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| IPAC OTTAWA REGION CHAPTER GENERAL MEETING |
| **DATE:** | 2017-12-14 | LOCATION | PHO Boardroom 2380 St Laurent BlvdOttawa, Ontario K1G 6C4 |

| **Agenda Items** | Discussion/Decision/Action | Responsibility/**Deadline** |
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| **1**  | **Standing Items (Agenda)** |
| 0900 | Call to orderAdoption of MinutesAdditional Agenda ItemsBusiness Arising | During the roundtable, the group welcomed Jo-Anne to her first meeting as the President- Elect and offered many thanks to Past President Sam for a job well done! Minutes approved by C. Bussière and D. Perron |  |
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| **2** |  |
| **2.1** |  |
| 0910 | Chapter President’s Report – Jo-Anne | * A reminder that the IPAC Canada weekly news round-ups are a great place to find current IPAC information
* IPAC Canada is planning another day to visit Parliament Hill. The past visit to Parliament Hill was a great opportunity for IPAC to have voice. Dates to be decided.
* There will be a 2- day strategic planning session for the Executive at the upcoming conference. IPAC Canada will pay 1 night of Joanne’s stay.
* IPAC OR members are encouraged to complete the IPAC Canada 2019/21 “mega” survey. IPAC Canada wants to ensure that the information stays in Canada. The survey will ask for regional specific information.
 | **Action:** Ask if regional results come back to IPAC-OR **- Jo-Anne** |
| **2.2**  | IPAC Canada Awards submissions | * For the annual awards:
	+ We will submit for the Chapter Achievement (Sam lead) and CIC (Shelley/Suzanne) awards; all ideas and working group participants welcome
	+ There is a WG meeting on Feb 20th – to complete – all welcome to come and help – pizza – 1630hrs start
	+ Let us know if you got your SARE in 2017
 | **Action:** Submit ideas and pictures for either award to Sam and Shelley and forward your name if interested in being on the WG **- All** |
| **2.3**  | IPAC OR Policy and Procedure Manual | * We are looking for a new template to revamp the P&P manual and make it more user friendly
* Reviewed changes made to the *conference funding* section:
* Other conferences can be funded
* If you were funded the prior year and there are a number of applicants, you may not be funded
* Teleconferences added to the meeting attendance
* Changes in points awarded for participation in meetings, education WG, IG/special projects (CIC study group, speaker), financial need
* Only the early bird amount is reimbursed
	+ Once the changes done will upload to website
 | **Action:** * If you wish to go to another conference , you have to apply for funding by March 31st - **All**
* upload P&Ps on web when changes complete - **Aileen**
* Send reminder for applications 1 week prior to March 31st - **Shelley**
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| **2.4** | Spring Education Session | * CIC Study group:
* The last one scheduled is on Feb 14th (Ryan - Environmental)
* One last date kept in case participants need additional topics
* 4-5 participants each night
* We may want tailor the topics for a wider reach or, since many chapters struggle, we may want to invite other chapters

Education Event:* There’s been discussion about a focus on Dental for our Chapter Education Event by the executive and something for dental is a consideration. Dr. Chris Swayze is responsible for IPAC at RCDSO and has been working with health units Southern Ontario to educate dentists about IPAC. We could ask if he’s interested in doing something here.
* Option B for a topic might be “reprocessing in the community” as there are few resources
* We won’t be able to book Ben Franklin for a spring event because dates are very limited. We need to look at dates now for a fall event
 | **Action:*** Connect with Dr Swayze and book room for October

**Donna** |
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| **3** |  |
| **3.1** | Executive Committee Reports | Treasurer (2018 Budget)* Final budget sent in to Gerry
* GST/HST rebate sent in to Gerry
* $8400 dollars in budget
* Conferences - $4000 set aside & president $3500

Membership - nilEducation – IPAC OR * Today - Community Paramedics Flu surge –Possible topics - Feb 1 – IPAC OR auditing (Kathy), Apr 12 - Wound care or QI, ERLA Lab questions / PHL as well
* There may be a Spring education session – as noted above
* Let Donna or Caroline know if there is anything of interest
* Kathy – IPAC in ORs will come in future
* June conference

Webmaster* Meeting minutes up
* Locked piece for exec
 | **Action:** Let Aileen know if there is anything you want posted – **All****Suzanne** will check with Pat re. a previous locked part |
| **3** |  |
| **.1**1005 | IPAC Canada Subcommittees Reports | Education* Natalie - Met last week for a strategic planning meeting where they reviewed all comments from survey sent out
* The Winter newsletter coming out and will be distributed to IPAC OR
* There will be 3 webcasts offered from the Banff Conference this year

Membership Standards and Guidelines |  |
| **4** |  |
| **4.1**1015 | Partner updates - Ryan | **PIDAC*** Environmental Cleaning document in last phase of being finalized due out early 2018
* New online CDI case modules for hospital
* 3 additional modules focus on outbreak management for 2018
* Reportable disease trends in Ontario interactive tool has new interactive graphs and maps for CDI outbreaks in hospitals, information on TB drug resistance and in Spring 2018, will add LHIN level data to interactive maps
* for CDI hospital
* IPAC lapse FAQs will have additional guidance on reprocessing and sterilizers, as well as maintaining dental unit water quality during a boil water advisory

**PHO*** UTI Program scale up to respond to overuse of antibiotics for presumed UTIs in LTCF. There are 5 key practice changes and PHO is recruiting 5-10 LTCF in the east to implement beginning in April
* 2018 IQMH-PHO ARO Laboratory and Hospital survey has been sent to all licensed micro labs in the province. For hospital labs, IQMH will request lab hand off of the IPAC survey to the IPAC Coordinators and for hospitals with no onsite labs, the IPAC survey will be sent directly to hospitals. Survey distribution is February 26th and survey close is March 30th.
* Locally – IPAC Essentials Program - Scenario based workshop for novice ICPs will provide orientation to resources in IPAC
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| **5** |  |
| **5.1** | Interest Group Reports Roundtable | For detailed information, see the Interest Groups’ Minutes on the IPAC Canada website* Oncology
* Dialysis
* Paediatric & Neonatal Interest Group
* Mental Health
* Healthcare Facility Design and Construction – not active – The IG meetings in Banff have all been cancelled
* Environmental Hygiene – Active group with some great education presentations at meetings
* Community Health Care
* Long Term Care Interest Group
* Reprocessing Interest Group –Active subgroup developed foot care positions statement to be released in March or April. Note the PS will not address medical estheticians. Claire & Cara Wilkie/midwifery are looking at starting a community reprocessing group
* Surveillance and Applied Epidemiology
* Pre-hospital Care Interest Group
* Cardiac Care Interest Group – Active – Presentations from wound care specialist on Feb 27th – let IPAC OR or JoAnne know if you want to participate – she’ll send slides
* Most midwifery groups have switched to disposable equipment – recycling the metal
* IPAC EO – acute care hospital WG – including acute care from Champlain – building upon challenges successes
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| **6** |  |
| **6.1** |  | Community Paramedics – Influenza SurgeEpidemiology Update  | Andrew HemlinChatura Prematunge |
| Next Meeting: April 12, 2018  |