

2012 APIC VOLUNTEER APPLICATION

The Board of Directors, Committees, Task Forces, and Membership Sections exist to carry out the Mission and Vision of APIC, which is supported through the voluntary efforts of our membership. The broader the base of involvement of members, the more representative the organization can be as a whole. The purpose of this form is to provide APIC members with an opportunity to volunteer their talents and experience to serve the organization by participating in any of the aforementioned groups. A brief description of the various Program responsibilities is included. If selected, participation at all scheduled meetings is mandatory. National Office Staff provide administrative support and expenses are reimbursed for APIC-related work. Volunteers seeking elective office, i.e. Board of Directors and Nominating and Awards Committee should contact the National Office for further information on the application process.

APIC VISION AND MISSION

Vision: Healthcare without infection.

Mission: APIC's mission is to create a safer world through prevention of infection.

APPLICANT INFORMATION

Name: _____ Title: _____

Employer: _____

Preferred Address: _____

Work Phone: _____ E-mail: _____

Home Phone: _____ Fax: _____

Number of Years APIC Member: _____ Member ID: _____

Chapter No./Name: _____

(PLEASE CONTINUE ON NEXT PAGE)

OFFICE USE ONLY

MEMBERSHIP
YEAR(S):

VERIFIED BY:

APIC
1275 K Street NW, Suite 1000
Washington, DC 20005-4006

Phone: 202/789-1890
Fax: 202/789-1899
Email: apicmembership@apic.org

OFFICE USE ONLY

ACKNOWLEDGMENT
LETTER
DATE: _____

INVITED TO RESUBMIT
DATE: _____

Note: This form will be kept on file for TWO (2) years from the date of its receipt

APIC VOLUNTEER HISTORY

Please indicate your previous levels of participation in the areas listed below. Check all that apply. Use blank spaces for roles/offices/activities not listed.

National/Local Elected Offices:

National Elected Offices Held: Term (s)/ Year
(s):

- President _____
- President-Elect _____
- Treasurer _____
- Secretary _____
- Board of Directors _____
- Nominating and Awards Committee _____
- _____
- _____

Local Chapter Elected Offices Held: Term (s)/ Year(s):

- President _____
- President-Elect _____
- Treasurer _____
- Secretary _____
- Board of Directors _____
- Nominating and Awards Committee _____
- _____
- _____

Task Forces, Project and Program Teams:

- Annual Conference Program _____
- Practice Guidance Council _____
- Prevention Strategist* _____
- Product Development (Education) _____
- Course Coordinator (Education) _____
- Faculty (Education) _____
- Public Policy Committee _____
- Communications Committee _____
- Information Technology Committee _____

- Strategic Planning Program _____
- International Steering Committee _____
- Infection Connection Newsletter _____
- Membership Sections Volunteer _____
- Member Services Task Force _____
- Reviewer (Text Revision Program) _____
- Author (Text Revision Program) _____
- Research Council _____
- APIC Ambassador _____

Current Scope of Practice:

Briefly describe your current scope of practice that qualifies you for the position in which you indicated indicate interest. Include local chapter activities, state or regional activities, National APIC activities, and other professional or volunteer activities. List elected offices, committees, and special projects for each.

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CURRENT AREAS OF INTEREST

Please select from the list below the areas in which you're most interested in serving. Indicate preferences by ranking 1st, 2nd, and 3rd choices.

- | | |
|--|---|
| <input type="checkbox"/> Annual Conference
Committee_____ | <input type="checkbox"/> Strategic Planning
Program_____ |
| <input type="checkbox"/> Practice Guidance Council
_____ | <input type="checkbox"/> International Steering
Committee_____ |
| <input type="checkbox"/> <i>Prevention
Strategist</i> _____ | <input type="checkbox"/> Infection Connection
Newsletter_____ |
| <input type="checkbox"/> Product Development
(Education)_____ | <input type="checkbox"/> Membership Sections
Volunteer_____ |
| <input type="checkbox"/> Course Coordinator
(Education)_____ | <input type="checkbox"/> Member Services Task
Force_____ |
| <input type="checkbox"/> Faculty
(Education)_____ | <input type="checkbox"/> Reviewer (Text Revision
Program)_____ |
| <input type="checkbox"/> Public Policy Committee
_____ | <input type="checkbox"/> Author (Text Revision
Program)_____ |
| <input type="checkbox"/> Communications
Committee_____ | <input type="checkbox"/> Research
Council_____ |

▪ **Task Forces** (Any particular task or issue?):

▪ **Special Projects** (List interests):

Please tell us about any additional experience you have that would assist us in matching you to an activity. (This may include publications, research activities, or specific skills or achievements.)

PROFESSIONAL REFERENCES

Please provide three (3) professional references, including one individual from your local APIC Chapter. If you have served on any national APIC committee or task force, a reference from the chair of that group during the time you were a member also should be submitted. The references you submit should reflect your abilities and experience and support your service in the areas indicated above. The Program or Task Force Chair will contact references.

	NAME	ADDRESS	PHONE	TITLE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

If selected, I agree to work and serve in efforts to uphold and support the mission and vision of APIC. I will honor all responsibilities and attend all scheduled meetings.

Signature: _____

Date: _____

APIC Programs, Sections and Task Forces

Member Services—Charged with the development and implementation of membership policies and programs. Oversees the process for Chapter Bylaws, new Chapter applications, and Chapter Coordinating Councils. Communicates with Chapters to develop and promote member recruitment and retention efforts. Task Forces are developed as needed for special projects requiring additional expertise. (1–5 hours/month)

The Annual Conference Committee—develops the educational content and activities for APIC’s Annual Conference. Members of the task force are responsible for selecting topics and speakers for pre conference, main conference and post conference programs. Each committee member works with the staff liaisons to ensure speaker information, course objectives, and handouts are submitted headquarters for accreditation and continuing education purposes. The planning process requires a commitment of 18 months. Participation on-site during seven days of the meeting is required. Members meet for two-three planned meetings. (Approx. 2–5 hours/month)

Education Committee—plans, develops, and implements educational courses (EPI)/programs designed to meet identified, educational needs. Members hold one-two meetings per year and participates in conference calls as required. Members should have experience in continuing education, educational planning, or program implementation. (1–3 hours/month plus meetings.)

Public Policy Committee—Monitors and prepares input into legislative and regulatory initiatives affecting the global practice of infection prevention and control and epidemiology. Eight members meet once per year with quarterly conference calls. Experience as a Chapter Legislative Representative or Chapter President is desirable. The time commitment may exceed the average when an urgent opportunity exists to prepare written/witness testimony, comments, or action alerts. (10–20 hours/month)

The Practice Guidance Council—compiles, assesses, develops and influences guidelines and standards related to the practice of infection prevention and control both nationally and internationally. This committee provides a means within APIC to guide and inform the membership on practice issues and recommends official positions on external standards, guidelines and other pertinent documents affecting the practice of infection prevention and control to the APIC Board of Directors.

The Communications Committee helps to advance APIC’s mission by connecting with patients and consumers through messages focused on patient safety, and by providing public education on infection prevention and a greater awareness of APIC as the consumer “champion” in this area.

APIC’s Science and Knowledge Implementation Network (ASK-IN)—ASK-IN conducts studies to answer key research questions that will advance the understanding and practice of infection prevention and control. The ASK-IN recommends research priorities and guides APIC’s research activities. The Foundation brings together ICPs, epidemiologists, researchers, industry and other members of the healthcare community to evaluate the efficacy of infection prevention practices and evaluate new approaches to reduce the risk of infection and save lives.

Volunteers of this committee will help grow a robust endowment to fund future research activities.

Sections, Newsletters, and Task Forces

Membership Sections—APIC has the following membership sections: *Ambulatory Care, Behavioral Health, EMS/Public Safety, Home Care, International, Long-Term Care, Long-Term Acute Care Hospitals, Minority Health & Safety, Pediatrics and Veterans Affairs*. Volunteer positions as Chair and Chair-elect are elected each year. Sections meet at the Annual Conference, submit materials to be published in *APIC News*, prepare informational and resource mailings to their membership, and maintain a directory of members for networking.

Publications—APIC currently has two publications: *Prevention Strategist, Infection Connection, and Preventing Infection in Ambulatory Care*.

Task Forces—Special assignments as designated by APIC Board or APIC Program Teams. Working under the leadership of a Board Member or Program Team Leader, volunteers will communicate via conference calls. Term of service will be for a particular Task Force and Task Force Leader may determine time commitment. (# of hours/week TBD.)