

CHICA HANDIC Terms of Reference

1.0 Philosophy

We believe the function of CHICA HANDIC is the exchange of information and education on infection prevention and control issues and the educational development of the membership. As a chapter we endorse the philosophy of the parent body CHICA-Canada, working together for the prevention of infection in healthcare settings and the community.

2.0 Objectives

- To exchange information related to on-the-job infection prevention and control programs/problems.
- To increase awareness of the field of infection prevention and control and epidemiology in health care settings and the community.
- To present educational opportunities to the chapter members.
- To foster working relationships between healthcare agencies, community agencies and product manufacturers.
- To assist/develop educational symposia for health care settings and the community.
- To network with other infection prevention and control groups.

3.0 Membership

All chapter members must be members of CHICA-Canada in accordance with CHICA-Canada bylaws.

3.1

Membership is available to infection prevention and control professionals working in healthcare settings, Public Health representatives and manufacturer's representatives. All members are considered active members.

3.2

CHICA HANDIC membership fees are collected at the national level and remitted by the member with their annual CHICA-Canada membership application. CHICA-Canada forwards to CHICA HANDIC yearly:

- Notification of renewed and/or new members
- Reimbursement of chapter membership fees

4.0 Meetings

Five regular meetings will be held yearly on the third Friday of February, April, July, September and November.

4.1

CHICA HANDIC members are welcome to invite guests to a single meeting. Guests wishing to attend subsequent meetings will be provided with a membership form. Only one meeting can be attended free of charge.

4.2

The Annual Business Meeting and election of officers for the coming year will be in November.

4.3

Special meetings will be at the call of the president to handle urgent CHICA HANDIC business.

4.4

An agenda will be sent to all members two weeks before the regular and Annual meetings and, if possible, prior to special meetings.

4.5

Minutes of all regular, annual and special meetings will be kept by the Secretary and dispersed to all members within 2 weeks following the meeting.

5.0 Budget

5.1

Fees will be set at the Annual Meeting in November and will be collected by CHICA-Canada.

5.2

The Chapter budget will be set at the February meeting for the coming year. This will include finances available for: educational symposia, CHICA HANDIC business, social events, reimbursement to the facility providing meeting space and secretarial and mailing expenses.

6.0 Committee Structure

6.1

The **Executive Committee** will consist of: Past President, President, President–elect, Secretary, Treasurer /Membership.

6.2

Nominating Committee will be chaired by the Past President, who will solicit one other member.

6.3

Ad hoc committees shall be formed under the direction of the Executive to address specific concerns e.g. fund raising. The ad hoc committee shall submit an outline of their objectives to the Executive. Any expenses shall be documented and sent to the Executive for approval and payment.

7.0 Reports

The current President will send chapter reports of the activities to the Canadian Journal of Infection prevention and control as per the schedule published by CHICA-Canada. The list of the new executive will be forwarded to CHICA-Canada following the annual business meeting in November.

8.0 Amendments

Terms of reference shall be reviewed annually and changes proposed at the April meeting. These terms of reference may be amended by the membership under the following rules.

- Prior notice will be given to the membership.
- Amendment will be discussed by the membership.
- A majority vote by the membership .

9.0 Elections

Elections shall be held at the annual meeting held in November. The Nominating Committee shall present to the membership with a listing of the positions open and the candidates for them, at the meeting. The candidates running for a position will be given the opportunity to address the group prior to voting. Voting is by secret ballot. All members present at the November annual meeting are eligible to vote. There is no provision for proxy voting or for voting by absent members. Results of the elections will be announced at the conclusion of the annual meeting.

10.0 Quorum

A quorum consists of 50% + 1 of membership.

11.0 DUTIES OF OFFICERS

11.1 President – Term of Office 2 Years

The President shall preside at all meetings; shall be an ex-officio member of all committees; shall delegate committee activities; shall, subject to membership approval, appoint committee members; shall represent CHICA HANDIC at CHICA-Canada meetings and report on these meetings at the next CHICA HANDIC general meeting; shall prepare an bi-annual report to the Chapter for CHICA-Canada.

11.2 Vice-President (President-elect) – Term of Office 2 years

The Vice President shall carry out duties as assigned by the President; shall act in lieu in the absence of the President; shall prepare to assume the office of President

11.3 Secretary – Term of Office 1-Year Renewable

The Secretary shall keep a record and minutes of all meetings; shall receive and distribute to the executive copies of all subcommittee and ad hoc committee meetings; shall give required notices to the members; shall issue copies of meeting minutes; shall be custodian of correspondence, books, documents, records and papers belonging to the Chapter; shall, in conjunction with the treasurer/membership chairman, maintain a current e-mail distribution list.

11.4 Treasurer/Membership Director-Term of Office 1-Year Renewable

The Treasurer/Membership shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Chapter or as designated by the membership; shall prepare an annual statement for the membership; shall make a financial report at Chapter meetings; maintain a current membership list; shall arrange to have the

accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Secretary; shall issue renewal membership notices.

11.5 Past President – Term of Office 2 Years

The Past President shall act as advisor to the executive committee; shall preside at meetings in the absence of the president and president-elect; shall be an ex-officio member to subcommittee as required; shall act as Chapter archivist and be responsible for: a) collation of information regarding chapter activities; b) submission of the application for the CHICA-Canada Chapter Award on a yearly basis. Completion and application by March; c) annual Chapter goals.

11.6 Education Facilitator – Term of Office 2-Year Renewable

The Education Facilitator shall form a committee chosen by the membership or executive to determine the educational needs of the chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshop/speakers; shall make an annual report to the President for submission to CHICA-Canada.

11.7 Webmaster – Term of Office 2-Years Renewable

The Webmaster will maintain the CHICA HANDIC website and liaise with the Webmaster for CHICA-Canada.

11.8 Representative to Infection prevention and control Ontario (ICO) - Term of Office 2-Years Renewable

The ICO Representative shall act as liaison between the Ontario Hospital Association and CHICA HANDIC; shall represent CHICA HANDIC at ICO meetings

11.9 Representatives to CHICA-Canada Board Committees.

11.9.1 Representative to CHICA-Canada Programs and Projects Committee– Term of Office 2-Years Renewable

The CHICA-Canada Programs and Projects Committee Representative shall act as a liaison between the CHICA-Canada Programs and Projects Committee and CHICA HANDIC; shall give regular reports on behalf of the CHICA-Canada Programs and Projects Committee to the general CHICA HANDIC membership; shall represent CHICA HANDIC at CHICA-Canada Programs and Projects Committee meetings as required

11.9.2 Representative to CHICA-CANADA Education Committee - Term of Office 2-Years Renewable

The CHICA-Canada Education Representative shall act as a liaison between the CHICA-Canada Education Committee and CHICA HANDIC; shall give regular reports on behalf of the CHICA-Canada Education Committee to the general CHICA HANDIC membership; shall represent CHICA HANDIC at CHICA-Canada Education Committees as required

11.9.3 Representative to CHICA-CANADA Standards and Guidelines Committee – Term of Office 2-Years Renewable

The Standards & Guidelines Representative shall act as a liaison between the CHICA-Canada Standards & Guidelines Committee and CHICA HANDIC; shall give regular reports on behalf of the CHICA-Canada Standards & Guidelines Committee to the general CHICA HANDIC membership; shall represent CHICA HANDIC at CHICA-Canada Standards & Guidelines Committees as required

11.9.4 Representative to CHICA-CANADA Finance/Membership Committees– Term of Office 2-Year Renewable

The Treasure/Membership Representative shall act as a liaison between the CHICA-Canada Finance/Membership Committees and CHICA HANDIC; shall give regular reports on behalf of the CHICA-Canada Finance/Membership Committee to the general CHICA HANDIC membership; shall represent CHICA HANDIC at CHICA-Canada Finance/Membership Committees as required.

11.9.5 Representative to CHICA-CANADA Governmental and Public Affairs Committee– Term of Office 2 Year Renewable

The Governmental and Public Affairs Representative shall act as a liaison between the CHICA-CANADA Governmental and Public Affairs Committee and CHICA HANDIC; shall give regular reports on behalf of the CHICA-CANADA Governmental and Public Affairs Committee to the general CHICA HANDIC membership; shall represent CHICA HANDIC at CHICA-CANADA Governmental and Public Affairs Committees as required.

11.10 Representatives to CHICA-CANADA Interest Groups

Chapter representatives to CHICA-CANADA interest groups will represent CHICA HANDIC for all interest groups activities including the sharing of information, ideas and solutions of issues/problems. This networking will be through e-mail, CHICA-Canada website or meetings at the annual conference. Chapter representatives are responsible to report to the membership regarding the activities of the interest group and to the interest group with feedback from the membership.

Interest groups are:

- Dialysis
- Long Term Care
- Oncology
- Paediatric
- Mental Health
- Prehospital Care
- Healthcare Facility Design and Construction

12.0 FINANCIAL ASSISTANCE

Eligible expenses constitute transportation, meals and accommodation. The following expenses and allowances are the most commonly claimed. All claims must be substantiated with receipts. Complete Expense Worksheet Appendix 3 and submit to CHICA HANDIC Treasurer for reimbursement.

Inter-city Transportation

a) Air – economy fare b) Rail – coach class c) Bus

N.B. Even if prepaid by the Association, ticket stub must be submitted with expense claim.

b) Private vehicle – indicate number of kilometers and claim 33 cents per kilometer.

Local Transportation

Limousine and Taxis – receipts are required. Where a taxi trip is shared, the name(s) of the person(s) with whom the taxi was shared should be disclosed on the travel claim.

Bus, Subway and Streetcar – reimbursed at local rate.

Private Vehicle – refer to 1 d) above. Parking charges – receipt required.

Accommodation

Standard accommodation, or CHICA-Canada choice, or equivalent hotel to be used.

Privately arranged accommodation: per diem rate of \$15.00 will be paid for privately arranged accommodation.

Meal and Incidental Allowances

To maximum of \$40/day, alcohol excluded, receipts required.

Other

Telephone calls on CHICA HANDIC business local – specify long distance calls shall be supported by statement as to which office or official called. A receipt is required (hotel bill is considered to be a receipt).

12.1 Financial Assistance - Business

12.1.1 Philosophy

Interaction with the National body and the community is recognized as an essential component of chapter activities.

12.1.2 Objectives

1. Representation at CHICA HANDIC and CHICA-Canada Annual Meeting.
2. Participation and representation of CHICA HANDIC at significant International, CHICA-Canada, Federal, Provincial and Regional Conferences.
3. Participation and representation of CHICA HANDIC to promote Infection prevention and control programs (hospital and community).
4. CHICA HANDIC business as determined by the membership.

12.1.3 Policy

Financial assistance for the executive to conferences and meetings, and/or expenses incurred by the membership on behalf of CHICA HANDIC activities will be provided when their presence is essential at the conference, designated activity or meeting as determined by the membership.

12.2 Financial Assistance Educational

12.2.1 Philosophy

CHICA HANDIC supports the fact that ongoing education is essential for the personal development of the infection prevention and control professional as well as for the quality of patient care as it relates to the prevention and control of infection.

12.2.2 Objectives

- 1) To select programs for which funds for financial assistance from CHICA HANDIC will be allocated.
- 2) To select from the applicants for assistance those CHICA HANDIC members, who have demonstrated an interest in infection prevention and control education and are eligible for financial assistance, to attend programs for which such funds have been designated.

12.2.3 Program for Allocation of Funds

- 1) It will be the responsibility of the simple majority of the membership of CHICA HANDIC to review the upcoming educational events and to determine whether assistance will be given for a specific function, and, if so, -the number of people to be assisted.
- 2) In order to provide financial support for as many members as possible, a single member will be restricted to a maximum payment of \$1000 in any one fiscal year. Requests for funding exceeding this amount may be considered and must be submitted to the executive and approved by the membership-at-large. Note: In cases where the number of applicants exceeds the number of spots to be funded, members who have not used the fund within the previous 2 years will be given priority when allocating funds.
- 3) Applications for funding must be submitted prior to March 31 of each fiscal year to be eligible for consideration.
- 4) The sponsored event. A copy of any educational material should be submitted for inclusion in the CHICA HANDIC library. Members may be asked to present materials from the conference as appropriate.
- 5) Financial assistance will be limited to seminars, symposia, and conferences sponsored by Infection prevention and control organizations and/or other applicable educational programs.
- 6) Funds will be dispersed on approval of Expense Account Statement by the executive. Advanced funds may be requested and issued with the approval of the executive.

12.2.4 Criteria for Evaluating Eligibility

Applications will be submitted in writing on the appropriate form and directed to the executive (see Appendix 1). Applications will be reviewed by the executive and evaluated for eligibility according to the criteria in Appendix 2.

In the event applications exceed the financial support available, applicants will be required to complete MEMBERS FINANCIAL ASSISTANCE AUDIT. Financial assistance will be awarded according to the points scored.



**CHICA HANDIC
Application for Educational Assistance**

1) Personal Information

Name: _____

Hospital/Agency: _____

2) Education Program

Title: _____

Sponsor: _____

Location: _____

Date: _____ Duration of Program: _____

Learning objectives if program other than Infectious Disease related:

3) Expense details.

Item	Description	Quantity	Unit Cost	Total
Registration				
Transportation				
Accommodation		X __ days		
Meals		X __ days	\$40/day	
Other				
Subtotal				
Total				

4) Submit completed form to CHICA HANDIC treasurer by March 31 of current year.



**CHICA HANDIC
Members Financial Assistance Audit**

To be completed by the applicant at the request of the executive.

Applicant: _____
Date: _____

CRITERIA Point Points value earned *Indicate highest point value in each section as appropriate

Membership:

- 1. Paid CHICA HANDIC Member for at least one year (5)
- 2. Recent paid, less than 1 year CHICA HANDIC member having held membership in another comparable Infection prevention and control Group (3)
- 3. Recent paid, less than one year CHICA HANDIC Member with no previous formal association with an Infection prevention and control group (1)

Attendance:

- 1. Regular attendance during the past year (5)
- 2. Less than 50% attendance during the past year. (3)

Participation:

- 1. Served on the executive or in chapter role (education facilitator, webmaster). (5)
- 2. Acted as chapter representative to ICO, CHICA-Canada standing committee or interest group. (4)

Financial Need:

- 1. Receiving no other assistance (5)
- 2. Receiving assistance from additional source(s). (3)

Total points earned: _____

Assistance Granted: ___Yes ___No Amount: _____



**CHICA HANDIC
Expense Account Statement**

Name: _____

Date: _____

Funded Event: _____

Submit completed form to CHICA HANDIC treasurer with appropriate receipts.

Item	Description	Quantity	Unit Cost	Total
Registration				
Transportation				
Accommodation		X __ days		
Meals		X __ days	\$40	
Other				
Subtotal				
Minus Advanced funds				
Total				