

## CHICA-CEO Meeting

18 June, 2013

Location: Ross Memorial Hospital, Lindsay

### Agenda:

1. **Call to Order**, Introductions & Welcome
  - a. **Attending:** Denise Kearsey, Janessa McGuire, Teri Murduff, Sharon Connell, Myonne Allan, Leanne Harding, Aryk Zubryeki, Michelle Duglais
2. **Approval of the Agenda** ✓
3. **Approval of Previous minutes** (18 April, 2013) ✓
4. **Education**- CHICA conference- Ottawa
  - a. Global Patient Safety:
    - i. Make it easy!
      1. Can be applied to hand hygiene, urinary catheter UTI,
    - ii. All about being respectful of people's time. Clear communication, easily followed
  - b. Facility Design:
    - i. Talk re: reading blueprints 101
    - ii. Did you know? Blue prints don't tell you if the design meets specifications.
    - iii. No standard for legends
  - c. CSA
    - i. Shall: must be done
    - ii. Should: good idea, optional
    - iii. Recommendation: build for today AND the future
    - iv. Delivery model: include IPAC in very early stage
    - v. Have an ongoing committee that will discuss construction and renovation. This is in the new guidelines.
  - d. Webmaster meeting
    - i. Name change- We need to change the CHICA CEO name and logo
    - ii. Utilize social media (facebook and twitter)
    - iii. Advertising:
      1. Support our industry members
    - iv. Policies
      1. Need an archive (webpage is not an appropriate place for this archive. Need a backup)
      2. CHICA CEO (*to do*)- small committee to meet in person and review what to archive. (Denise, Teri, Leanne)
  - e. Environmental Interest Group
    - i. Purpose: geared for the ICP.
      1. Guidelines for reusable equipment that travels.

- 2. Evaluate various cleaning products
  - ii. Meet yearly in person (annual conference) as well as 3 other times by email/webinar
- f. Changes in VRE screening
  - i. Some facilities have stopped. What is the impact on those who are continuing?

## 5. Treasurer's update

- CHICA's finances are in good standing- nationally and locally
- Balance \$3,018.58
- Expenditure:
  - CHICA AGM meeting: President- Denise \$750, Sharon (scientific committee member) \$500, Other members - \$250 each
    - Members who attended the conference: Teri, Sharon, Leanne, Denise, Barb
    - Above mentioned to send an email to Sharon and Denise to verify attendance and a small paragraph on why you would like funding.
  - This support needs to be worked into an annual budget. May not be feasible every year.
    - CHICA CEO (*to do*)- Prepare a budget for next year
  - Going forward, Sharon to submit HST for Chapter annually
  - Fundraising/ increase Chapter's financial:
    - Most Certified award: those being certified or re-certified in the 2013 year to send email to Denise or Janessa
      - Janessa to add this to communications
    - Chapter involvement: Have you done something great/new for IPAC? Send us your pictures and a short summary. Send to Secretary and President
      - Janessa to add this to communications
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## 6. Business arising

### 6.1 CHICA display at the Lakeridge Health education day

- Date: November 21, 2013
- No fee for Chapter- Agreed by Lakeridge Health
- Information needs to be organized for the day
  - Pamphlets, slides (during break periods), poster and items for goodie bags
  - Subcommittee- Teri, Janessa, Leanne, Denise and Sharon
- Suggestion: (Teri)- provide information on the role of the ICP. Possibly create a slide show using pictures of various activities of an ICP and show at breaks through the day.

### 6.2 Chapter meeting in the fall:

- CEO RICN and OTN

### **6.3 Name change:**

- Membership voted in favour of the motion to adopt the new name 'Infection Prevention and Control Canada,' however there was some controversy over the acronym to be used and how it was presented prior to the vote (IPCC rather than IPAC) but it was settled in the end to be IPAC Canada. The process will now begin to change the association branding, including submitting the new name to Corporations Canada, Industry Canada and the Canada Revenue Agency.

## **7. New Business**

### 7.1 President review

- Apply for awards next year
- 36% of practicing ICPs are CIC

### 7.2 Review of Committees: Interest Group

- Should we send this out to the membership to find who is on each?

### 7.3 Send membership list to the executive group

## **8. Round Table Discussion- Networking**

- Conference: Presenting?
- ICP position for Lakeridge Health

## **9. Next meeting**

To be held at the Oshawa Centre, RICN CEO office, including use of OTN for members who are unable to travel.

Date: 15 October 2013

## **10. Adjournment**

11 40 hours