

**Infection Prevention and Control Canada  
Prévention et contrôle des infections Canada**

**POLICY & PROCEDURE MANUAL**

<b>SECTION:</b>	<b>Education</b>	<b>NUMBER:</b>	<b>10.80</b>
<b>SUBJECT:</b>	<b>ENDORSEMENT OF BASIC EDUCATION COURSES</b>	<b>PAGE:</b>	<b>1 of 3</b>
<b>ORIGINATED:</b>	<b>November 2008</b>	<b>REVISION:</b>	<b>Sept 2015 Jul 2018</b>

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**POLICY OBJECTIVE:**

1. This policy and procedure refers to the process for seeking and granting endorsement of Basic Education Courses for Infection Prevention & Control Practitioners.
2. Endorsement refers to the official approval of IPAC Canada that the course has met the criteria specified in this document.
3. Endorsement applies to courses that relate to basic educational preparation of individuals for infection prevention and control practice.
4. Endorsement, if granted, will apply for three years but annual updates must be submitted during that time period for the endorsement to be maintained.
5. Applicants who are not granted endorsement will be provided with feedback regarding the decision and recommendations for improving their application. They may reapply during the next review period.
6. Application for endorsement will be confidential.
7. A list of IPAC Canada-endorsed courses will be posted on the IPAC Canada website and in IPAC Canada communications where relevant, and may be used by the educational institution.
8. All documents related to the application shall be kept on file at IPAC Canada for a period of five years.

**PROCEDURE FOR INITIAL APPLICATION OR APPLICATION FOR RENEWAL**

1. Any educational institution or representatives, i.e., the applicants, must apply in writing for endorsement, emailing: the application form (Form 26) which can be found on the IPAC Canada website (Education Page and Policies Page); and required supporting documents as listed in the next section.
2. The relevant fee must be forwarded by cheque to IPAC Canada or by providing a credit card number. Applications will not be considered until fees are received. Application fees are non-refundable.
3. Applicants of courses that have been endorsed must repeat the same application process at the end of the three-year period, even when annual updates have been satisfactory. Endorsement automatically expires at the end of the three-year period if it is not renewed.
4. Applications must be received, and be complete, by the due date for the relevant review period. Specific due dates will be posted each year.
  - a. The due date for the spring review period is April 1, with recommendations to be presented to the Board in late May/early June.
  - b. The due date for the fall review period is October 1, with recommendations to be presented at the late November Board meeting.
  - c. Incomplete applications will not be considered.

**REQUIRED SUPPORTING MATERIALS FOR INITIAL APPLICATIONS OR APPLICATION FOR RENEWAL**

1. Course description including number of hours per class or topic, specific learning objectives per class or topic, teaching methods used, assignments, and required and recommended texts, readings and other learning resources (e.g., videos).
2. Description of methods of evaluation of student learning outcomes, and their weights.
3. A list of the organizational resources available: e.g., classroom or web facilities, library resources, support staff.



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4. A list of faculty involved in the course including their CVs and specific roles/responsibilities.
5. Assigned pass level for the course and rationale for that level.
6. Description of methods used, or planned, to evaluate or revise or update the course.
7. Information about success rates, student feedback and changes to content/process if the course has been offered before.

**ANNUAL UPDATES**

1. Each endorsed must provide an annual update, due once a year, either for the Spring or Fall review, depending on when the initial application was made.
2. IPAC Canada will send Annual Update forms (Form 27) to the educational institution or representative six weeks prior to their due date.
3. Annual updates shall provide information about the number of students who took the course and major changes to content, process, resources or faculty.
4. Endorsement will be revoked during the three year period of endorsement if annual updates are not received or are deemed unsatisfactory.

**REVIEW OF APPLICATIONS AND UPDATES BY THE REVIEW COMMITTEE FOR ENDORSEMENT:**

1. IPAC Canada will review applications for completeness and advise applicants of missing documentation. Documents not received by the due dates will not be considered in that review period.
2. IPAC Canada will distribute the application package(s) and annual updates to members of the Review Committee for Endorsement and set up a teleconference meeting.
  - a. Terms of Reference for the Review Committee for Endorsement can be found as a separate document.
3. Members will have 7-10 days to review the application package(s) and annual updates prior to the teleconference meeting.
4. At the teleconference meeting, Review Committee members will discuss each application and annual update, and whether they meet the criteria (listed separately below).
  - a. Individuals must recuse themselves from reviewing courses with which they have an association as a participant, or if they have any other conflicts of interest.
5. The Chair will bring the Review Committee's recommendations for endorsement to the IPAC Canada Board for approval or rejection. This will take place at the next scheduled Board meeting.
6. IPAC Canada will communicate the recommendation(s) to the applicant.

**CRITERIA FOR ENDORSEMENT OF INDIVIDUAL COURSES**

1. The content and learning objectives reflect the standards and content identified in the IPAC Canada/APIIC practice and professional standards.
2. The organizational resources, course time, course content, learning resources and delivery methods are sufficient to enable students to meet the stated learning objectives.
3. Instructors are qualified to teach the material to the target audience and sufficient in number to achieve stated objectives.



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4. Student learning outcomes are measured in a systematic way and assess the extent to which learners have met learning objectives.
5. The institution is an educational institution recognized by the relevant province's or territory's licensing body (e.g., Ministry of Education).
6. Minimum length of the course is one standard academic term (36 hours).
7. The criteria used to evaluate student performance must be clearly defined in writing, be made known to students at the start of the course, and be based on more than a single requirement. Samples of student tests or assignments must be made available on request to IPAC Canada or its delegated official.
8. There is a reasonable method for evaluating the content and processes used in the course, for purposes of improving the course, e.g., feedback is obtained from students and faculty. A summary of evaluations must be made available on request to IPAC Canada or its delegated official.
9. The course content and processes are updated at reasonable intervals, and the rationale for changes must be made available on request to IPAC Canada or its delegated official.

**CRITERIA FOR ENDORSEMENT OF PROGRAMS**

1. The criteria for endorsement shall be applied to the courses within the program, rather than each individual course.

**CRITERIA FOR ANNUAL UPDATES**

1. No major changes have occurred in the curriculum or learning objectives such that the course to be offered differs significantly from that initially endorsed.
2. No major changes have occurred in course delivery methods or resources available that will affect the ability for learners to meet learning objectives.