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| *Policy Number:* | 1.1.1 |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC – Education Chair Board Position |

**Purpose:**

Defines the duties of the SD/IC APIC Education Chair Board position

**Scope:**

Applies to this chapter only.

**Policy:**

This position reports to the chapter President Elect.

Term of Office: 2 Years – Elected by membership.

The Education Chair is responsible for:

1. Planning, developing and implementing the monthly chapter educational courses and programs that address identified educational needs related to infection prevention and control for APIC Chapter 057. Guidance for chapter education will be provided by the membership and the Chapter Board of Directors.
2. Maintaining the chapter Educational Offering Calendar for the year and assuring the next year’s calendar is started and passed on to the incoming Educational Chair. (see imbedded document below for possible template)
3. Confirming with speakers (and, if applicable, their vendor sponsor) and obtain their educational presentation one month in advance of their presentation date. Distribute to the Board for review of the presentation for product or company bias. If bias is found, immediately contact President Elect for decision of next steps.
	1. Confirming with vendor partners, if applicable, the provision of speakers and lunch at each meeting (i.e. contacting them a week before the meeting time to verify participation details such as time and location and lunch delivery schedule)
4. Administering the chapters California Board of Registered Nursing (BRN) Continuing Education Program for each chapter educational offering for which continuing education contact hours will be conferred.
	1. Must have a full understanding of and maintain documents per the California Code of Regulations, Title 16, Division 14, Article 5. Continuing Education to assure each educational offering where contact hours are conferred meets the regulation. Generate and administer evaluation surveys to attendees for all educational events where contact hours are conferred.
	2. Maintain online survey access and, if applicable, generate monthly evaluation forms to educational presentation attendees.
	3. Provide sign-in sheet for all continuing education chapter events.
	4. Provide feedback from educational events attendee evaluations to Board as requested.
5. Maintain chapter laptop and bring to all educational events where A/V is provided.
6. Attend chapter Board meetings and vote as required.

Potential Responsibilities by timeframe:

Daily:

* None

Weekly:

* None

Monthly:

* Put together meeting educational information flyer for chapter meeting (week before meeting)
* Confirm educational offering/speaker/lunch for upcoming chapter meeting with speaker/vendor sponsor – confirm meeting time/date/place with them
* Review educational offering for CEU regulation criteria/vendor bias and distribute to Board for review
* Print chapter member meeting sign in sheet
* Print or make available post educational offering survey or survey link for each chapter meeting
* Assure that all PowerPoints for educational offerings or meeting information is on thumb drive or downloaded onto chapter laptop for each chapter meeting
* Bring chapter laptop to meeting
* Monthly and ongoing – Per educational chapter needs identified by the President, Board and chapter members, recruit speakers for future chapter meetings – maintain in calendar format (see template attached)

Yearly:

* Secure site for upcoming year monthly chapter meetings – usually in September of current year for SDPH
* Hand off of educational calendar for upcoming year to new Educational Chair (if new election year)
* Renew chapter Continuing Education Provider (CEP) (fee of $300 at present – due in November each year) with CA Board of Nursing

Templates and related documents:





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| *Approval Date:* | 9/1/17 |
| *Reviewed & Revised:*  | 9/1/17 |
| *Review Responsibility:* | SD/IC APIC Chapter Board of Directors  |
| *Next Review Due:* | 9/1/18 |