

# Policy and Procedure Manual

<b>Approved by the Board of Directors:</b>	August, 1989
<b>Draft:</b>	October, 1993
<b>Reviewed:</b>	April, 2011

Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter

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**Category:**            **Subject:**

**I. Officers**            ***Composition (Policy No: I-A)***

**Composition**

Officers are composed of the President, President-elect, Treasurer, Secretary and Membership Secretary. *See Bylaws for terms of office.*

**Responsibility**

1. Officers shall perform the duties prescribed in the bylaws and policies and as prescribed by the Board of Directors.
2. In addition to those duties, officers are responsible for conducting the business and management functions of the organization.
3. All terms of office shall begin at the first Board of Directors meeting of the calendar year.  
(Bylaws)

Approved:            **January, 1999**  
Revised:            **March, 1999**  
Reviewed:           **January, 2009**

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**Category: I. Officers      Subject:**  
**President (Policy No: I-B)**

**Responsibility**

1. Is directly responsible to the Board of Directors (BOD). (Bylaws)
2. Assures that the Strategic Plan is reviewed annually and updated as needed or every 4 years in accordance with the National APIC Strategic Plan.
3. Appoints members and chairpersons to committees immediately following the election in October prior to their year of service the following January.
4. Appoints and terminates special committees as necessary.
5. Delegates committee activities (Bylaws)
6. Presides at all BOD meetings and business meetings of the association. (Bylaws)
7. Acts as an ex-officio member of all committees except the Nominating Committee.
8. Represents APIC Palmetto at meetings of other organizations or designates an alternate.
9. Coordinates membership communications with the aid of the Recording Secretary and the Communications Committee chairperson.
10. Directs relevant information from National APIC to the Board of Directors.
11. Attends the National APIC Educational Conference Chapter President's meeting or assigns the responsibility to another attendee.
12. Updates the Willingness to Serve (WTS) form and sends it to the Nominating Committee and webmaster prior to the fall election process.
13. Notifies all candidates and National APIC (see form) of election results by telephone within one (1) week after the election date and before general disclosure of election results. Telephone contact will be followed up with a letter or e-mail to the individual of the results.
14. Serves as Past President on the BOD for one year following their term.

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                             **July, 2006**  
                             **August 2009**  
Reviewed:           **January, 2009**

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**Category: I. Officers      Subject:**  
***President-Elect (Policy No: I-C)***

**Responsibility**

1. Prepares to assume the office of President. (Bylaws)
2. Fills the office of President as is entitled or should the office become prematurely vacant. (Bylaws)
3. Performs the duties of the President in his/her absence or incapacity.
4. Performs duties as directed by the President.
5. Serves as Parliamentarian.
6. Serves as member or chair of Program Committee

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                             **July, 2001**  
                             **July, 2002**  
Reviewed:           **January, 2009**

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**Category: I. Officers      Subject:**  
***Past President (Policy No: I-D)***

**Responsibility**

1. Is a member of the Board of Directors for one year after their term as president. (Bylaws)
2. Acts as an advisor and performs duties as directed by the President.
3. Represents APIC Palmetto at meetings as directed by the President.
4. Acts as historian for the organization.
  - a. Chronicles pictures of events on the website.
  - b. Provides a pictorial account of the annual state conference.
  - c. Takes a pictorial account at other chapter functions when possible.

Approved:                    **October, 2009**  
Revised:

Reviewed:

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**Category: I. Officers      Subject:**  
**Treasurer (Policy No: I-E)**

**Responsibility**

1. Manages and/or oversees the financial affairs of APIC Palmetto. (Bylaws)
2. Keeps an organized system of record keeping.
  - a. Cash receipts documents
  - b. Cash disbursement documents
  - c. Bank statement
  - d. Financial reports
  - e. APIC National/treasurer documents
  - f. Audit/tax exempt information
  - g. Financial statements are kept forever. (See Retention of Records). All other records are kept for 5 years.
  - h. Records are passed on to the incoming treasurer and the new treasurer purges records older than 5 years.
3. Is chairperson of the Finance Committee and is a member of or consultant to any other committee having to do with monies of APIC Palmetto. (Bylaws)
4. Oversees the preparation of periodic financial statements and the annual budget, incorporating budget proposals from each committee chair; to be presented to the BOD for approval. (Bylaws)
5. Reviews financial affairs as necessary with legal counsel and/or accountant. (Bylaws)
6. Is bonded through the National Association. (Bylaws)
7. Orients new treasurer appropriately.
8. The Treasurer using accepted accounting methods provided by the National office will keep financial records of APIC-Palmetto. (See "Retention of Records").
9. Financial reports of APIC Palmetto shall be submitted to the National office quarterly.
10. Financial records of APIC-Palmetto shall be made available to National APIC for auditing upon request.

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                          **April, 2011**  
Reviewed:          **January, 2009**

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**Category: I. Officers      Subject:  
Secretary (Policy No: I-F)**

**Responsibility**

1. Records, transcribes, and distributes minutes of all official Association meetings, such as Board of Directors (BOD) meetings. (Bylaws)
2. Submits minutes to the President within 30 days after meetings.
3. Submits minutes to the BOD 30 days prior to the next meeting.
4. Preserves correspondence, reports, records, and archives of APIC Palmetto in a permanent file. (See "Record Retention")
5. Transfers files to his/her successor.
6. Assists the President in communications to the membership.

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                          **July, 2001**  
Reviewed:          **January, 2009**

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**Category: I. Officers      Subject:**  
**Membership Secretary (Policy No: I-G)**

**Responsibility**

1. Maintains accurate records of the membership. (Bylaws)
2. Chairs and oversees duties of the Membership/Mentoring Committee. (See Membership/Mentoring Committee)
3. Keeps a current membership list available upon request by members. (See "Use of Membership List")
  - a. Provides the Nominating Committee with a list of eligible voters for the election.
  - b. Assures provision of mailing labels for organizational functions.
4. Submits committee reports to the BOD at each BOD meeting.
  - a. Reports include both membership data and committee activities.
5. Submits an annual membership report at the annual business meeting.

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                          **July, 2003**  
                          **July, 2011**  
Reviewed:          **January, 2009**

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**Category: I. Officers      Subject:**  
**Directors (3) (Policy No: I-H)**

**Responsibility**

1. Is elected for a term of 2 years by the membership at large.
2. Attends Board of Directors meetings to offer advisement and participate in decision making for the organization.
3. Performs duties as directed by the President.
4. One director should be elected from each region.
5. Each director represents their APIC Palmetto region and serves as liaison between the region and the BOD.
6. The directors promote two way communication between their regions and the BOD.
7. Each director promotes the organization of regional meetings in their APIC Palmetto region. The degree of organization within each region is at the discretion of the regional membership.
8. For the purpose of communication, each Director obtains a membership list for their region from the website or the membership secretary. The directors will assist the membership secretary with maintaining an accurate list of regional membership.
9. The directors will serve as members of the Communications Committee as outlined in policy VII-I.

Approved:            **January, 1999**  
Revised:            **March, 1999**  
                          **July, 2002**  
                          **October, 2009**  
                          **January, 2010**  
Reviewed:          **January, 2009**

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**Category:**  
**II. Board of Directors and Executive  
Committee**

**Subject:**  
***Responsibility (Policy No: II-A)***

**Policy**

1. The governing body of the chapter shall be the Board of Directors. An Executive Committee composed of the President, the President-elect, and Treasurer is authorized to make decisions to ensure the continuous functioning of the Chapter between Board meetings,

**Responsibility**

2. The Board establishes policy, establishes a strategic plan, directs the activities of the elected officers and committees (both elected and appointed), and through the voting process approves all actions pertaining to the business of the Chapter. The Board shall submit an accounting of all activities and decisions for ratification at each meeting of the Board of Directors.

**Composition**

The Board shall consist of: President, President-Elect, immediate past President, Treasurer, Recording Secretary, Membership Secretary and 3 Directors. (Bylaws)  
Committee Chairs will attend Board meetings as a function of their committee responsibilities.

**Procedure**

1. Attendance of chapter officers and directors is required at all Board meetings and official functions of the Chapter. Requests to be excused shall be sent as soon as possible to the President.
2. At least 14 days notice is required prior to BOD (Board of Directors) meetings. (Bylaws)
3. Two thirds of the board (6) shall constitute a quorum. (Bylaws)
4. The Board of Directors will meet at least twice during the calendar year. The annual meeting shall be prior to the annual meeting of the membership at the annual educational conference. (Bylaws)
5. Special meetings may be called by the President or at the discretion of the Board.
6. Projects or official acts undertaken by an individual, official or committee for the Chapter must have prior authorization by the Board.
7. The BOD without a meeting may take action if the total membership of the BOD consent in writing to such action. The consent shall be filed with minutes of the proceedings of the BOD.
  - a. Mail and/or Telephone Ballots: Board members are required to vote in all mail and/or telephone ballots initiated by the President for decisions on business of the Chapter. Reasonable deadlines will be given for returns of mail ballots.
8. Reports required for any Chapter or Board meeting shall be submitted by the deadline established by the President.
9. The Board reviews committees' and officers' reports and makes recommendations concerning committee activities. (Bylaws)

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10. Norms for effective team dynamics in meetings:
- a. Meeting agenda is reviewed at the beginning of the meeting.
  - b. This list of norms will be reviewed at each meeting.
  - c. Time is allotted for recognition of self and others at each meeting. (This is a time to thank other team members for input, assistance, good work, etc. done since the last meeting.)
  - d. The presiding officer (President, Chairman, etc.) will recognize each speaker in turn.
  - e. A timekeeper is used and is responsible for keeping discussions within the designated time limits.
  - f. Side conversations are discouraged. Team members and/or the presiding official will remind the group as necessary.
  - g. The team as a whole is responsible for observing the discussion process and ensuring that all team members are able to participate.
  - h. Any team member can call for a "round-robin" discussion process at any time. This is particularly useful in sticky and controversial issues. Each member on a one by one basis consecutively around the table must comment, add points to the discussion, express an opinion or "pass".
  - i. Issues can be placed in the parking lot if the issue cannot be resolved amicably at the time. Parking lot issues will be discussed at a later time as agreed on by the team.
  - j. If a decision cannot be reached, the team may elect to send the issue to a subcommittee to work out a compromise to be reintroduced to the group later.
  - k. Once a decision is reached, all members will support the decision.
  - l. No team member should discuss the team conflicts outside the meeting.

Approved:	<b>August, 1989</b>
Revised:	<b>July, 1995</b>
	<b>March, 1999</b>
	<b>July, 2005</b>
	<b>October, 2009</b>
	<b>April 2011</b>
Reviewed:	<b>January, 2009</b>

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**Category: II.  
Board of Directors**

**Subject:**

***Responsibilities for Policies (Policy No: II-B)***

**Policy**

A policy may be initiated and submitted in writing to the Board of Directors by any Board member or committee chairman.

**Procedure**

1. The Board shall:
  - a. Develop and/or direct the Bylaws/Policy Committee to improve written policies and procedures which interpret and implement decisions made by the Board of Directors.
  - b. Review and act upon all newly drafted policies and/or newly drafted revisions initiated and submitted in writing by a Board member or committee chairman.
  - c. Review policies to assure that all changes have been accurately written into policy and that all policy is being followed.
  
2. Distribution:
  - a. Board members and committee chairmen shall have a PDF or hard copy of the Policy and Procedure Manual and bylaws and any approved new policies or revisions.
  - b. One master copy of the above in electronic Word format shall be kept by the President to be passed on to his/her successor.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1991</b>
	<b>January, 1999</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>July, 2002</b>
	<b>July, 2003</b>
	<b>October, 2009</b>
Reviewed:	<b>January, 2009</b>

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**Category: II.  
Board of Directors**

**Subject:**

***Transition of Officers and Directors (Policy No: II-C)***

**Policy**

Officers and directors will assume office at the first Board meeting of the calendar year. This meeting will take place in January.

**Procedure**

1. Voting at the Board meeting where officers and directors change shall be as follows:
  - a. Outgoing Board votes on old business with outgoing President presiding.
  - b. Incoming Board votes on new business with incoming President presiding.

Approved: **August, 1989**  
Revised: **October, 1995**  
**March, 1999**  
Reviewed: **January, 2009**

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**Category: II.  
Board of Directors**

**Subject:**

***Reimbursement of Expenses (Policy No: II-D)***

**Procedure**

1. Expenses for official Board functions shall be determined and reimbursed according to the criteria approved by the APIC-Palmetto Board.
2. Reimbursement for all approved expenses will be made on an individual basis only.
3. Mileage for Board meetings may be reimbursed. (See "Budgeted and Non-budgeted Expenses").
4. The completed reimbursement form and receipts shall be submitted to the Treasurer at the next Board function.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1991</b>
	<b>October, 1995</b>
	<b>March, 1999</b>
	<b>April, 2011</b>
Reviewed:	<b>January, 2009</b>

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**Category: II.  
Board of Directors**

**Subject:**

***Use of Chapter Membership List (Policy No: II-E)***

**Policy**

1. The Board of Directors shall govern use of the Chapter Membership List. The membership list shall not be routinely released to industry.
2. An Attendance list of the Fall Educational Meeting attendees excluding home phone numbers may be given to vendors at the conference upon request.

Approved: **August, 1989**  
Revised: **October, 1995**  
**March, 1999**  
**April, 2011**  
Reviewed: **January, 2009**

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**Category:** **Subject:**  
**III. Budget and Finance**    ***Budgeted and Non-Budgeted Expenses (Policy No: III-A)***

**Budgeted Expenses**

1. Items which are provided for in the approved budget shall be paid upon submission to the Treasurer of the appropriate invoices, expense vouchers, or statements supporting the expenditures.
2. The appropriate reimbursement forms and receipts shall accompany requests for reimbursement.
3. Mileage may be paid at \$0.485 per mile if requested for approved Board and Committee meetings and whenever payment for travel is appropriate for approved purposes as determined by the Executive Committee. Mileage reimbursement rate will be re-evaluated no less than every two years. Phone and teleconference services should be used as much as possible.

**Non-Budgeted Items and Budget Increases**

1. Non-budgeted expenditures and budget increases require prior approval of the Board of Directors.
2. Non-budgeted expenditures and budget increases, which cannot be deferred to the next Board meeting, may be approved by the Executive Committee and ratified by the Board.
3. Requests for increases in the existing budget shall not be considered by the Board except in an emergency unless that increase has been submitted prior to the request to the Finance Committee and the Executive Committee with documentation normally required during the regular budgetary process.

Approved:            **August, 1989**  
Revised:            **October, 1995**  
                          **August, 1997**  
                          **March, 1999**  
                          **July, 2004**  
                          **July, 2005**  
                          **April, 2007**  
                          **January, 2010**  
                          **April 2011**  
Reviewed:            **January, 2009**

**Association for Professionals in Infection Control and Epidemiology  
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**Category: III.  
Budget and Finance**

**Subject:**

***Withdrawal and Disbursement Authorization (Policy No: III-B)***

1. The Treasure and/or the past Treasurer shall be authorized to sign for all cash withdrawals and disbursements.
2. If needed, the Board of Directors shall determine the number of signatures required on withdrawals and disbursements.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1995</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>January, 2010</b>
Reviewed:	<b>January, 2009</b>

**Category: III.  
Budget and  
Finance**

**Subject:**

***APIC National & Palmetto Educational Meetings (Policy No: III-C)***

**National APIC Educational Conference**

1. The Chapter shall furnish up to \$1100.00 for the President, \$900.00 for the President-elect, and \$1000.00 for the Treasurer, as designated by the Board to attend the National APIC Education Conference. At Board's discretion, funds may be disbursed to other members if officers cannot attend. Additional funding needed for APIC National attendance may be voted upon by the Board. This will be addressed annually and adjusted as the Board see fit.

In the event that one of the above officers cannot attend, the Board may opt to appoint a designee, who in return will attend meeting(s) applicable to the officer unable to attend at the National level. Information will be reported back to the officer by the designee.

2. Monies shall be dispersed upon presentation of receipts and appropriate reimbursement form.

**APIC-Palmetto Annual Educational Conference**

1. Expenses shall be included in the Conference budget for the current year's Program Committee members as follows:
  - a. Registration fee shall be waived or reduced.
  - b. Mileage shall be paid for committee meetings. (See "Budgeted and Non-budgeted Expenses")
2. The Program Committee shall submit recommendations concerning waiver or reductions to the Board of Directors.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1995</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>July, 2005</b>
	<b>November, 2007</b>
	<b>January, 2009</b>
	<b>April 2011</b>
Reviewed:	<b>July, 2003</b>

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**Category: III.  
Budget and Finance**

**Subject:**

***Compensation of Members who Present Formal Presentations  
to Membership during Educational Offerings– (Policy No. III-  
D)***

1. All APIC-Palmetto Members who attend the educational event are expected to pay registration fees associated with the event except Planning Committee members.
2. Members who are asked to prepare and present formal presentations to the membership during an educational event may be offered the following:
  - A. Members who are self-employed, employed by a consulting, advisory, or commercial, for profit entity may be paid their usual honorarium/speaker's fee, in keeping with expenses covered for all other speakers for the event.
  - B. Members who are employed at healthcare facilities and present case studies or practice experience scenarios may be reimbursed 1/2 off the conference registration, or 1 night lodging. (typically \$100)
  - C. Members who participate in panel discussions/presentations may be reimbursed 1/4 off the conference registration. (typically \$50)
3. Members who are also vendors representing healthcare products that fall into the scope of infection prevention should not be compensated for presentations.  
If asked to speak under special circumstances, the content should be restricted to specific evidence based scientific information to be shared. Endorsement or advertisement of any product or product components is restricted.

Approved:  
Revised:

**July, 2011**

Reviewed:

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**Category:** **Subject:**  
**IV. Nominations & Elections** ***Nominations, Balloting, & Results (Policy No: IV-A)***

**Policy (See “Nominating Committee”)**

1. Date for the annual election of officers, directors, and Nominating Committee members shall be set by the Board of Directors (BOD) no later than the Summer Board meeting.
2. The Chairman of the Nominating Committee shall be notified of the election date as soon as it is set.
3. The Nominating Committee shall solicit the names of members to serve as an officer or Nominating Committee member by sending “Willingness to Serve” forms to members.
4. Each nominee shall submit written consent to serve if elected before his or her name is placed on the ballot and shall receive notification of nomination prior to balloting.
5. Members of the Nominating Committee shall be ineligible for nomination as long as they serve on the Nominating Committee.
6. The BOD must approve the slate of candidates for the ballot. Board approval for the ballot may be obtained via telephone, fax, or email.
7. The Nominating Committee shall formulate the ballot. Although no official ballot form is approved, the Nominating Committee is encouraged to include as much information concerning the individual candidates as possible.
8. The Nominating Committee shall send ballots to the membership 30 days prior to the election.
9. No write-in votes shall be allowed in any election.
10. A teller’s committee of at least 2 members shall be appointed annually by the President from the membership and approved by the BOD.
11. The President shall officially notify candidates of the election results.
12. Results of the election shall be announced at the annual membership meeting.
13. Mileage for one Nominating Committee meeting during the year will be paid at the current approved rate.
14. All other expenses of the Nominating Committee shall be submitted to the Treasurer for reimbursement.

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**Procedure**

(Samples of letters, willingness-to-serve forms, and election ballots are located in the APIC-Palmetto Nominating Committee Notebook. Refer to State and National Bylaws).

1. The President, with the Board, decides on the election date no later than the Summer Board meeting. Election is to be held no later than two weeks prior to the Annual Fall Conference (e.g., ballots should be mailed one month before the election date).
2. With the President, the Committee will determine what offices will be available for the upcoming election.
3. The Willingness to Serve (WTS) Form will be reviewed by the Committee and approved by the President to ensure that the correct WTS Form(s) are used for positions to be included in the upcoming election and that a description of these offices are on the back of the WTS Form(s).
4. The Committee will obtain an updated APIC membership list for the Membership Secretary. The membership list should be available in February or March.
5. The WTS Form will be made available in electronic format on the Chapter website with an accompanying article that promotes return of the complete forms and encourages participation of the membership in the operation and business of the chapter. The Nominating Committee will decide if a second mailing/e-mailing of the WTS Form at a later date is necessary.
6. The Committee will receive, compile, and evaluate WTS Forms. Forms will be sorted according to those willing to serve in elected positions and those who wish to serve on committees only. If response is insufficient, the President will be contacted for input and provided copies of returned WTS Forms
7. A meeting of the Nominating Committee will then be scheduled to select members to be on the ballot for available offices. (Mileage for one meeting during the year will be paid at the current approval rate).
8. If possible, two (2) names will be designated for each elected position. These members will be contacted to confirm that they agree to run for that specific office.
9. Members on the ballot will be contacted for biographical information, including confirmation of the exact wording of the summary that will appear on the ballot.
10. Once all aspects of the ballot have been approved, the election ballot will be prepared and printed for distribution, using the membership list obtained from the Membership Secretary.
11. Election ballots (including individual biographical data on each candidate) will be sent to each APIC member one-month prior to the election date. A

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pre-addressed envelope marked "Ballot Enclosed" will be included for return.

12. Ballots must be received prior to or on Election Day. Any ballots received after the election date are to be destroyed unopened.
13. A Teller Committee, appointed by the President or Board of Directors, will count and tally the election ballots immediately following the deadline for return of ballots and report results to the Nominating Committee chairman. The Nominating Committee chairman will report results to the President. Ballots are saved until after the Fall Conference and then destroyed. Tally sheet results should be saved in lieu of actual ballots.
14. NOTE: A majority vote shall elect when there are less than 3 candidates and a plurality vote shall elect when there are three or more candidates. Majority is defined as more than half of the votes. Plurality is defined as the greatest number of votes.
15. The President shall notify all successful and unsuccessful candidates within one (1) week after the election date and before general disclosure of election results.
16. At the Annual Fall Conference:
  - a. Election results will be presented to the membership.
  - b. WTS Forms will be distributed to the membership.

**Notification of Results**

1. The Chairman of the Nominating Committee shall notify members of the Nominating Committee of the election results within one (1) week after the close of the election and in advance of the general disclosure.
2. If a recount is necessary all successful and unsuccessful candidates shall be individually notified of the official, final results within one (1) week of the recount.
3. The members of the Board of Directors shall be notified of the results of the election at their next meeting after the results are official.
4. Results of the election shall be announced at the annual membership meeting during the Fall Educational Conference.
5. The President sends results of the APIC-Palmetto election to National APIC on a designated form.

**Elected Positions**

President-Elect	One-year term as president-elect, plus the following year as President and the year after that as Past-President.	
Secretary	Two-year term	(even election year)
Membership Secretary	Two-year term	(odd election year)
Treasurer	Two-year term	(odd election year)
Director	Two-year term (1) member	(even election year)

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Director	Two-year term (2) members	(odd election year)
Nominating Committee	Two-year term (2) members	(even election year)
	Two-year term (3) members	(odd election year)

*(See National and State Bylaws for requirements for members to serve in office.)*

**Even and Odd Year Elections**

Even Year	President-Elect Secretary Director (1) Midlands Nominating Committee (elect 2)
Odd Year	President-Elect Membership Secretary Treasurer Director (2) Upstate and Low Country Nominating Committee (elect 3)

**Reminders**

1. The Nominating Committee is responsible for selecting a slate of candidates for all available offices.
2. The Nominating Committee must have written permission from candidates, including their willingness/intent to run for a certain office (via WTS Form).
3. The nominating committee chair must verify with the membership secretary the current membership status of all nominees.
4. Candidates on the ballot will be listed in alphabetical order under each position.
5. Ballots are to be sent to dues-paid APIC-Palmetto members only.
6. The Nominating Committee may obtain address labels from the Membership Secretary or designee.
7. Return ballots should be mailed to the Nominating Committee Chairman who, in turn, sends them to the Teller Committee unopened.
8. Nominating Committee and Teller Committee members do vote on the ballot.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1991</b>
	<b>October, 1993</b>
	<b>October, 2009</b>
	<b>January, 2010</b>
	<b>October, 2010</b>
Reviewed:	<b>January, 2009</b>

**Association for Professionals in Infection Control and Epidemiology  
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**Category:**     **Subject:**  
**V. Records**    **Retention of Records (Policy No: V-A)**

**Policy**

Records of financial statements, minutes, reports, committee reports, work papers, and contracts shall be maintained according to APIC National legal advisement.

**Length of Retention**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 1. Financial statements             | Forever                         |
| 2. Minutes                          | 5 years                         |
| 3. Contracts                        | Seven (7) years                 |
| 4. Committee Reports                | Five (5) years                  |
| 5. Reports covering extended period | Three (3) years from final date |
| 6. Work Papers                      | Three (3) years                 |

7. Records of nursing contact hours (when applicable) shall be kept with the treasurer's records for a total of five (5) years after the educational activity. These records will be kept confidential and be readily retrievable. They shall include a copy of the application and approval, summation of evaluations, and name and addresses of participants with number of contact hours awarded to each.

Approved:            **January, 1999**  
Revised:             **July, 2001**  
                          **April, 2011**  
Reviewed:           **January, 2009**

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**Category:** VI. Annual Conference      **Subject:** Exhibits & Exhibitors (Policy No: VI-A)

**Policy**

Formal meetings between industry representatives and registrants during the conference for marketing surveys, etc. are discouraged. However, if such meetings are held, APIC Palmetto shall not be responsible for making any arrangements, or for providing names of registrants who may wish to participate. Such meetings must not conflict with any program session or official Conference function.

1. All efforts shall be made to maintain an appropriate ratio of exhibits to registrants.
2. All Exhibits shall meet the regulations of the Conference Center.
3. The purpose of the conference poster session is to allow our chapter IPs to share their work with other members.
4. If a local IP is involved with good research that may support a particular product and wishes to present the poster themselves, this is permissible.
5. An exhibitor may present a poster from outside our own chapter but it must be presented at the vendor's exhibit booth, not in the general poster session.

Approved:            **August, 1989**  
Revised:            **March, 1999**  
                             **July, 2001**  
                             **July, 2005**  
                             **January, 2009**  
  
Reviewed:

**Category:**                    **Subject:**  
**VII. Committees**    **General Committee Policies (Policy No: VII-A)**

### **Chairmen, Appointment, and Approval**

Unless specifically appointed in the Bylaws by office, committee chairmen will be appointed by the President and approved by the Board of Directors

Committee chairmen for the incoming year will be appointed by the current President-elect (who will serve as President in the incoming year) and approved by the Board of Directors at the first meeting of the year. Co-chair for committees may be added at the discretion of the Board.

### **Standing Committees**

These committees are Bylaws/Policy/Procedure, Finance, Membership/Mentoring, Awards, Program, LASIC, and Education.

### **Additional Committees**

Additional Committees are appointed by the President with Board approval on an as-needed basis and are resolved upon completion of their purpose. The Board shall determine the composition terms and duties of these committees. (See Bylaws, "Special Committees").

### **Elected Committees**

Elected committees are elected by the membership. Nominees shall be chosen for candidacy in the same manner as other elected officials.

### **General Committee Policies**

Standing, special, or appointed committee requirements are:

1. Committee members shall:
  - a. Be current members of the Chapter. The Membership Secretary and the Treasurer must verify selected committee members as members. A list of the members shall be sent to the President.
  - b. Appointed by the President using Willingness to Serve Forms and approved by the Board of Directors. The President shall strive to select persons with interest in the relevant area addressed by the committee.
  - c. Serve a term of two (2) years unless otherwise specified by individual committee policy.
  - d. Efforts will be made during committee appointments to stagger rotation of committee members to provide a mix of experienced and new committee members.
2. All committee chairmen shall receive their direction from the President at the time of appointment.
3. The committee chairman in writing shall present all committee requests to the Board.
4. Minutes of the committee meetings shall be sent to committee members and the President.

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5. The committee chairperson has the authority to cancel any committee meeting.
6. Committee chairman is required to submit committee reports when requested by the President (ie., interim reports for each Board meeting and Annual Reports).
7. Requests for additional expenses for items such as administrative support for major committee initiatives and website technical support may be approved by the Board on a case by case as needed basis

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1991</b>
	<b>October, 1995</b>
	<b>December, 1998</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>July, 2003</b>
	<b>October, 2011</b>
Reviewed:	<b>January, 2009</b>

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**Category: VII.     Subject:  
Committees**

***Nominating Committee (Policy No: VII-B)***

**Composition**

1. The nominating committee shall consist of no less than three (3) and no more than five (5) members elected by the membership for two-year terms scheduled on a rotating basis. (Bylaws)
2. Election of members shall be staggered.
3. The chairman shall be appointed from the elected Committee members by the president-elect who shall be President during the year the committee functions and approved by the Board of Directors.
4. Members are not eligible to run for any office while serving on the Nominating Committee. (Bylaws)

**Responsibility**

1. The goals of the Committee shall be consistent with the APIC-Palmetto Strategic Plan.
2. See "Nominations and Elections".

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1995</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>October, 2009</b>
Reviewed:	<b>January, 2009</b>

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**Category: VII. Subject:**  
**Committees**

***Nominating Committee-Ballot Preparation (Policy No: VII-C)***

**Materials Needed:**

- Rubber Stamp – “Ballot Enclosed”
  - Current address labels – All members of APIC Palmetto
  - APIC letterhead envelopes
  - Plan small envelopes for returning ballots
  - Address labels (Address of Chair) for return envelopes and APIC letterhead envelopes
  - Candidate information – List in alphabetical order for each office to be filled
  - Ballot
1. Contact candidates, after approval by Board, for confirmation of willingness to serve if elected, and request bibliography information. Give a deadline of at least two weeks prior to date for mailing. Board must assure that candidates are eligible to run.
  2. Prepare candidate information. List the candidates for each office in alphabetical order. Give election date as deadline for return. (This date must be determined by the Board).
  3. Prepare one-page return ballot with only candidates’ names and offices to eliminate bulky return.
  4. Stamp return envelope with “Ballot Enclosed”.
  5. Put address label on APIC letterhead envelope for each current member.
  6. Fold candidate information pages and ballot.
  7. Stuff APIC envelope with candidate information pages, ballot, and return envelope.
  8. Give returned ballots to the designated teller appointed by the President or Board of Directors.

Approved: **September, 2000**  
Revised: **July, 2003**  
**September 2009**  
**October, 2009**  
Reviewed: **January, 2009**

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**Category: VII. Subject:**  
**Committees**

***Membership and Mentorship Committee (Policy No: VII-C(2))***

**Composition**

The Membership and Mentoring Committee shall consist of a chairman (the Membership Secretary) and two (2) members. The Membership Secretary shall be elected and serve a term of two (2) years and members shall be appointed annually.

**Responsibility**

1. Assists is Chapter membership promotion.
2. Coordinates all of the correspondence related to membership.
3. Develops, updates, and assists in the implementation of membership policies, consistent with the National APIC policies.
4. Facilitates communication between National and Palmetto APIC and the Chapter membership.
5. Assists the Membership Secretary in keeping a current membership list available upon request by members (See "Use of Membership List") and the Nominating Committee.
6. Encourages growth of the membership.
7. Works with organization to mentor new members and assist all members with contacting other members who are experts in issues that are new to them.
  - a. Maintains a list of chapter members interested in mentoring new Infection Preventionists and their expertise/practice setting.
  - b. Assists new members in recognizing mentoring needs and facilitates communication with appropriate mentors

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1995 (combined Responsibility and Reports)</b>
	<b>August, 1996</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>October, 2009</b>
	<b>July, 2011</b>
Reviewed:	<b>January, 2009</b>

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**Category: VII. Subject:**  
**Committees**

***Certification Committee (Policy No: VII-C (3))***

**Composition**

The Certification Committee shall consist of the certification coordinator (chairman) and two (2) members. The Certification Coordinator shall be appointed by the President and serve a minimum of two (2) years. Must be certified.

**Responsibility**

1. Shall report to the Board as directed by the President.
2. Acts as a liaison between Chapter 89 membership and CBIC.
3. Promotes certification within the membership.
4. Maintains a current listing of certified members and those planning to certify.
5. Acts as a resource in matters of certification for the membership.

Approved:           **October, 1994**  
Revised:           **March, 1999**  
                          **October, 2009**  
Reviewed:          **January, 2009**

**Category: VII. Subject:  
Committees**

***Bylaws / Policy Committee (Policy No: VII-D)***

**Composition (Committee)**

The Bylaws / Policy Committee shall be composed of two (2) members. The President shall appoint a chairman and at least one (1) other member with the approval of the Board. This member may be a member of the Board or the general membership.

**Development and Revision of Bylaws**

The policy for review and revision of the bylaws is stated in the Bylaws of APIC Palmetto.

**Responsibility**

The Bylaws / Policy Committee shall, in accordance with the bylaws:

1. Review the Bylaws / Policies annually and submit recommendations for changes to the Board (for bylaws, present changes in the form of an amendment).
2. Insure that the APIC Palmetto Strategic Plan is integrated into policies.
3. Present the approved, proposed amendments to the membership either by mail or at a regular meeting, thirty (30) days prior to voting. (Bylaws)
4. Submit the bylaws and voted amendments, if any, to the National APIC for approval annually. Bylaws must be submitted annually to National APIC, whether or not they are revised.
5. Revise policies as directed by the Board of Directors.
6. Annually or upon revision, distribute electronic PDF or hard copies of bylaws / policies to Board of Directors and Committee Chairpersons.
7. The president and the Bylaws chair shall maintain an electronic Word version of the policies. A PDF version of the policies shall be posted on the APIC Palmetto website.

Approved:	<b>August, 1989</b>
Revised:	<b>October, 1995</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>October, 2009</b>
Reviewed:	<b>January, 2009</b>

**Category: VII. Subject:  
Committees**

***Legislative Affairs and Statewide Initiatives Committee (Policy No:  
VII-E)***

**Composition and Member Service**

1. The Committee shall consist of a Chairman, appointed by the President, and a minimum of 5 Chapter members from the South Carolina APIC Palmetto Chapter.
2. A member of this Committee will be appointed as Chapter Legislative Representative by the Chapter President.
3. Chapter members appointed to represent the Chapter on the HIDA Advisory Committee and on the South Carolina Healthcare Alliance for Infection Prevention (SCHAIP) will serve on this Committee.
4. Chapter members who are involved in infection prevention and control activities or initiatives (e.g. SCHAIP) associated with the SC Department of Health and Environmental Control (DHEC), South Carolina Hospital Association (SCHA), Health Sciences South Carolina (HSSC), Centers for Medicare and Medicaid (CMS), or other entity influencing the practice of infection prevention and control across the state may be asked to serve on this committee.
5. Chapter members will be appointed/reappointed on an annual basis. Following the initial formation of this Committee, their appointments will be staggered from year-to-year in such a way to provide for a mix of both new and experienced members serving together during the course of the year.
6. Committee vacancies occurring within a year will be filled by appointment of the current Chapter President.
7. Representatives of organizations with whom the APIC Board has approved collaborative relationships may be invited by the Committee Chair to attend Committee meetings when items specific to that collaborative relationship are scheduled on the agenda. Examples of collaborative partners include: SC DHEC, SCHA, HSSC, etc.

**Responsibility**

1. The Chapter Legislative Representative will update the Chapter President with information from APIC's national Legislative Affairs Committee as deemed necessary.
2. This Committee will inform the membership of legislative updates and needed chapter action by electronic means, e.g., e-mail or the Chapter website. If information is of an urgent nature, it will be e-mailed to the Chapter President for immediate dissemination.
3. This Committee is responsible for representing the interests of the APIC Palmetto Chapter and its membership regarding legislative affairs, state organizations, task forces, and/or initiatives that impact infection prevention and control and for reporting activities and key discussion points from each initiative to the APIC Palmetto Board.

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**Committee Meetings**

1. Routine meetings and/or electronic communication are to be established at the discretion of the Committee Chair with a minimum of 4 meetings per year.
2. Minutes of the meetings will be kept and responsibility for the minutes will be rotated among the Chapter members of the Committee.

**Addendum A: Legislative Affairs and Statewide Initiatives Committee (Policy No: VII-E)**

## **Opportunities for Service within Legislative Affairs Statewide Initiatives Committee**

There are many agencies and organizations outside hospitals and other healthcare facilities that impact the practice of infection prevention and control in these institutions. The following is a list of currently active influential agencies/organizations/initiatives:

**HIDA Advisory Committee** – In 2006 the Hospital Infections Disclosure Act required that an advisory committee composed of representatives from healthcare consumers, businesses, hospital epidemiologists, physicians, third party payers, and IPs be organized to meet regularly to advise DHEC on their interests in infection prevention and control. There are four IP positions for service on this committee who are able to represent the members of APIC-Palmetto. The four IPs are representative of hospitals across the regions of the state and of a variety of hospital sizes. IPs must be certified in infection prevention and control to serve and must be appointed by the sitting APIC-Palmetto President and approved by DHEC's Commissioner. A minimum commitment of two years of service is expected from individual chapter members appointed to this committee. The HIDA advisory committee currently meets four times a year.

**SCHAIP** – The South Carolina Healthcare Alliance for Infection Prevention is a group of individuals with an interest in preventing healthcare associated infections in healthcare facilities across the state of SC. This group is composed primarily of SCHA, DHEC and APIC-Palmetto representatives with representatives from other professional disciplines (OR and critical care nursing, respiratory therapy, physicians, quality improvement, long-term care specialists, etc.). Its purposes are: (1) to facilitate a collaborative statewide network to effectively reduce/prevent HAIs through organizational transformation, education, communication, information, and research; and (2) to actively support efforts to prevent healthcare associated infections by other groups statewide and promote collaboration of different groups focused on HAI prevention. Initiatives in which this group is involved include the state HAI prevention plan, Stop BSI, GSI and SSI prevention. It is currently working on the state HAI prevention plan spear-headed by DHEC which is actively seeking funding to support state HAI prevention initiatives.

**DHEC** – Epidemiology liaison – APIC-Palmetto members historically have had a strong relationship with DHEC epidemiologists and epidemiology nurses across the regions of the state. The Chapter has worked to establish an official IP contact (liaison) for keeping up with DHEC activities relative to preventing HAI. With DHEC's permission, the APIC-Palmetto Board supports having an IP representative on DHEC's Clinical Advisory Committee.

**SCHA** – South Carolina Hospital Association Quality Advisory Council liaison – This council meets quarterly a couple weeks prior to the SCHA board meeting and has representation from all key clinical areas. Mutual benefits are derived from APIC-Palmetto having a strong relationship with SCHA.

**HSSC: HAI Task Force** – The state’s academic medical centers (MUSC, Palmetto Health, Greenville Hospital System, and Spartanburg Regional) have partnered together to form Health Sciences of South Carolina (HSSC) to coordinate healthcare **research** activities. HSSC has an HAI task force which has been studying rates and patterns of CLABSIs in the state and comparing these to national rates and patterns (using administrative data and data collected through Premier Safety Surveillor data-mining software. This group has started working to develop a survey to study the role of South Carolina IPs, their resources and responsibilities.

**Centers for Medicare and Medicaid** – The following programs are administered through Carolinas Center for Medical Excellence (CCME).

**9<sup>th</sup> Scope of Work (CMS)** – The 9<sup>th</sup> Scope of Work (SOW) MRSA project, for the most part, involves collecting data; there is no auditing or reporting back. This is targeted to end in July 2011.

**10<sup>th</sup> Scope of Work (CMS)** – As CMS’ 9<sup>th</sup> SOW comes to a close, it is slated for replacement by CMS’ 10<sup>th</sup> SOW. The 10<sup>th</sup> SOW proposes to cover a wider variety of HAI, including: CLABSI, CAUTI, CDI and SSI (specific SSI procedures to be determined).

**State Legislative Monitoring:** Since the passage of HIDA by the legislature and its signing into law by the governor in 2006, little requirement for physically traveling to the statehouse has been required of chapter members. The majority of monitoring of legislative activities currently is accomplished through electronic monitoring of bill introductions, activities of certain committees and sponsors:

- a. House Calendar / House Intros
- b. Senate Calendar / Senate Intros
- c. House\_Medical\_Military\_Public\_and\_Municipal\_Affairs\_committee
- d. Senate\_Medical\_Affairs\_committee
- e. Sponsors:
  1. House Medical Military Public and Municipal Affairs
  2. Senate Medical Affairs

**Federal Legislative Monitoring:** The Chapter Legislative Representative receives reports from APIC National on government initiatives impacting the practice of infection prevention and control.

**Addendum B: Legislative Affairs and Statewide Initiatives Committee (Policy No: VII-E)**

## **Instructions for Monitoring Activities of the SC State Legislature**

How to sign up for SC state legislature notices and status of bills via the internet:

1. Go to <http://www.scstatehouse.gov/>
2. Click on **Bill Tracking & Reports** link on left-hand side of web page
3. If you have already established an account, sign in using your userID and password. If you do not have an account, click on the [here](#) link and set up your login information.
4. Signing into the SC Legislative Information Tracking system will open a webpage with 5 tabs (Custom Reports, Tracking Lists, Subscription, Multi-Search Save, and Account Info. Click on **Subscription**.
5. You can click on anything on this webpage to sign up for getting information about the legislature activities. Under sponsors you can click on your own legislative representatives if you want to track what they are doing. In general, the following are the items of most interest to infection preventionists for tracking what is happening in our legislature:
  - a. Document Selections:
    - House Calendar
    - House Intros
    - Senate Calendar
    - Senate Intros
  - b. Committee Meetings:
    - House\_Medical\_Military\_Public\_and\_Municipal\_Affairs\_committee
    - Senate\_Medical\_Affairs\_committees
  - c. Sponsors:
    - House Medical Military Public and Municipal Affairs
    - Senate Medical Affairs
6. Once you have made your choices, click on save. You are set to get your notices about our state legislature's activities.
7. Logoff.

Approved: **October, 1996**  
Revised: **March, 1999**  
**July, 2001**  
**July, 2002**  
**October, 2009**  
**July, 2011 – Conversion from Government Affairs Committee to Current Title/Responsibilities**  
Reviewed: **January, 2009**

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**Category: VII. Subject:**  
**Committees**

***Finance Committee (Policy No: VII-F)***

**Composition**

The Committee shall consist of the Treasurer who shall serve as chairperson of the Finance Committee for a term of two (2) years and at least one (1) other member.

**Responsibility**

1. The Finance Committee shall:
  - a. Participate in preparing annual budget for next fiscal (calendar) year and submit to the Board of Directors for consideration and adoption at the final Board Meeting of the year.
  - b. Report all expenditures of organization funds to the Board of Directors.
  - c. Recommend policies regarding finances.
  - d. The Treasurer shall: (See "Treasurer Responsibility")
    - i. Coordinate preparation of the chapter's budget
2. Written committee budget proposals shall be submitted as requested by the Finance Committee and shall be accompanied by committee goals, objectives, and activities planned for the budget year.
3. The Treasurer shall notify the President and committee chairmen of budget expenditures that exceed allocated amounts.
4. All expense vouchers from committees shall be reviewed, signed, and submitted by the Chairman to the Treasurer within five (5) days.

Approved:	<b>August, 1989</b>
Revised:	<b>August, 1996</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>October, 2009</b>
Reviewed:	<b>January, 2009</b>

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**Category: VII. Subject:  
Committees**

***Education Committee (Policy No: VII-G)***

**Composition**

The Education Committee shall consist of a Chairperson and up to five (5) members who are appointed by the President. The Chairperson and the five (5) members shall serve for one (1) year.

**Responsibility**

The committee receives direction from the President and the Board of Directors of APIC-Palmetto. Activities shall be consistent with the APIC-Palmetto Strategic Plan. Committee responsibilities include:

1. Assessment of the educational needs of the membership.
2. Promotion of continued competency in practice among members.
3. To work in concert with community leaders to provide increased knowledge of infection prevention and control among specific workers and/or populations.

Approved:	<b>October, 1994</b>
Revised:	<b>October, 1995</b>
	<b>August, 1997</b>
	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>July, 2002</b>
	<b>October, 2009</b>
Reviewed:	<b>January, 2009</b>

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**Category: VII. Subject:**  
**Committees**

***Program Committee (Policy No: VII-H)***

**Composition**

1. The Program Committee shall be composed of the following APIC-Palmetto members:
  - a. A chairperson as appointed by the President.
  - b. At least five (5) members-at-large plus the Treasurer and the President-Elect.
  - c. At least 50% of the committee should have had previous experience on the Program Committee.
2. The members at large shall be appointed by the chairperson and approved by the Board of Directors at the first board meeting of the year.

**Responsibility**

1. The Annual Education Conference shall be held in the Fall of each year, preferably during the months of September or October. The Board of Directors shall approve the dates and locations of the Annual Conference, as early in the year as possible. (See "Budget and Finance" section and "Annual Conference" section).
2. The Program Committee is responsible for planning the Annual Educational Conference based on the needs of the membership and making arrangements for the facilities and presentation of programs.
3. The Board of Directors shall approve the educational program (topic, speakers, scheduling, etc).
4. The Committee shall prepare and submit the proposed budget to the Board of Directors.

**Committee Expenses**

1. Expenses shall be included in the conference budget for the current year's committee members as follows:
  - a. Registration fee shall be waived or reduced.
  - b. Travel for Committee meetings will be reimbursed at the approved rate.
2. Program committee shall submit recommendations concerning waiver or reductions to the Board of Directors.

Approved:           **August, 1989**  
Revised:           **October, 1991**  
                          **October, 1995**  
                          **August, 1996**  
                          **March, 1999**  
                          **July, 2001**  
                          **July, 2003**  
                          **January, 2006**  
                          **October, 2009**  
Reviewed:           **January, 2009**

**Category: VII. Subject:**  
**Committees**

***Communications Committee (Policy No: VII-I)***

### **Policy**

The Communications Committee facilitates chapter communication through the development and maintenance of an internet website and Discussion and Information board. The URL for the chapter's website is [www.APIC-Palmetto.org](http://www.APIC-Palmetto.org) and the Discussion and Information board is [www.apic-palmetto.org/phpBB3](http://www.apic-palmetto.org/phpBB3).

### **Composition**

The Communications Chair will be appointed by the President and approved by the Board. There will be at least three (3) members of the Communications Committee in addition to the Chair. The committee members will be the three elected regional directors or a designee appointed by the regional director, plus additional representatives as needed.

### **Objectives**

1. Report regional activities from the Low Country, Midlands, and Upstate areas.
2. Publicize educational activities.
3. Keep members informed about state regulatory and licensing activities, as well as additional infection prevention recommendations and initiatives in S.C.
4. Provide members with information relative to the management of the chapter affairs.
5. Provide a means of networking, communications, resources and references for APIC Palmetto members.

### **Responsibility**

1. The President, Membership Secretary, and the Communications Chair will work to keep an up-to-date list of all APIC-Palmetto members so that new members can be contacted to register for the chapter Discussion and Information Board. The discussion board's 'mass e-mail' function provides a means for the chapter president, the president-elect and Communications Chair to rapidly communicate with the membership.
2. The Membership Secretary maintains a current chapter roster as provided by National APIC and will provide the Communications Chair with names and addresses of chapter members upon request.
3. The President, officers, chapter committee chairpersons, and Communications Committee members are expected to contribute information, memoranda, and other materials for the website that would be of interest and of value to the membership at large.
4. A members-only, online discussion group will be maintained and moderated by the Communications Chair as an additional means of communication and networking

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Palmetto Chapter**

among the APIC-Palmetto membership. The Discussion and Information Board is accessed via the chapter's website.

**Committee Expenses**

Postage and printing expenses are reimbursable. Appropriate forms, accompanied by receipts will be submitted to the Treasurer. The chapter pays the monthly web hosting fees and any annual fees associated with the web site. The Communications Chair must approve expenses of committee members. (See "General Committee Policies" IV-A).

Note: Through 2009, the chapter produced and distributed a newsletter, the "APIC Palmetto News".

Approved:	<b>July, 1996</b>
Revised:	<b>July, 2001</b>
	<b>July, 2002</b>
	<b>July, 2003</b>
	<b>July, 2005</b>
	<b>October, 2009</b>
	<b>January, 2010</b>
Reviewed:	<b>January, 2010</b>

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: VII. Subject:**  
**Committees**

***Awards Committee (Policy No: VII-J)***

**Composition**

The Second Year Director of the Board serves as Chairman and is a voting member. The committee membership shall be representative of the regions of the State when possible. No member of the Awards Committee is eligible for a chapter award.

**Responsibility**

1. Term of service: Chairman served two (2) years: the first year as chairman, the second year as mentor/advisor. All other members serve two (2) years.
2. Members of Awards Committee may not nominate or support a specific individual for award nomination in the year in which they serve on the committee.
3. Review current awards and their criteria and make any recommendation for change to the Board.
4. Solicit nominations for awards using a standardized format.
5. Review nominations and select winners.

**National Awards**

1. Ensure receipt of information from the national office regarding award opportunities.
2. Make recommendations to the Board to make application for appropriate national awards and submit application upon approval.

**State Awards**

1. Inform general membership about all awards opportunities with deadlines for application. Include scoring guidelines in the information that is disseminated.
2. Solicit Chapter members and employers of APIC-Palmetto Infection Prevention and Control Practitioners for nominees for "Practitioner of the Year" and other awards.
3. Provide copies of award criteria to all members, hand out at Fall Conference for the coming year, and send the information to the newsletter in time for January issue or the first issue of the newsletter in the new year.
4. Prior to the Fall Conference and in time for the award plaque to be prepared, call a meeting to review applications and select the winners of the State Awards.
5. Notify the President of the Chapter that selection of award recipient(s) has been accomplished.
6. Announce recipient(s) at the Fall meeting.

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

Approved: **October, 1990**  
Revised: **October, 1995**  
**March, 1999**  
**July, 2001**  
**July, 2002**  
**October, 2003**  
**October, 2009**  
Reviewed: **January, 2009**

**Category:**  
**VIII. Awards & Professional  
Recognition**

**Subject:**  
***Infection Preventionist of the Year Award (Policy No: VIII-A)***

**Purpose**

To recognize a member of APIC-Palmetto for major accomplishment during the previous calendar year.

**Award**

A plaque from APIC-Palmetto, a copy of the nomination, and a check in the amount of \$150.

**Procedure**

1. Members of Award Committee shall not be eligible for Preventionist of the Year Award for that year in which they serve on the committee.
2. Nominations for Preventionist of the Year are solicited from employers of Infection Preventionists and from the general membership.
3. Nomination forms will be mailed/emailed in March of each year to the general membership and to their employers. The deadline for return of nominations should be May 31 of each year.
4. The Awards Committee, using the attached scoring guidelines, selects the winner.
  - a. The Chairman will receive and disseminate all nominations.
  - b. Prior to sending nominations to members for scoring, the names of nominees will be covered.
  - c. Scoring of each application is to be done by each member, using established guidelines. Each member will place scores for each nominee on a grid (Attachment 3) and submit to the Chair.
  - d. The Chairman will collect scoring grids from each member and tally the scores with committee members as witnesses.
  - e. The individual with the highest score is selected as Preventionist of the Year.
  - f. In the event of a tie, the committee will decide to either recognize both individuals or review/score the applications again.

**Criteria for Preventionist of the Year Award**

The nominee shall be a member of the Palmetto Chapter of APIC and shall not be a current member of the Awards Committee. The nominee must be active in the practice of infection prevention and control and shall have achieved noteworthy accomplishments in one or more of the following categories during the award year. The award year is the calendar year just prior to the nomination. Specific dates for each activity should be given.

1. Clinical – The nominee may have contributed to patient safety in a significant fashion by designing and/or implementing infection prevention and control practices that resulted in a positive outcome (reduced infection rate or increased compliance with nationally recognized standards).

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2. Educational – The nominee has contributed in a significant fashion to the education of medical and paramedical colleagues concerning the principles and practice of infection prevention and control. This may take the form of participation in inservice programs, the composing of instructional tapes, or other resources.
3. Research/Publication (including abstract development) – The nominee has contributed to a significant degree to the discovery of new and effective means of healthcare-associated infection prevention and control.
4. Service – The nominee has demonstrated significant commitment to the field of infection prevention and control through service to the chapter or national activities.
5. Other areas of accomplishment for consideration:
  - Cost containment ideas
  - Continuing education
  - Certification
  - Community related work
  - Outbreak investigation

**Procedure for Nominating an Individual**

Every year a letter with nomination application will be distributed/mailed to the membership and to the employers of the membership. Any active member or an employer may nominate an individual by sending a completed application to the committee chairman by the announced deadline.

Approved:	<b>October, 1990</b>
Revised:	<b>October, 1995</b>
	<b>July, 2001</b>
	<b>July, 2002</b>
	<b>October, 2003</b>
	<b>October, 2009</b>
	<b>January, 2010</b>
Reviewed:	<b>January, 2009</b>

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: VIII.  
Awards & Professional Recognition**

**Subject:  
*Membership Recognition (Policy No: VIII-B)***

**Purpose**

To recognize members for their dedication and work which supports the vision and Strategic Plan of the Chapter.

<b>AWARD</b>	<b>METHOD OF RECOGNITION</b>	<b>CRITERIA</b>
Horizon Award	<p>Plaque awarded at Annual Membership Meeting.</p> <p>Not given annually; only when an individual(s) meets the criteria.</p>	<ol style="list-style-type: none"> <li>1. Member of the Chapter for at least two (2) years.</li> <li>2. Active in the practice of infection prevention and control.</li> <li>3. Is giving/has given significant time, resources, vision and/or leadership to the success and growth of the Chapter.</li> <li>4. Expands/stretches the vision of the Chapter.</li> <li>5. Goes beyond the expected.</li> <li>6. Lifetime award.</li> </ol>
Blazing New Trails Award	<p>A plaque will be awarded at Annual Membership Meeting.</p> <p>Not given annually; only when an individual(s) meets the criteria.</p>	<ol style="list-style-type: none"> <li>1. Member of the Chapter.</li> <li>2. Active in the practice of infection prevention and control.</li> <li>3. Greatly impacts a specific area of work/activity which supports the vision and Strategic Plan of the Chapter.</li> <li>4. May be nominated again.</li> </ol>
Certificates of Appreciation	Certificate	Service on Board, Committee Chair, or regional leadership.

**Procedure**

1. Nominations for Horizon and Blazing New Trails awards are solicited from the membership.
2. The Awards Committee reviews nominations from the membership to ensure that nominees meet the criteria.
3. The Awards Committee must approve recipients of awards unanimously.

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

4. Awards will be presented at the Annual Membership meeting.

Approved:	<b>October, 1995</b>
Revised:	<b>March, 1999</b>
	<b>July, 2001</b>
	<b>October, 2003</b>
Reviewed:	<b>January, 2009</b>

**Category:**  
**IX. Corporate Relationships**

**Subject:**  
***Guiding Principles (Policy No: IX-A)***

**Purpose:** To provide guiding principles for corporate relationships

No matter what type of business or corporate funding relationship APIC Palmetto enters, all relationships must adhere strictly to certain core principles:

1. Endorsement: APIC Palmetto will not endorse any commercial product or service.
2. Mission-related Purpose: APIC Palmetto's relationships with corporations and other entities must have a meaningful mission related purpose or benefit.
3. Independence: APIC Palmetto staff and members will exercise independent judgment in all decisions related to corporate partnerships. For all educational and product offerings, APIC Palmetto will retain control over the selection of topics, educational content, speakers and related materials.
4. Disclosure: APIC Palmetto will disclose all sponsored activities that are partially or completely financed by external funds, including, but not limited to, presentations, educational offerings, publications, and research grants. Speakers should disclose whether any part of their presentation resulted from external funding and whether they have any personal financial interest in the subject matter of the presentation.
5. Confidentiality: APIC Palmetto representatives will not disclose proprietary or confidential information of corporate partners that may be provided in the course of a relationship.
6. Exclusivity: APIC Palmetto may grant exclusivity to a corporation or other party for a particular activity for a specified time on the basis that there is sufficient benefit to APIC. In general there will be no prohibition against APIC engaging in similar types of activities involving competing corporations or products.
7. Consistency: APIC Palmetto will not enter into a relationship with a corporation or other party that is inconsistent with APIC's principles, public positions, policies or standards.
8. Intellectual Property: Where possible and appropriate, APIC Palmetto will reserve the right to the intellectual property deriving from projects that it sponsors and/or manages.
9. Acknowledgments: Acknowledgment is an important aspect of delivering value to corporate supporters. Acknowledgment may be accomplished via a variety of vehicles including APIC Palmetto publications, meeting materials and signage, reports and other materials, as appropriate. These acknowledgments will not advertise any products or services of the supporting organization. Ultimate decisions regarding acknowledgment rests with APIC Palmetto.

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

10. Branding: APIC Palmetto will not allow the use of its name, logo or other identifying marks to promote any commercial product or service. Any usage of the APIC Palmetto name, logo or related identifying marks in a corporate relationship shall be reviewed and approved by APIC Palmetto, in writing, in advance of their use.

Approved: **April, 2009**

Revised:

Reviewed: **April 2011**

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category:**  
X. Attachments

**Subject:**  
*Attachment 1 (Memorandum to IPs & APIC Palmetto Members)*

**SAMPLE**

**APIC LOGO HERE**

**MEMORANDUM**

**Date:**

**TO:** Infection Preventionist and APIC-Palmetto Member

**FROM:** Association for Professionals in Infection Control and Epidemiology, Inc.  
Palmetto Chapter Awards Committee; Chairperson: \_\_\_\_\_  
Members: \_\_\_\_\_

**SUBJECT:** Membership Recognition Awards

The APIC-Palmetto Awards Committee is accepting nominations for the "Infection Preventionist of the Year", "Horizon", and "Blazing New Trails" Awards.

Enclosed are nomination forms for the Infection Preventionist of the Year, Horizon, and Blazing New Trails Awards recognition. Keep in mind that the nominee must be a member of the Palmetto Chapter of APIC and cannot be currently serving on the Chapter Awards Committee in order to be eligible for these awards. This year, Infection Prevention and Control professionals are encouraged to nominate one of their peers for the "Infection Preventionist of the Year" honors. Review the criteria and submit a nomination for one of your fellow ICPs whom you feel exemplifies the Infection Preventionist of the Year, through his/her actions and/or accomplishments. Return the completed form to me by \_\_\_\_\_.

The "Horizon Award" was developed to recognize our members who have given significant time, resources, vision and /or leadership to the success and growth of the Chapter. The "Blazing New Trails Award" is to recognize those individuals who have made an impact in a specific area of work, which supports the vision and Strategic Plan of the Chapter. Members of Awards Committee will be eligible for Horizon and Blazing New Trails Award but must excuse themselves from voting for that award for which they are nominated. To nominate someone for either of these awards, please submit a brief written rationale of the ICP's qualifications to me by \_\_\_\_\_; call me at \_\_\_\_\_ if you have questions.

The Awards Committee (named above) urges you to give serious thought to nominating a fellow ICP who deserves such recognition. Please don't hesitate to call me as chairperson or any member of the committee if you have questions!

I look forward to hearing from you!  
(Enclosures)

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: X. Subject:**  
**Attachments**

*Attachment 2 (Letter to CEO's)*

SAMPLE

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**MEMORANDUM**

**Date:**

**TO:** Chief Executive Officer/Administrator/Director of Nursing

**FROM:** Association for Professionals in Infection Control and Epidemiology, Inc.  
Palmetto Chapter Awards Committee; Chairperson: \_\_\_\_\_  
Members: \_\_\_\_\_

**SUBJECT:** Infection Preventionist of the Year Award and Blazing New Trails Award

APIC-Palmetto Chapter is now accepting nominations for these chapter member awards. We would like you to consider nominating your organization's Infection Preventionist (IP), for such special recognition. All awards recipients receive special commendation at our Annual State meeting in \_\_\_\_\_; recipients of the Infection Preventionist of the Year award additionally receive a monetary award of \$150.00. If your IP is selected for an award, this special honor can add to your organization's image and positive regard in the community.

To be eligible, your IP must be a member of our Chapter and must be active in the practice of infection prevention and control. However, members of the Awards Committee are not eligible for these awards during their term of committee service.

Complete the enclosed nomination form and submit to the APIC-Palmetto Awards Committee as directed below. Please include noteworthy accomplishments in clinical practice, education, research or service for the time frame of \_\_\_\_\_ to \_\_\_\_\_.

Examples of accomplishments you could use are: reduction in healthcare-associated infection rate(s), cost-containment efforts, APIC-Palmetto related work, procedural development or changes in practice, infection control awareness campaigns, personal education advancement/professional growth, and description of outbreak investigations.

Please feel free to discuss this with the nominee. If your facility has more than one IP, you may nominate one or more of them. Part-time IPs are also eligible for this recognition, as long as they meet the eligibility criteria stated above.

Return the completed nomination form by \_\_\_\_\_ to the address at the bottom of the form. Feel free to call me at \_\_\_\_\_ if you have questions. I ask you to give serious thought to nominating your IP for this prestigious award, one where the IP as well as the organization benefits!

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: X. Subject:**  
**Attachments**

***Attachment 3 (Nomination Form)***

**APIC LOGO HERE**

**Check One:**

**INFECTION PREVENTIONIST OF THE YEAR AWARD**

**BLAZING NEW TRAILS AWARD**

Name of Nominee: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Individual Submitting Nomination: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Directions:**

***Blazing New Trails Award*** – There is no structured nomination form required to submit an application for this award. Simply complete the top portion of this form and then document in narrative style the evidence that the member being nominated has:

- Made an impact on a specific area of work, which supports the Vision and Strategic Plan of Palmetto Chapter (Blazing New Trails Award).

**Infection Preventionist of the Year Award**

For each area below, indicate the Nominee's noteworthy accomplishments during the period from **January \_\_\_\_\_ through December \_\_\_\_\_**. Please describe the impact each accomplishment had on one or more of the following groups: (1) patients; (2) your facility's healthcare workers; (3) other professional groups or organizations; (4) the community; (5) APIC-Palmetto members; or (6) National APIC members. **Documentation is limited to five (5) pages in addition to this nomination form.**

1. **Clinical** (e.g., designing/implementing infection prevention and control practices which resulted in a reduction in nosocomial infection rate or employee exposures).
2. **Education** (e.g., participation in inservice programs, design or development of educational tools and resources for infection prevention and control for colleagues, other professionals, patients, or the community).
3. **Research/Publication** (e.g., performance of clinical, microbiological, or epidemiological research which has had a major impact on infection prevention and control).
4. **Service** (e.g., work for the Chapter, for the National organization, or other organizations).
5. **Other Areas of Accomplishment** (e.g., personal, educational, or professional achievement).

Please submit nominations by \_\_\_\_\_ via email to OR by postal mail to:

\_\_\_\_\_  
\_\_\_\_\_

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: X. Subject:**  
**Attachments**

**Attachment 4 (Scoring Guidelines)**

**Introduction**

As members of the APIC-Palmetto Awards Committee, we are charged with selecting the recipient of the Chapter's highest recognition. The following guidelines are intended to assist us in making our decision objectively.

**Directions**

Read each nomination application carefully and score the content, using the following guidelines/form (one for each nominee). There is no limit to the number of accomplishments that can be scored. If there are more than four, use the back of the scoring guide to document them. If an accomplishment is mentioned in several sections, score once. When completed, total each section and add them together for the grand total. Send a copy of your scoring forms to the Awards Committee Chairman by \_\_\_\_\_.

Thank you!

1. **Clinical:** For each activity, list the key word/phrase and give a score of 5 for each activity that had a significant impact in the nominee's own facility.

Key Word/Phrase	Score
I.	
II.	
III.	
IV.	
TOTAL:	

2. **Education:** List key focus of educational program and audience. Score facility-based programs a '3'; community programs as a '4'; state or national program involvement(s) a '5'; and international programs a '6'.

Key Word/Phrase	Score
I.	
II.	
III.	
IV.	
TOTAL:	

3. **Research/Publication or Abstract Development:** List key word/phrase and give a total score of '4' for each valid research effort or publication and a '3' for abstract development.

Key Word/Phrase	Score
I.	
II.	
III.	
IV.	
TOTAL:	

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

4. **Service:** List service and score '3' for Chapter committee membership; score '4' for committee chairmanship; and score '5' for Chapter Officer Position or National organization involvement.

Key Word/Phrase	Score
I.	
II.	
III.	
IV.	
TOTAL:	

5. **Other Areas of Accomplishment:** (e.g., continuing education, certification, community service, cost containment ideas, outbreak investigation). List key words/phrases and give a score of '3'.

Key Word/Phrase	Score
I.	
II.	
III.	
IV.	
TOTAL:	

<b>6. Comments/Recommendations:</b>

GRAND TOTAL:

Rating: \_\_\_\_\_ (Rate each nominee from 1 - ? in order of your scoring).

Your Signature: \_\_\_\_\_

**Association for Professionals in Infection Control and Epidemiology  
Palmetto Chapter**

**Category: X. Subject:**  
**Attachments**

**Attachment 5 (Scoring Grid Summary)**

**Infection Preventionist of the Year Scoring Grid Summary**

Nominee #1: \_\_\_\_\_

**Judge #** \_\_\_\_\_

Comments	Scores	1. Clinical	2. Education	3. Research	4. Service	5. Other
	I.					
	II.					
	III.					
	IV.					
	V.					
Grand Total:						

Nominee #2: \_\_\_\_\_

**Judge #** \_\_\_\_\_

Comments	Scores	1. Clinical	2. Education	3. Research	4. Service	5. Other
	I.					
	II.					
	III.					
	IV.					
	V.					
Grand Total:						

Nominee #3: \_\_\_\_\_

**Judge #** \_\_\_\_\_

Comments	Scores	1. Clinical	2. Education	3. Research	4. Service	5. Other
	I.					
	II.					
	III.					
	IV.					
	V.					
Grand Total:						

Nominee #4: \_\_\_\_\_

**Judge #** \_\_\_\_\_

Comments	Scores	1. Clinical	2. Education	3. Research	4. Service	5. Other
	I.					
	II.					
	III.					
	IV.					
	V.					
Grand Total:						