



IPAC Canada Online Novice Infection Prevention and Control Course
Position: Discussion Forum Facilitator, Module 1

IPAC Canada is currently seeking an individual to act as a Discussion Forum Facilitator for Module 1 of the IPAC Canada Novice Infection Prevention and Control (IP&C) online course. Details of the course can be found on the IPAC Canada website.

Module 1 Introduction to Infection Prevention and Control (6-week module with the last week assigned to the take home exam. Start date: September 11, 2016): History of IP&C; IP&C Roles and Responsibilities; Teamwork in IP&C; Policies and Procedures; Ethical Practice in IP&C; Teaching and Persuasion; Preparation for Teaching; Introduction to PowerPoint; Chain of Infection; Hierarchy of Controls; Routine Practices and Additional Precautions; Hand Hygiene; Personal Protective Equipment

Under the terms of this agreement, this is a limited contract for which the Facilitator will be paid \$27.00 per hour for services rendered, inclusive of all taxes and overhead, together with reimbursement of authorized reasonable expenses. It is anticipated that the position will require 10-12 hours per week for each week of the module, including preparation time, but that will vary according to grading/discussion requirements.

Position responsibilities:

- Moderate the module's Discussion Forum, in collaboration with the Module Instructor
- Facilitate discussion by students enrolled in the course
- Keep student Discussion Forum active and interesting
- Provide clarification and answer questions posed by students on course materials and assignments
- Provide feedback to instructor on quality of student postings
- Grade students' participation in the Discussion Forum
- Provide timely and individualized feedback to students

Qualifications: The ideal candidate for this position would be an Infection Prevention and Control Professional. Applicants should be currently practicing in the IP&C field, with at least five years' full-time experience in the last eight years. Preference will be given to candidates who hold a current CIC® and have experience in the education of ICPs. E learning experience with Blackboard would be preferred but training will be provided by the Course Coordinators. The candidate will have excellent communication (written and verbal) and organization skills, and be able to work with students and discussion forum facilitators from diverse settings. The successful candidate is expected to be an IPAC Canada member.

More Information: Additional information can be obtained by contacting the Course Coordinators - Heather Candon or Jane Van Toen at basicde@ipac-canada.org.

Submission of Application:

Candidates must submit a letter detailing their qualifications, along with a resume and at least two current references via email by **May 31, 2016** to basicde@ipac-canada.org. Applicants will be notified of the final decisions by the end of June. Applications are not retained once a position is filled, therefore previous applicants who are still interested should reapply.