as chapter members for educational meetings and seminars. In addition, if the chapter distributes a newsletter, they may choose to charge the prospective member a nominal fee to cover the cost of the newsletter production and mailing.

A written policy concerning prospective member's privileges and fees should be approved by the chapter Board and filed in the chapter's Organizational Handbook.

### C. PROCEDURES FOR RECRUITING NEW MEMBERS

When talking with an individual interested in joining the chapter, first determine if the person is currently an APIC member or if the person is willing to join. The response to these questions will permit accurate and complete information to be given to the potential chapter member.

The following requirements should be explained when recruiting or signing up chapter members.

## Requirements for Chapter Membership

1. All chapter members must also be members of APIC. The chapter expiration date for current APIC members joining the chapter will be their current APIC expiration date. Chapter dues will not be prorated.
2. All individuals applying for chapter and APIC membership must complete an APIC membership application form.

## Payment of Dues

All chapter dues must be processed by the national office. Payment and application must be received for each member in order to process the membership and have an accurate computer dues payment record. The dues payment is to be made payable to APIC. The national office will remit all chapter dues quarterly. This process ensures that members will be automatically billed in subsequent years by the national office for chapter and national membership.

Each individual may send the payment directly to APIC, or a chapter officer may collect the membership payments and send them in together. It is crucial that there is a completed enrollment form with each payment so the correct person receives membership benefits.

## D. MEMBERSHIP RECRUITMENT

The national office supports the local chapters by informing each new APIC member of chapter existence, service area, the dues necessary to join, benefits of joining the chapter, and the names of all chapter presidents.

A roster or labels of unaffiliated members and/or prospective members in the chapter's geographic location can be requested for purposes mailing brochures for educational meetings and for membership drives.

Good planning and communication are critical to the success of any membership promotion. First, establish your objectives and goals for the campaign:

- What will be the focus of the campaign?
- What audience are you addressing?
- How many names of potential members need to be generated for the campaign?
- How many new members are required to qualify as a "successful" campaign?
- Will you be able to provide a specific additional benefit if your campaign is successful?

The type of campaign undertaken by your chapter will depend on the anticipated results the campaign will produce in your specific area.

### 1. Use of APIC Promotional Package

The APIC promotional package consists of membership brochures, special applications in the event of a national promotion such as member-get-a-member campaign, publication forms, and information on APIC activities. This information, along with an informational letter on the chapter and its activities, can be used as an effective promotional tool at meetings sponsored by the chapter and exhibits sponsored by other organizations.

## 2. Mailings

The APIC promotion package could also be mailed/emailed to APIC members within your area (mailing labels available from the national office) or discipline specialty groups in your state, for example the local LTC, EMS, Ambulatory Care or Public Health association. Most associations have available, usually for a charge, a mailing list of their members. This package could include specific benefits and activities afforded to the various disciplines along with a general overview of chapter activities.

Flyers on upcoming activities sponsored by the chapter could also be prepared and mailed/emailed to prospective members.

## 3. New Member Orientation

An important promotion should be an orientation for new members which provides them with information not only on the chapter, but on how to become active within the chapter. After all, these new members represent the future and success of your Chapter. The time and effort devoted to this activity will more than justify itself as members understand the purposes and objectives of the Chapter and the importance of active membership. This meeting should be coordinated with the Program Planning Committee. Further information on the content and format of this meeting is contained in the "General Meetings and Education Programs" Section of this Handbook.

## CONCLUSION

The most important item to remember is that **our membership is the lifeline of our Chapter**. The highest priority should be placed on the recruitment of new members and the retention of current members. A steadily growing membership of active participants will ensure a strong successful Chapter.

## VI. PROGRAM COMMITTEE

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### A. EDUCATIONAL PROGRAM PLANNING AND IMPLEMENTATION

#### 1. Educational Needs Assessment

Appropriate subject matter should reflect the professional educational needs of the participants. A formal or informal assessment of need for a particular program or subject can be conducted. A survey may be developed for a geographical area to determine the level of interest in specific topics. Calling other Chapter Presidents, polling Chapter membership, or polling other local organizations via questionnaire can also be done. Survey the population selected regarding demographic information, years of experience in the field, topics of interests or need, preferred length of offering, and day of week preferences. The needs assessment should be summarized and the results utilized for developing programs to meet audience requirements. Information for several seminars can be obtained from a single needs assessment.

#### 2. Planning

The planning for a successful educational meeting should begin no less than 12 months prior to the event. If you intend to provide continuing education credit for program participants you will need to contact APIC, state nursing societies, continuing education offices in colleges of pharmacy, or continuing education offices in hospitals. Many providers of CE credits require applications 6 months in advance of the meeting. It is fundamental to successful meetings that a budget and a planning schedule be established at the outset, and that they are used as management tools throughout the planning process by all committee members, particularly by the individual(s) responsible for arrangements and logistics. Attention to detail, conscientious record keeping and confirmation of all arrangements in writing will keep the operation of Murphy's Law at a minimum.

Educational offerings should be planned based on the results of a needs assessment. They should be developed under the direction of/or in collaboration with Infection Prevention Professionals who are skilled in designing and implementing learning opportunities. Ample time should be allotted for preparation depending upon length of conference, type of speakers needed, etc. Planning should begin a minimum of 6 – 12 months prior to the conference date. When selecting conference dates, determine other conference dates planned that may be similar in subject matter and attract similar participants. Other events such as sports and festivals may also decrease conference attendance and availability of sleeping rooms and meeting space.

**A checklist / timetable should be developed early in the planning process to ensure that all steps of the planning process are achieved.**

#### 3. Financial Planning

Availability of Chapter funds for producing a conference should be an initial consideration. The availability of support from exhibitors or other industry sources should also be evaluated. Careful cost estimates for the conference should be made.

Expenses for the seminar should be projected to include: meeting space; audiovisual requirements; food service; faculty honoraria; travel; lodging and meals; printing; advertising and mailing; and insurance fees. Revenues should be projected based upon registration fees, expected attendance, and exhibitor's fees. The number of registrants required to break even on expenses should be determined in order to establish registration fees and determine the extensiveness of marketing initiatives.

#### 4. The Planning Committee

An enthusiastic, hard-working, program planning committee led by a chair who has strong leadership capabilities and an understanding of group dynamics is vital to the development of a stimulating program and a smooth running meeting.

The length of the meeting will dictate various activities to delegate to members of a Planning Committee. Those activities may include: 1) program planning; 2) speaker contact, including speaker self-evaluations; 3) continuing education credit, including participant evaluations; 4) contracts and insurance; 5) facilities and food/breaks 6) marketing; 7) registration; 8) exhibitors; 9) and financial accounting. Minutes should be kept of all committee meetings and promptly distributed to committee members, as well as officers of the chapter. This will ensure that all committee members understand committee decisions and assigned responsibilities, and the officers of the chapter are kept informed of the committee's progress. The officers will also be provided an opportunity to comment on committee actions and the program content.

The Chair of the Program Planning Committee is responsible for the overall success of the educational meeting, both financial and substantive. He or she must prepare and follow agendas for all committee meetings; see that minutes are taken, prepared and circulated; assign responsibility for various aspects of the meeting to committee members; establish and oversee a system for handling expenses and revenue; and see to it that budget and planning schedules are adhered to. The initial task of the Program Planning Committee is to address the "**five W's**". They are:

- **Why** - Why are we planning this event? Set educational and financial objectives. Continuing education accreditors require that educational objectives be written using behavioral terms that are measurable.
- **Who** - Who is the target audience? How many people will come?
- **What** - What do we want this meeting to communicate? Broad or narrow in scope? Basic or advanced? Collect and use needs assessment data of members and audience anticipated. Sources of needs assessment data include: topics suggested at prior programs, on evaluation forms, membership needs assessment surveys, clinical inquiries from colleagues, results of quality improvement surveys or changes in JCAHO standards, and articles in journals.
- **When** - Determine duration and select dates of the meeting, taking into consideration seasonal factors, national and religious holidays, and other events scheduled on or near the selected dates.
- **Where** - Select a city taking into consideration target population, facilities available, accessibility, cost and appeal. Determine whether you want to hold the meeting in a hotel or at an academic/medical facility, considering cost, meeting and exhibit space, time of year (college campuses are generally available during the summer months only), and staff at the facility.



In some cases the "five W's" are addressed after the establishment of a budget, in which case decisions must be made consistent with the limitations of the budget. In other instances, the budget is prepared based on the decisions made on the "five W's".

## **5. Planning Schedule**

Once a meeting date is set, it is critical to plan a schedule. Establish key deadlines and work backwards. Key Deadlines Examples:

- Dec 1 Date of meeting
- Nov 25 Delivery of program materials (handouts)
- Nov 10 Printing date
- Nov 8 Blue line date
- Oct 1 First draft date
- Sep 15 Deadline for receipt of speaker material
- May 1 Date of mailing promotional brochure
- Apr 15 Printing date
- Apr 10 Blue line date
- Mar 1 First draft date
- Mar 1 Deadline for ads insertion, calendar listings, ordering mailing lists.
- Feb 15 Outline of final program due
- Feb 1 Outline of preliminary program due
- Jan 4 Planning Committee meeting dates

## **B. GOALS, PURPOSE & OBJECTIVES**

Programs should be educational in nature and should reflect the goals and objectives of APIC.

The goal should be a broad statement that reflects the intent of the seminar and will aid in marketing the program.

### **1. Learner Objectives**

Objectives must state expected outcomes for the participants and should be developed for all offerings. The objectives should be clearly stated, relevant to infection control and epidemiology, utilized as a basis for determining content, and for evaluation of the effectiveness of the offering. Each activity should have a single objective. The objectives should contain action verbs to signify what the learner must achieve. The action verbs must not be open to wide interpretation, or difficult to measure, and should closely reflect the domain of learning (cognitive and affective) and the level of learning desired within the domain.

## **C. CONTENT DEVELOPMENT**

The content of the offering, as stated previously, should evolve from the educational needs assessment and be consistent with the stated objectives, adaptable to infection control and epidemiology, and outlined for each topic to meet specific objectives. If multiple subjects are being taught to a varied

audience, concurrent sessions may be considered if meeting space allows and financial resources are adequate.

#### D. TEACHING STRATEGIES

A variety of adult education principles and teaching methodologies can be utilized to ensure that teaching methods are appropriate for the topics, type and size of the audience, and will meet stated objectives. The following teaching methods can be considered when a large amount of information must be provided in a relatively brief period of time:

- **Lecture** - a one-way organized formal presentation of information or the point of view by a resource person.
- **Symposium** - three to six lectures presented in turn by resource persons in various phases of a single subject or problem; includes open discussion with the audience.
- **Forum** - open discussion with short comments by one or more speakers.
- **Panel** - four to seven expert individuals present facts and opinions about an issue. Questions from the audience are taken at the end of the presentation for open discussion. The presentation is conducted in an orderly fashion.

**Workshop type formats should be considered if the purpose of the offering is to provide situational learning experiences. Workshop formats are not effective for large audiences.**

#### E. FACULTY SELECTION AND CONTACT

Assign Planning Committee members the task of contacting specific speakers to provide a consistent contact for each member of the faculty throughout the planning process. Speaker Contact Forms may be helpful during these communications.

##### 1. Qualifications

Assessment of the faculty member's qualifications should be based on the: 1) curriculum vitae; 2) academic and / or experiential expertise relevant to subject matter; 3) prior history of quality presentations heard by committee members or other persons whose recommendation would be considered reliable.

##### 2. Honoraria

The standard amount of honoraria to be offered to the faculty should be determined prior to contacting the faculty. The amount of honoraria is often based on the amount of time for each lecture/session a person is presenting. If a selected speaker requests a variation in honoraria, the Program Committee and/or Board of Directors should consider the request. Having certain speakers can increase the marketability of the conference. Some faculty is routinely sponsored by industry and should make their own arrangements to receive honoraria with the sponsoring company. Persons who work in government agencies are usually not permitted to receive honoraria, however, this could vary depending on current federal or local regulations.

Once the amount of honoraria is agreed upon, inform the faculty member in writing of what and how expenses will be provided or reimbursed. This may include: 1) travel expenses (airfare / auto mileage, ground transportation, car rental, tips); 2) lodging expenses (number of nights); 3) and food allowance

(should be consistent with APIC policy). The airline ticket can be purchased by the Chapter and mailed to the speaker; and the hotel room may be on a master account.

### **3. Speaker Information**

Faculty should be informed in writing of information they are required to submit such as curriculum vitae, lecture outline, bibliography, handouts, travel arrangements, faculty reimbursement form, and audiovisual requirements.

### **4. Handouts**

Handouts are often desirable and necessary for workshop-type formats. Presentations and handouts will be available on the [www.apicin.org](http://www.apicin.org) website as soon as they are available. Depending receipt from a speaker, this may be after the conference. The faculty member should be informed of handout requirements and required dates of submission in order to post on the website for members prior to educational events as determined by the Planning Committee. Conference attendees can view and/or print these handouts prior to the conference. If faculty desire handouts for all participants the deadline for submission should be at least one to two months prior to the conference. The Chapter may choose to have the faculty member provide copies of the handout and reimburse the speaker.

### **5. Moderators**

Moderators can be selected from the Chapter membership. Those selected should be able to field questions and have at least one question prepared for the speaker upon completion of the lecture. They should be instructed to keep the sessions on time. Announcements should be given to the moderators in writing. Invited moderators may be used for selected sessions such as a point-counterpoint in which you desire the moderator's perspective. Moderators usually do not receive an honoraria or free registration.

## **F. CONTINUING EDUCATION CREDIT**

Continuing education credits should be sought for the professional specialties included among those for whom the conference is planned. Each professional organization may have different requirements for awarding credit that may vary from state to state. In general, nursing requirements tend to be the most stringent. To assist in obtaining credit, the following actions may be helpful.

Check with local hospitals and universities to see if they can approve credit for one or more professional groups. If no local hospital or university can approve continuing education credit, contact the professional associations of expected registrants to determine their requirements for continuing education credits. This includes APIC. Seek assistance from other Chapter members who have experience in applying for continuing education credit. If physician credit is to be offered, many states require the physician's involvement in the planning of the conference. Nursing credit may require specific persons (nurse with a Bachelor's Degree) to serve on the planning committee. This should be determined prior to program planning. Develop the seminar assessment tools to be used for conference evaluation. Collect and collate speaker information (CV's, objectives, handouts, evaluation tools) from the program Planning Committee to forward to accrediting associations for reviewers. Provide documentation of credits to seminar participants.

## G. CONFERENCE SITE

### 1. Selection of Facility

Before selecting a facility for the conference, determine the format of the program, projected attendance, seating requirements (e.g., schoolroom, theater, small groups), lecture and audiovisual requirements, exhibit space requirements, food services, restroom facilities, and budget restraints. Facilities to consider are health-care institutions, hotels, conference centers, convention centers, retreat centers, etc. Several sites should be visited early in the planning process. Suggestions for sites that would meet your needs may be available from a local convention bureau. A checklist of requirements should be developed before visiting facilities.

### 2. Contracts

A contract with the facility should be signed as soon as possible to ensure room space will be held. The contract should include all room fees, food service, equipment and services, and dates and sleeping room blocks. If there are specific questions, contact APIC legal counsel. A joint venture agreement must be filed if the conference is being co-sponsored by another organization. Contact APIC legal counsel for the current joint venture agreement.

### 3. Insurance

Contact the APIC Membership Services Department to obtain liability insurance for the conference. This insurance is necessary to protect the Chapter if someone is injured during the conference and is provided on a daily rate.

### 4. Food Service

Meals and breaks can be simple or elaborate. They are often the most expensive item of the seminar. They can be planned as follows:

- Continental breakfast (30 minutes to 1 hour) - coffee, tea (decaffeinated or herbal beverages also may be included), bakery items during registration.
- Fruits and juices are usually very expensive.
- Breaks (15 to 30 minutes depending on conference size) - coffee and tea in the morning; and coffee, tea and sodas in the afternoon.
- Lunch (45 minutes to 1 hour) - lunch should be provided unless there are nearby restaurants that can serve large parties quickly. If provided, consideration can be given to sit down versus buffet lunches to save time.

Additional time may be considered for breaks and lunch if exhibits are being shown. When providing the caterers with an estimate of attendance, include the number of faculty, Planning Committee, exhibitors, guests, and extra meals for onsite registrants if needed.

## H. MARKETING THE CONFERENCE

### 1. Marketing Tools - Journal Advertisements and Registration Flyers

A list of appropriate journals and newsletters should be formulated for advance advertising of the conference. The advertisement information should include: date of seminar; location; name of the

seminar; target group(s); and basic content and contact information. Professional journals and newsletters to contact include AJIC (*American Journal of Infection Control*), *APIC News*, *Infection Control and Hospital Epidemiology*, nursing journals, local nursing newsletters and newsletters of professional associations. This should be done early to allow ample time to meet deadlines for publication.

**A conference registration flyer or brochure should be developed as soon as possible.** The selection of the type of flyer should be based on weight, ease of mailing, and the amount of printing space needed. The brochure should contain, at a minimum, the following information: 1) title and Chapter name; 2) date, location, and site; 3) contact hours provided; 4) objectives, goals, and target audience(s); 5) faculty list and title / content of presentations - highlight details that will attract attendees; 6) registration form and fees; 7) name, address, phone and fax numbers of a contact person; 8) and registration deadline if applicable.

## 2. Use of National Logo

The use of the National Logo is a privilege of local Chapters. The logo cannot be altered or defaced in any manner for use on printed materials. It cannot be used on brochures, flyers, or programs for meetings co-sponsored by the local Chapter and any industry.

## I. EXHIBITORS

Formulate a list of potential exhibitors and assign Planning Committee members to contact them. Contact local pharmaceutical companies and product representatives about sponsorship. Industry representatives also may be asked to sponsor other items such as coffee breaks or faculty expenses. They should receive credit for their contributions in the flyer, handout material, and verbally during the conference. Information outlining all of the site specific needs (space, tables, electrical outlets for equipment and advertisement signs, and number of exhibitors) must be compiled. Exhibit times and fees should be determined and a letter verifying the agreement sent to the vendor. Exhibit fees can be based on square footage of the exhibit space as well as the location of the exhibit in the hall. Exhibitors can be encouraged to provide educational handout materials at their booths. Persons should be assigned to coordinate the vendor exhibits and to maintain a list of representatives from each company. This information can be used for promoting future educational conferences.

## J. REGISTRATION

The process for registration includes:

- Documentation of receipt of registration, including development of a registrant list.
- On-site processing of registrants.
- Provision of Chapter members to staff the registration desk for conference participants and exhibitors.
- Provision of name tags, conference handouts, and answering general questions.
- Awarding the continuing education credit certificates may also take place at the registration desk.

## K. HANDOUTS AND PACKETS

Handouts should be prepared well in advance and posted on the [www.apicin.org](http://www.apicin.org) website for members to print as needed.

## L. EVALUATION AND SUMMARY OF CONFERENCE

Evaluation forms should be distributed to each registrant upon registration. To increase the return rate of evaluation forms (and therefore the value of the data), you might consider collecting the completed evaluation form in exchange for the signing of CE forms, if CE credit is given. The evaluation of the conference should include evaluation of the faculty, facilities, and program content. The evaluation tool should measure the program's learner objectives. Faculty can also be asked to evaluate the conference. Space can be provided on the form to allow for future topic suggestions.

## M. POST-MEETING ACTIVITIES

For future planning purposes it is important to collate the evaluation data, complete a report of attendance, and send thank you letters to faculty and staff.

- Evaluation Report - will tell you what the attendees liked, what they didn't like, and what topics might be covered in future meetings.
- Attendance Report - will help you to assess your promotion and advertising efforts, and determine which groups you may not have reached.
- Thank You Notes - are very important for creating good will among faculty and those who worked on planning the meeting. This should be done in writing and also in any other public way that is appropriate, i.e., chapter newsletter, certificates, etc.

It is important that all correspondence and records be collected from the planning committee members, organized, and stored with other chapter records. Of particular importance are CE records (including correspondence with accrediting bodies and copies of attendance verification), and financial records. Complete records will greatly assist the committee that plans the next educational meeting.

## VII. AWARDS & SCHOLARSHIPS

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The National APIC office offers a variety of Chapter Awards including:

### APIC Chapter Excellence Awards

This award recognizes and rewards chapters that support APIC's mission by advancing the goals of the organization's strategic plan. An award will be given in each of the following categories, which correlate with the strategic plan:

- a. Member Support and Organizational Excellence
- b. Clinical and Professional Practice
- c. Education, Communication, and Information Resources
- d. Strategic Alliances
- e. Research
- f. Worldwide Activities

#### **Award**

\$500 in APIC products of your choice for each award category. All APIC chapters are encouraged to submit information on chapter activities and projects that pertain to the six categories above. The APIC Indiana President is responsible for submitting necessary applications, forms, and materials for consideration of these awards from the national office. APIC Indiana has received several Chapter Excellence Awards throughout the years including:

- 2011 (and 2006) APIC Chapter Excellence: Education, Communication and Information Resources
- 2003 APIC Chapter Excellence: Strategic Alliances & Member Support and Organizational Excellence

### Chapter Leadership Award

**Purpose:** To provide an opportunity for chapters to recognize one of their members at the Annual Educational Conference and International Meeting.

**Award:** Recipients receive chapter leader ribbon, certificate, and recognition during awards ceremony at APIC Annual Conference.

**Selection Criteria:** The APIC Indiana President is responsible for submitting Chapter Leadership award nominations to the National office where the board of directors will select with the following criteria in mind:

- Chapter member for at least two years
- Served as an officer; on the board of directors, as a committee chair or member
- Serves as mentor
- Participates in community activities

APIC Indiana offers a variety of Scholarships to its members including:

### Scholarship for First Time Attendees to the APIC International Conference

APIC Indiana offers a \$2500 scholarship for current members who need monetary assistance to attend the National APIC International Educational Conference. Application is open only to APIC-Indiana members who have been in the field for at least 1 year who have not previously attended the Conference. Applications are available on the [www.apicin.org](http://www.apicin.org) website. Deadline for application submission is April 1st. The APIC Indiana Board of Directors will review the applications and select scholarship recipient(s) by the State Spring Conference.

### Clarice Warrick Scholarship Program

APIC Indiana maintains a scholarship fund for current members who need monetary assistance to attend APIC International Educational Conference. It is given in the name of Clarice Warrick, a long-time Infection Preventionist who was active in APIC-Indiana for many years and advocate for the value of attendance at the national conference. Application is open only to APIC-Indiana members who have been in the field for at least 1 year. Applications are available on the [www.apicin.org](http://www.apicin.org) website. Deadline for application submission is April 1st. The APIC Indiana Board of Directors will review the applications and select scholarship recipient(s) by the State Spring Conference. The number and amount of this scholarship varies from year to year depending on the availability of funds and the level of need.

### Diana Korpel Education APIC-Indiana Conference Scholarship

APIC IN Region 2 members would like to provide an opportunity for all Infection Preventionists in the state of Indiana to apply for the Diana Korpel Education Scholarship. Diana is a long time APIC member and has always been a supporter of education for IPs and is acutely aware of budget constraints many IPs are experiencing. The scholarship initially was established for those in long-term care, something she has always been interested in and where funding is rarely available for attending educational meetings. Now, eligibility is being expanded to include those working in all disciplines. Application qualifications are listed below.

The scholarship provides an opportunity to attend an APIC Indiana state educational conference offered in April & October. The scholarship amount is \$100.00 which covers the registration fee for attendance at the spring or fall conference.

There will be 2 applicants selected to attend the APIC IN Spring conference and 2 applicants to the APIC IN Fall conference (up to 4 scholarships per year).

The applicant should:

1. Be members of the APIC-Indiana chapter.
2. Be working in Infection Prevention for at least 6 months
3. Write a letter requesting the Diana Korpel Education Scholarship and the meeting for which you are applying.
4. Explain how attending the APIC IN state educational conference will benefit you in your practice.
5. Dead line for your application letter for the spring conference is March 22; for the fall conference it is October 1.
6. Include all of your contact information with your application letter.



The APIC-Indiana executive committee determines the winners.

### **Dates**

- Application deadline for spring meeting March 22nd; notified by President by April 1st.
- For fall meeting, deadline for application is September 20; notified by president by October 1.
- Application letters should be submitted to the current President.

### **Regional APIC-Indiana Conference Scholarships**

The APIC-Indiana Board of directors approved nine scholarships for attendance at the state conferences, one for each region. Individual regions will determine the recipient in the manner they choose. The scholarship is open to any APIC-Indiana member currently working Infection Prevention to attend a state educational conference offered in April and October. The scholarship amount is \$100 to cover the registration fee.

These scholarships will be awarded as follows: Regions 1,3,5,7 and 9 will be awarded for the spring conference, and Regions 2, 4, 6 and 8 will be awarded for the fall conference. These will be awarded annually contingent upon monies available in the budget.

If you are interested in applying for one of these scholarships, please contact your regional director. Applications should be submitted by March 30 (spring) or September 30 (fall). Link here for the application form.

All scholarship application forms are available at [www.apicin.org](http://www.apicin.org).

All scholarship recipients are encouraged to submit a newsletter article specifying what they learned from the conference attended.

## VIII. APPENDIX

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### FORMS AND TEMPLATES

Provided for your use are forms and templates to assist Chapters in communicating with the National office and performing general chapter business as well as planning educational conferences and meetings. All of these tools and more are available under the Chapter Resource Center on the APIC website [www.apic.org](http://www.apic.org).

1. APIC Chapter Officers Data Form
2. Request for Chapter Liability Insurance Form
3. Meeting Tools for Chapters – Sample RFP Form
4. Meeting Planning Tools for Chapters – Sample Site Visit Checklist
5. Meeting Planning Tools for Chapters
6. Sample eSpeaker Biographical Survey
7. Faculty Consent Form
8. Sample Faculty Guide
9. Sample Faculty Contact Form
10. Facility Assessment
11. Logo Specs
12. Speaker Self-Evaluation Form
13. Session Evaluation Form

APIC Indiana also has developed some forms and templates to assist with Chapter and Region business that are available on the APIC Indiana website [www.apicin.org](http://www.apicin.org) including:

1. Region Meeting Template Agenda
2. Scholarship Application Form
3. APIC Indiana Library Order Form