

CALL FOR APPLICATIONS

- 1) IPAC CANADA AUDIT TOOLKIT COMMITTEE
- 2) IPAC CANADA AUDIT TOOLKIT COORDINATOR
- 3) IPAC CANADA AUDIT TOOLKIT REVIEW SECRETARY

IPAC Canada is seeking an Audit Toolkit Coordinator, an Audit Toolkit Secretary and an Audit Toolkit Review Committee (four to six members). Responsibilities of each of these roles are outlined below. Representation from across the continuum of care is preferred, e.g. acute care, long term care, community care, public health, prehospital care, etc., as well as geographic diversity. The committee, coordinator and secretary meet via a monthly conference call except for July, August, and December. Appointees will work with the current Audit Toolkit Coordinator until December 31, 2016.

This is a volunteer committee and no reimbursement or discounts are offered except to the Coordinator and Secretary who will each receive a small honorarium, effective January 1, 2017 (to be determined by Board in December 2016). Expenses related to conference calls will be assumed by IPAC Canada.

1) THE AUDIT TOOLKIT REVIEW COMMITTEE (4-6 members)

Responsibilities of the Audit Toolkit Review Committee:

- An Audit Tool Coordinator will be appointed from membership to oversee the work of the committee (see below)
- Review existing Audit Tools for currency and accuracy on an ongoing basis according to a three-year rotating schedule.
- Refer revised Audit Toolkits to the Standards & Guidelines Committee if changes are significant and affect practice.
- Assist Programs & Projects committee as required in developing membership surveys to assess Audit Toolkit usage and evaluate need for additional Audit Toolkits.
- Liaise with Programs & Projects when recommending additional Audit Toolkits.
- Explore options to enhance the Audit Toolkit.
- An Audit Tool Secretary will be appointed to take meeting minutes and record revisions for input by the Coordinator (see below).
- See policy 4.65 for additional information (Board approval pending).

Qualifications:

- The applicants will have been a member of IPAC Canada for at least three years and will maintain membership during their term(s) on the committee.
- Certification in infection prevention and control (CIC®) is preferred.
- The applicants will have expertise in infection prevention and control, with a minimum of three years of experience.
- The applicants will have experience with working as a team member, with strong collaboration, communication and organizational abilities.
- The applicant has the time, personal commitment and support of their organization to serve IPAC Canada through this position.

Term of Position:

The terms of these positions are three years, with terms of the newly appointed committee staggered to ensure continuity on the committee. Positions commence October 1, 2016. An individual member may apply to serve one additional three-year term, after which there must be a minimum period of three years before that individual can apply again. Reappointment is at the discretion of the Audit Toolkit Coordinator and the Executive Director.

Application must include:

- A letter from applicant indicating they are applying to be a member of the Audit Toolkit Review Committee.
- The letter will indicate the applicant's interest and demonstrate suitability for the position.
- A current curriculum vitae.
- A letter from the candidate's organization indicating support for the candidate's application for the position.

2) THE AUDIT TOOLKIT COORDINATOR

Responsibilities of the Audit Toolkit Coordinator:

- The Audit Toolkit Coordinator is responsible for maintaining the IPAC Canada Audit Toolkit in its entirety, including all Audit Tools and drafts, ancillary documents and resource materials.
- Chairs meetings of the Audit Toolkit Review Committee and provides the committee with all necessary documentation and resources for use in their review.
- Liaises with the developer of the Audit Tool app to ensure that tools have been properly loaded to the app.
- Provides the developer of the Audit Tool app with current versions of new and revised audit tools.
- Act as resource for questions or concerns about Audit Toolkits raised by IPAC Canada members.
- Provides regular written reports to the Board through the Executive Director.
- See policy 4.60 for additional information. (Board approval pending)

Qualifications:

- The applicant is a current member of IPAC Canada and maintains their membership during their term in the position.
- The applicant is an Infection prevention and control professional (ICP).
- Certification in infection control (CIC®) is required.
- The applicant has a minimum five years of experience in infection prevention and control in a healthcare setting is required.
- Advanced computer skills, particularly proficiency with Word and Adobe forms, would be an asset.
- The applicant has written communication skills, including proficiency with language, grammar and spelling.
- The applicant is an organized and capable planner, ability to maintain timelines, has attention to detail and is thorough.
- The applicant has the time, personal commitment and support of their organization to serve IPAC Canada through this position.

Term of Position:

The term of this position is three years, commencing October 1, 2016. The incumbent may apply to serve one additional three-year term, after which there must be a minimum period of three years before that individual can apply again. Reappointment is at the discretion of the Board of Directors and the Executive Director.

Application Must Include:

- A letter from applicant indicating they are applying to be the Audit Toolkit Coordinator.
- The letter will indicate the applicant's interest and demonstrate suitability for the position.
- A current curriculum vitae.
- A letter from the candidate's organization indicating support for the candidate's application for the position.

3) THE AUDIT TOOLKIT SECRETARY

Responsibilities of the Audit Toolkit Secretary:

- Coordinates and records meetings of the Audit Toolkit Committee.
- Revises and reformats (if required) revised audit tools.
- Posts final version to the website
- Inputs and formats new audit tools as directed by the Programs & Projects Committee.
- Provides additional support to the Audit Toolkit Coordinator as required.
- See policy 4.61 for additional information (Board approval pending)

Qualifications:

- The applicant is a current member of IPAC Canada and maintains their membership during their term in the position, OR
- Is an administrator in an infection prevention and control setting.
- Minimum three years of experience in infection prevention and control setting.
- Advanced computer skills, particularly proficiency with Word and Adobe forms.
- Written communication skills, including proficiency with language, grammar and spelling.
- Organized and capable planner, ability to maintain timelines, has attention to detail and is thorough.
- The applicant has the time, personal commitment and support of their organization to serve IPAC Canada through this position.

Term of Position:

The term of this position is three years, commencing October 1, 2016. The incumbent may apply to serve one additional three-year term, after which there must be a minimum period of three years before that individual can apply again. Reappointment is at the discretion of the Audit Toolkit Coordinator and the Executive Director.

Application Must Include:

- A letter from applicant indicating they are applying to be the Audit Toolkit Secretary.
- The letter will indicate the applicant's interest and demonstrate suitability for the position.
- A current curriculum vitae.
- A letter from the candidate's organization indicating support for the candidate's application for the position.

Applications must be received no later than **September 15, 2016**

Applications to be forwarded by email to info@ipac-canada.org .

Subject line must be: Application for Audit Toolkit (indicate if applying for Committee, Coordinator or Secretary)