

CHICA-CANADA
Community and Hospital Infection Control Association - Canada

POLICY & PROCEDURE MANUAL

SECTION: Interest Group NUMBER: 5.0
SUBJECT: TEMPLATE FOR TERMS OF REFERENCE PAGE: 1 of 2

ORIGINATED: November 2005 REVISION:

SIGNATURE/DATE:

1.0 PHILOSOPHY

CHICA-Canada members associated with (specific sector of health care continuum) or having a special interest in (topic), have unique needs for networking, education and information sharing.

2.0 PURPOSE

- 2.1 To facilitate meeting the unique infection control needs for best practice in the interest group of note.
- 2.2 To develop and maintain a network for sharing information, ideas, solutions to issues/problems, and other specific interest group resources.
- 2.3 To actively promote and support interest group candidates for CHICA-Canada committees when applicable.
- 2.4 To provide a forum with CHICA-Canada to actively promote understanding of the unique interest group needs.
- 2.5 To advocate for continuing infection prevention and control education in the interest group area.
- 2.6 To promote and support infection control research in the interest group area.
- 2.7 To promote synergistic partnerships with stakeholders across the continuum of care. This would include, but not be limited to: public health, acute care, long term care, etc.

3.0 STRUCTURE

- 3.1 All Interest Group members must be CHICA-Canada members.
- 3.2 The Interest Group reports through the President-elect to the CHICA-Canada Board.
- 3.3 Interest Groups may have one Chair or may opt for Co-Chairs. If co-chairs are chosen, every effort should be made to have representation from geographically different areas of the country or from alternate stakeholder groups.
- 3.4 The term of office for the Chair is two years. When Co-Chairs are chosen, appointment should alternate by year to ensure continuity.
- 3.5 A member of the Interest Group is assigned responsibility for encouraging members to make submissions to and collecting submissions for *The Canadian Journal of Infection Control*.
- 3.6 Interest groups will invite each chapter to appoint a representative; however, representation from all chapters is not a requirement. If a chapter does not appoint a specific Interest Group representative, communication will be sent to the Chapter President.
- 3.7 A recording secretary will be appointed for a two-year term.

4.0 FUNCTION

- 4.1 There will be an Interest Group meeting held at each CHICA-Canada National Conference, provided an agenda is forwarded by the Chair/Co-Chairs to the President-elect, at least 6 weeks prior to the meeting. The President Elect will be responsible for notifying the conference planner of those groups that have provided an agenda. Interest Groups that do not forward an agenda will not be provided with meeting space.
- 4.2 There will be a meeting of the Interest Group chairs at each CHICA-Canada National Conference. This will be chaired and organized by the President Elect.
- 4.3 The Chair/Co-Chairs will communicate regularly with the members of the Interest Group and are responsible for distributing agendas and other communication to the Chapter representatives and other Interest Group members.

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- 4.4 The Chair/Co-Chairs will provide updates for the Board meetings regarding activities of the Interest Group.
- 4.5 Minutes will be taken of all meetings and will be posted and/or distributed within 30 days.