

**CHICA - EASTERN ONTARIO**  
A Chapter of the  
Community and Hospital Infection Control Association - Canada

**POLICIES & PROCEDURES**

**SECTION:** Education  
**SUBJECT:** **EDUCATION COMMITTEE**  
**ORIGINATED:** 1985 Terms of Reference  
**APPROVED:** Executive 01/11/06

**NUMBER:** 5.1  
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**REVISED:** 02; May 05, Nov 06

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**1. PHILOSOPHY**

Educational activities play a major role in meeting the objectives of the chapter as outlined in the Terms of Reference.

**2. PURPOSE**

To address the educational needs identified by the chapter membership.

**3. POLICY**

- 3.1 A \$25 Chapters Gift Certificate will be given to speakers (except those who received education funding).
- 3.2 Chair thanks speaker and provides an "Thank You" card with gift certificate.

**4. STRUCTURE**

- 4.1 The committee is chaired by the chapter representative to the CHICA-Canada Education Committee.
- 4.2 The chair enlists three (3) additional CHICA-EO members who are not currently on the Chapter Executive (preferably from each of the geographical regions, ie. East, West and Central) to serve on the committee.
- 4.3 The chair serves a 3 year term commencing in January. The term is renewable.

**5. FUNCTION**

- 5.1 Coordinates the educational component of regular chapter meetings.
- 5.2 Coordinates educational events with Chapter Executive.
- 5.3 Collects suggestions from Chapter members for the purpose of developing future educational sessions at CHICA-EO meetings and education days.
- 5.4 Distributes educational certificates to attendees of educational sessions on request.
- 5.5 Informs Chapter membership regarding other educational resources available via CHICA-Canada; e.g. Centennial College Infection Control I course; Internet based learning; and Annual Conferences.
- 5.6 Provides current information on the Certification Board of Infection Control (CBIC) and the resources required to write the CIC examination.
- 5.7 Reports on the activities of the CHICA-Canada Core Education Committee.
- 5.8 Schedules and prepares for an Education Day every 2 years.
- 5.9 Recommends to the President a Chapter member to Chair the Education Day Planning Committee at least 1year in advance of the scheduled date.
- 5.10 Collaborates with the Education Day Planning Committee.

**6. REFERENCES**

- 6.1 CHICA-EO Terms of Reference
- 6.2 Chapter Policies: 6.2 Chapter Representatives & 3.1 Nominating Committee
- 6.3 CHICA-Canada Policy Manual 10.10