



Education Committee Terms of Reference

Revised October 2018

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**PURPOSE:**

The Infection Prevention and Control Nova Scotia (IPAC NS) Education Committee is a forum for active IPAC NS members to assess and identify the educational needs and build capacity in infection prevention and control (IPAC) through the development and coordination of educational opportunities.

**GOVERNANCE AND REPORTING:**

- The Education Coordinator acts as chair of the Education Committee and reports to the IPAC NS Executive.
- All financial decisions will require the approval of the IPAC NS Executive.
- The Education Coordinator will represent IPAC NS on the IPAC Canada Education Committee (exclusive of the core committee members)
- Updates on Committee activities will be provided by the Education Coordinator at IPAC NS Chapter general meetings.

**FUNCTIONS:****Assessment and Consultation**

- Consults with IPAC NS membership to identify the educational needs of both IPAC NS members and infection prevention and control partners external to IPAC NS.
- Coordinates internal and external resources to deliver the education (i.e. experts within IPAC NS membership or experts outside of IPAC NS).
- Based on the target audience and learning material, determines the best method to deliver the education.

**Planning and Implementation**

- Plans, coordinates and delivers the annual educational symposium under the guidance of the Education Coordinator (certain annual exceptions may occur as deemed appropriate by the IPAC NS Executive). Committee members will assume the roles and responsibilities required for conference planning (see Appendix A).
- Develops a plan to best meet educational needs (i.e. education sessions at general meetings, day long learning events or workshops).
- Plans and coordinates other educational opportunities as deemed appropriate.
- Post the upcoming year's educational sessions to the IPAC NS website.

- Perform an annual needs assessment in the fall of each year.

### **Evaluation**

- Receives, analyzes and reports on the evaluations received from attendees at the annual educational symposium.
- Uses evaluations to improve on future educational symposiums.
- Shares the evaluation results with stakeholders as deemed appropriate or upon request such as individual presenters, IPAC membership, or event planners associated with the venue.
- Receives feedback from IPAC membership and Executive regarding educational sessions presented at IPAC general meetings and explores methods to formally evaluate such sessions.

### **MEMBERSHIP:**

The committee will consist of 10 members including:

Three IPAC NS Executive members:

- 1) Education Coordinator (acts as chair of the Education Committee)
  - 2) Treasurer
  - 3) Past President
- \*President (ex-officio member)

Seven additional members:

- 1) Continuing Care Representatives (2) (LTC, rehabilitation center, residential care facility or group home)
- 2) Acute Care Representative (2)
- 3) Members at Large (3) - (1 Vendor/ and 2 Community Representatives (home care, public health, pre hospital care such as EHS or first responder). If unable to fill the 2 community roles with current membership- the members at large may come from other areas such as acute care, pediatrics, Long term care, etc.

\* Executive has the ability to alter the membership of the Education Committee based on the availability of voluntary members to meet specific roles of committee members

Membership on the committee will be a two-year term. Members may opt to renew if there is no interest from another member. Terms will begin in January following an election year.

Membership will be determined through an expression of interest form that is sent to the IPAC NS membership prior to the beginning of the term. In the event that the interest exceeds availability, the IPAC NS Executive will review the forms and make the final decision based on scoring criteria for the expression of interest (see Appendix B).

Members who express interest and/or are selected are aware and committed to serving on this active committee with the expectation of being able to attend 75% of the meetings in person or other means.

**QUORUM:** At least 6 members must be present, one of which must be an executive member (50% plus 1 rule)

**EDUCATION COORDINATOR AND SECRETARY:**

Education Coordinator – IPAC NS elected position

Secretary – Will be appointed by the Education Coordinator

**MEETINGS:** Minimum 5 per year and at the discretion of the Education Coordinator

**APPENDIX A:**Annual Education Symposium: Member Roles and Responsibilities:

<b>Role</b>	<b>Number of people</b>	<b>Job description</b>
Education Coordinator	1	<p>This role assumes the position of chair of the education committee and is responsible for planning meetings, sending out agenda pre meeting, supporting the committee members in their roles.</p> <p>Responsibilities include organizing members for speaker introduction and room monitors for the various presentations. The facilitator will be responsible for communicating with hotel staff issues such as noise and room temperature during speaker presentations.</p> <p>The Education Coordinator may appoint a co-chair if required.</p>
Venue Liaison, Catering & AV Support	1	<p>Responsibilities include contacting the venue of choice for the conference, securing the contract and being the main contact for the hotel. Working out details of the contract such as number of rooms to be booked, pricing, release dates, conference room organization, menu selections etc.</p> <p>This person is responsible for selecting and ordering the food for conference meals and breaks and the wine &amp; cheese reception. This person will communicate directly with the hotel contact who will determine ordering dates and final deadlines.</p> <p>Responsible for arranging and booking AV support.</p> <ul style="list-style-type: none"> <li>• Work with the AV tech to ensure speakers have the proper equipment they need.</li> <li>• Securing presentations prior to the conference for the AV tech.</li> </ul>
Speaker Liaison	1	<p>Responsibilities include securing a list of contact information once speakers are finalized. Speakers must provide a biography of themselves for introduction purposes and a signed consent. A list of payment/ stipend amounts must be forwarded to the treasurer prior to the conference. The speaker liaison is responsible for writing thank you cards for each speaker with payment to be given to the speaker after their presentation. Includes flight arrangements, hotel room requirements and relay this to venue liaison for booking purposes)</p>

Vendor Liaison	1	<p>This person makes contact with potential vendors for participation in the trade show portion of the conference. There is a master list of companies and contacts to work from, but new vendors are always welcome if they have an IPAC related product or technology. This person makes initial contact supplying vendors with a letter of information about the conference, directs their payment to the treasurer, approaches vendors about potential donations for the ticket auction portion of the wine and cheese reception, facilitates vendor set up at conference time, and deals with any questions or concerns a vendor may have.</p> <p>Responsibilities include working directly with the vendor liaison to secure items for the conference bags given to attendees the day of arrival. These items are most often donated by various vendors as are the bags themselves.</p>
Brochure development and mail-out	1	<p>This person is responsible for the conference brochure development and revisions as the planning progresses. The brochure should be sent out to Education Committee members throughout the planning process for feedback. Once the brochure is finalized (usually a target date of mid-August) it should be circulated by a variety of mediums including mail, electronic, posted on the IPAC NS website etc. This person is responsible for doing the 'mail out'. List of contacts to include IPAC NS membership, VON, schools of nursing, medicine, dental, EHS, and other identified groups.</p> <p>This person is responsible for developing a poster or brochure (to be included in the final conference brochure) soliciting IPAC NS members for a poster presentation for the wine and cheese reception. Poster displays are set up during the W&amp;C. Depending on how many applications are received, it may be decided to hold a 'vote for your favorite poster' and have a prize for the winner, or if a minimal amount of entries, have a small token for each of them.</p>
Conference Packages	1 (additional committee members to assist with bag stuffing the day/night before conference)	<p>Responsibilities include putting together attendee and vendor folders and their contents including agenda, certificates, name tags, evaluations, promotional materials, note paper and any other folder items required. Contents of folders may vary year to year and will be decided upon during the planning stages.</p> <p>Print different evaluations on different colored paper.</p>

Ticket Auction	1-2	Responsibilities include securing prizes for the auction, preparing ticket envelopes, preparing auction display table, selling tickets, dispersing prizes at the time of auction, tallying cash at end of auction and passing this to the treasurer for deposit. The ticket auction organizer should also secure a cheque for the donation and forward it to the charity of choice with a letter from IPAC NS following the conference. Needs to prepare a short power point to play during lunch and break.
Registration	1	Needs to be led by the Treasurer.  Responsibilities include receiving registrations from attendees and vendors, depositing funds, keeping the chair and Executive apprised of registration numbers.
Registration Desk	Treasurer plus the member responsible for the conference packages	Needs to include the Treasurer.  Typically the person responsible for accepting conference registration organizes the registration desk and secures a few members to help on the first day of the conference. Responsibilities of the registration desk include passing out folders and conference bags as attendees arrive. Some payments are usually accepted on arrival and receipts may have to be issues. The registration desk on day 2 does not require as many staff as most register the first day, but someone should be there for attendees as this is often the place that people go to ask questions/ inquiries.
Conference Evaluation	1 (because this role begins late in the conference planning year, other roles as listed above will be assigned to this person)	Reviews the conference evaluation forms on an annual basis and recommends changes to the Education Committee as required.  Ensures that the evaluations are available in advance of the conference to the person who is in charge of the conference packages.  Collects the evaluations at the end of the conference and tabulates the responses by the end of January in the year following the conference.  Completes a conference evaluation report for the Education Committee members.

1. It should be noted that some of these roles are more intensive than others and a committee member can take on more than 1 role if they have the time commitment.
2. Each of these roles is responsible for providing an update for the Education Committee meetings.

## APPENDIX B

**Expression of Interest Form for Education Committee Membership**Responsibilities:

- Assists with the coordination, planning and deliverance of the annual educational symposium and education sessions presented at the IPAC general meetings under the guidance of the Education Coordinator.
- Assumes one or more of the roles and associated responsibilities required for conference planning (see Terms of Reference for IPAC NS Education Committee)
- Attends 75% of the education committee meetings in person or other means.
- Completes a minimal two-year term on the education committee.

Requirements:

- Must be committed to lifelong learning and have an understanding of the principles of adult teaching and learning.
- Willingness to work hard and able to balance the demands of the education committee work and assigned roles(s) along with the requirements of the individual's regular job.
- Must be (position to be determined by the Education Coordinator):
  - Continuing Care Representative (i.e. LTC, rehabilitation center, residential care facility or group home)
  - Acute Care Representative
  - Members at Large (vendor/other)
  - Community Representative (i.e. works in home care, public health, EHS, first responder)



To be completed by the applicant

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Number of years in IPAC NS: \_\_\_\_\_

Please attach a short narrative describing your past experience relative to this role and the nature of your interest in the Education Committee (maximum 300 words).

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

*Forward (fax or email) this completed form and narrative to the Education Coordinator by the date and method specified in the call for expression of interest announcement.*

Executive Review: Narrative Score: \_\_\_ / 6 Approved for Position: Y N

Comments re decision: \_\_\_\_\_