



IPAC Canada Online Novice Infection Prevention and Control Course
Position: Instructor – Module 4

IPAC Canada is currently seeking an individual or individuals to instruct Module 4 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. The work of the Module Instructors will commence three months prior to the start date of the relevant module and continue for two weeks following the end date of the module.

Module 4 – Surveillance (5-week module from February 12 to March 10 2017). A variety of topics are covered in the content, including but not limited to Concepts of Epidemiology; Purpose and Types of Surveillance; Data Collection and Management; Data Analysis and Interpretation; Communication Surveillance Results. The final week is allocated for a take-home exam. Although time commitments vary over the course of the contract, Instructors should expect to devote an *average* of 15-20 hours a week. Workload will be heaviest during the preparation and exam-grading weeks of the module.

The course material (before and after editing) is the property of IPAC Canada and cannot be used by the Module Instructor outside of the course.

Duties of position:

- Conduct a complete detailed review of the module material and update and revise content as necessary, in consultation with the Course Coordinators. **This task is expected to commence on December 1, 2016.**
- Set discussion questions, assignments and exam content for the module
- Grade assignments and exams, and provide timely feedback to students
- Participate in the module Discussion Forum, in collaboration with the Discussion Forum Facilitator
- Correspond with students and faculty, and resolve problems as necessary

The Module Instructor has overall responsibility for the module. The Module Discussion Forum Facilitator is responsible for moderating and grading the discussion. The Course Coordinators are responsible for maintaining the course website and providing orientation and support to the Module Instructor and Discussion Facilitator.

Qualifications: The ideal candidate for this position would be an Infection Prevention and Control Professional. Applicants should be currently practicing in the IPAC 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.

Remuneration: Under the terms of this agreement, this is a limited contract for which you will be paid \$3,000.00 in total for services rendered, inclusive of all taxes and overhead, together with reimbursement of authorized reasonable expenses, such as the text book.

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.