



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

POLICY & PROCEDURE MANUAL

SECTION: Interest Groups
SUBJECT: TEMPLATE FOR TERMS OF REFERENCE
ORIGINATED: November 2005

NUMBER: 5.0
PAGE: 1 of 2
REVISION: December 2012
REVISION: May 2015
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1.0 PHILOSOPHY

IPAC Canada members associated with (specific sector of healthcare continuum) or having a special interest in (topic), have unique needs for networking, education and information sharing.

2.1 PURPOSE

- 2.2 To facilitate meeting the unique infection control needs for best practice in the interest group of note.
- 2.3 To develop and maintain a network for sharing information, ideas, solutions to issues/problems, and other specific interest group resources.
- 2.4 To actively promote and support interest group candidates for IPAC Canada committees when applicable.
- 2.5 To provide a forum with IPAC Canada to actively promote understanding of the unique interest group needs.
- 2.6 To advocate for continuing infection prevention and control education in the interest group area.
- 2.7 To promote and support infection control research in the interest group area.
- 2.8 To promote synergistic partnerships with stakeholders across the continuum of care. This would include, but not be limited to: public health, acute care, long term care, etc.

3.1 STRUCTURE

- 3.2 All Interest Group members must be IPAC Canada members.
- 3.3 The Membership Services Office will forward a listing of current Interest Group members to the Chair/Co-Chair monthly.
- 3.4 The Interest Group reports through the designated Director to the IPAC Canada Board.
- 3.5 Interest Groups may have one Chair or may opt for Co-Chairs. If co-chairs are chosen, every effort should be made to have representation from geographically different areas of the country or from alternate stakeholder groups.
- 3.6 The term of office for the Chair is two years. A second two-year term may be served at the discretion of the interest group. When Co-Chairs are chosen, appointment should alternate by one year to ensure continuity.
- 3.7 A member is appointed Recording Secretary to ensure the proper production and dissemination of meeting minutes. The term of office is two years.
- 3.8 A member of the Interest Group is assigned responsibility for ensuring that the interest group webpage is updated and forwarding documents to the IPAC Canada Webmaster for posting. The term of office is two years.
- 3.9 The Membership Services Office will invite each chapter to appoint a representative; however, representation from all chapters is not a requirement. If a chapter does not appoint a specific Interest Group representative, communication will be sent to the Chapter President.



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4.0 COMMUNICATION

- 4.1 The Chair/Co-Chairs will communicate regularly with the members of the Interest Group and are responsible for distributing agendas and other communication to the Chapter representatives and other Interest Group members.
- 4.2 There will be an Interest Group meeting held at each IPAC Canada National Conference, provided an agenda, meeting objectives and estimated attendance are forwarded by the Chair/Co-Chairs to the Executive Director, at least 6 weeks prior to the meeting and are approved for meeting space. The Executive Director will be responsible for notifying the conference planner of those groups that have provided approved documents. Interest Groups that do not forward the requested documentation will not be provided with meeting space.
- 4.3 There will be a meeting of the Interest Group chairs at each IPAC Canada National Conference. This will be chaired by the assigned Director.
- 4.4 IPAC Canada will provide a conference call line for interest groups that are working on a project or wish to have regular telecommunication with interest group members. The maximum time provided is 1 hour for networking or 1.5 hours for project discussion, to a maximum of twice per month.
- 4.5 The Chair/Co-Chairs will provide updates for the Board meetings regarding activities of the Interest Group.
- 4.6 Minutes will be taken of all meetings and will be posted and/or distributed within 30 days.
- 4.7 Each Interest Group is allocated web space, to be coordinated by the IPAC Canada Webmaster.

5.0 INTEREST GROUP QUESTIONS AND ANSWERS

- 5.1 Interest Group Chairs may poll their members with questions relevant to the interest group. This may be done individually or through IPAC Canada's Fluid Survey platform. Responses should be collated and posted to the Interest Group web space through the IPAC Canada Webmaster.
- 5.2 With the permission of the Interest Group, responses will also be posted to IPAC Chat, the online practice question webpage by the Webmaster in order that information can be shared with all IPAC Canada members.
- 5.3 An Interest Group may request the assistance of the Membership Services Office to distribute questions to their members; however, responses must be received by and collated by the Interest Group Chair/Co-Chair and posted as per 5.1 and 5.2