

**Title  
Minutes – Date  
Meeting Room**

IPAC OTTAWA REGION CHAPTER GENERAL MEETING			
<b>DATE:</b>	<b>2017-12-14</b>	<b>LOCATION</b>	PHO Boardroom 2380 St Laurent Blvd <b>Ottawa, Ontario K1G 6C4</b>

AGENDA ITEMS	DISCUSSION/DECISION/ACTION	RESPONSIBILITY/ DEADLINE
<b>1 Standing Items (Agenda)</b>		
0900 Call to order Adoption of Minutes Additional Agenda Items Business Arising	Roundtable done Minutes approved	
<b>2</b>		
<b>2.1</b>		
0910 Chapter President's Report	<ul style="list-style-type: none"> <li>• Membership decline was the topic again of the most recent Presidents meeting. Since many employers are no longer paying memberships, a letter for employers underlining the benefits of membership is in development.</li> <li>• The IPAC Audit tool app will be launched this summer and will only be available to IPAC Canada members</li> <li>• Program wide standard and audit tools are available in the members only area of the IPAC Canada website</li> <li>• There is a “learning objective repository” on the IPAC Canada website where members offer their education tools for other members to use after the tool has been vetted by a committed for clarity, etc. Members are welcome to send their educational tools to IPAC Canada to be added to the repository.</li> <li>• Canadian Journal of Infection Control is now a stand-alone scientific journal. The journal is sent out to members but can also be accessed on the IPAC Canada website</li> <li>• There will be no Chapter Presidents Meeting at the 2018 national conference. Instead, there will be a 2 day strategic planning meeting with one day paid for by IPAC Canada</li> </ul>	

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		<ul style="list-style-type: none"> <li>• HILL DAY - Board members from IPAC Canada met with 11 MPs this past April to advocate for a national surveillance and Antimicrobial Resistance program. They will be sharing the same message at the provincial level as well</li> <li>• The needs assessment survey planned for October will be sent out in January</li> <li>• The Web page has been changed to fit on any device size and the set-up is now more user friendly</li> <li>• For the CIC, there is a free CBIC podcast available from Itunes and old questions available on Twitter and Facebook</li> <li>• Chapter newsletter and council – meet 1/mos</li> <li>• There is now an orientation available through IPAC Canada for new Chapter president, secretary and treasurer positions</li> <li>• There will be a PPT about IPAC Canada available soon on their web page</li> <li>• There are a number of awards with upcoming deadlines that our chapter should apply (e.g. 3M/Diversity/CIC). We will be looking for some help to apply.</li> <li>• The CPSI Hand Hygiene modules will be moved to the IPAC Canada website – IPAC Canada is reviewing content for updates and accessibility</li> <li>• The Membership fee has increased – we get \$31 / member now (PHO advisory grp for JCYH – planning now)</li> </ul>	Sam will apply for the CIC chapter award
<b>2.2</b>	Welcome to incoming executive and thank you to outgoing executive	<p>Sam introduced our 2018 executive members:</p> <ul style="list-style-type: none"> <li>• Joanne Janigan – President</li> <li>• Claude Bussière – Treasurer</li> <li>• Shelley Hudson – Secretary</li> <li>• Annie Lord-Stevens – Membership/ Social Media Coordinator</li> <li>• Donna Perron and Caroline Meguerditchian – Education Co-coordinators</li> <li>• Aileen Puckett – Webmaster</li> <li>• Sam MacFarlane – Past President</li> </ul> <p>Sam also thanked Pat Bedard, our outgoing webmaster, for all of her dedication and hard work over the past few years. She has officially passed the torch to Aileen.</p>	

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2.3	CIC Pinning Ceremony	<p>Congratulations to our newest CICs who received their pins! Also congratulations to those who have successfully completed their SARE this year.</p> <ul style="list-style-type: none"> <li>• Nimo Mohamoud</li> <li>• Ajak Ajamg</li> <li>• Paul Seguin</li> <li>• Aileen Puckett</li> <li>• Annie Lord-Stevens</li> <li>• Caroline Meguerditchian (not present)</li> </ul>	
2.4	CIC Study Group Update	<p>Suzanne has arranged for 3 more sessions in the New Year. Anyone can join the group, even if you don't plan on writing the exam this year. There is an option to call in to the sessions.</p> <p>2018-01-17 Cleaning, Sterilization, Disinfection, Asepsis – Donna P</p> <p>2018-01-31 Environment of Care: Construction and Renovation – Claude B</p> <p>2018-02-14 Environmental cleaning and Selection/evaluation of environmental disinfectant products – Ryan M</p>	Let Suzanne know if you are interested in joining the study group
<b>3</b>			
3.1	Executive Committee Reports	<p>Treasurer (2018 Budget)</p> <ul style="list-style-type: none"> <li>• There is currently \$9627 in the budget. Once the CIC/SARE reimbursements are made, there will be approximately \$8200 to begin January 2018</li> <li>• Since we are non-profit organization, we can get a tax rebate about \$300 for this past year (we are not supposed to be collecting interest and we must have our spending projected in our budget)</li> <li>• Conference funding was increased this year for the Banff location (conference fees for general members are the only thing covered). FYI: Other IPAC related conferences are covered as well</li> </ul> <p>Membership Coordinator/Social media</p> <ul style="list-style-type: none"> <li>• The membership numbers are about the same – 92 (was 94)</li> <li>• There was a recent membership coordinator teleconference where they discussed how to reach out and how to sell the benefits of membership through the promotion of the organization online and through social media</li> <li>• Some ideas to bring people to more meetings that are being used elsewhere are change sites, offer food, or have an annual event, such as a BBQ</li> <li>• Twitter has been used to advertise our education event but it's hard to control; Face Book – we've had a few likes; other modalities are more labour intensive to use</li> </ul>	End of January, Claude will forward the budget to IPAC Canada

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		Education – IPAC OR Education Coordinator <ul style="list-style-type: none"> <li>• Erin Culley today – TB Outbreaks in Marginalized Populations</li> <li>• Possible topics - Feb 1 – IPAC OR auditing (Kathy), Apr 12 - Wound care or QI, ERLA Lab questions / PHL as well</li> <li>• There may be a Spring education session - the topic may be Dental/Clinical Office Practice</li> </ul> Webmaster <ul style="list-style-type: none"> <li>• The agenda and minutes have been posted and Pat had handed off the portfolio to Aileen</li> <li>• IG and WG reps will be updated</li> </ul>	
<b>3</b>			
<b>3.1</b> 1005	IPAC Canada Subcommittees Reports	Education <ul style="list-style-type: none"> <li>• Natalie is the new chair of the committee</li> <li>• The group has met once and will do some strategic planning this year. A needs assessment survey has been sent out to 6 Chapters for feedback</li> <li>• The group meets again end of January</li> <li>• A very successful 2017 – 9 webinars were held</li> <li>• The next Newsletter comes out in January</li> </ul> Membership – as previously noted  Standards and Guidelines <ul style="list-style-type: none"> <li>• The Committee has been active</li> <li>• There is a very long process to get Standards and Guidelines out as there is extensive rigour</li> <li>• HH practice module from CPSI now on IPAC Canada website</li> <li>• The Medical gels position paper went to board for approval</li> <li>• The position statement about antimicrobial products in the community is posted</li> <li>• The use of electronic devices in healthcare is with the board for approval</li> </ul>	Collette will forward the draft schedule for document review to Shelley for distribution to the membership. Please note this is draft and timelines are fluid. (attached to minutes)
<b>4</b>			
<b>4.1</b> 1015	Partner updates	PHO (Catherine) <ul style="list-style-type: none"> <li>• PHO Regional Team news – Ryan MacDougall has been hired as an IPAC specialist new to area</li> <li>• Sam MacFarlane is the new team lead for the office now that Sue Cooper has retired</li> </ul>	

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		<ul style="list-style-type: none"> <li>• A 3<sup>rd</sup> IPAC specialist position will be posted</li> <li>• Environmental Cleaning document is still not ready to be released – hopefully early 2018</li> <li>• Resources – A new “Preventing IPAC Lapses” section has been added to the website</li> <li>• New Checklists for the Dental Office are posted</li> <li>• Examples of Sterilization logs etc. are on the web</li> <li>• On Jan 9<sup>th</sup> there will be Grand Rounds on the checklists for dental care settings rounds</li> <li>• New ICPs in region – novice ICP program will be rolled out if enough interest – let Catherine know</li> <li>• Environmental Cleaning best practices presentation available showing the steps/process involved in updating the document</li> </ul> <p>PIDAC (Natalie)</p> <ul style="list-style-type: none"> <li>• Working on haemodialysis Best Practices PIDAC document</li> <li>• Environmental Hygiene Best Practices document - some fine tuning and a Lit review for VRE being done</li> </ul>	Catherine can share the presentation with those interested in understanding what’s involved in creating/updating a PIDAC document
<b>5</b>			
<b>5.1</b>	Interest Group Reports	<p><b>DEFERRED – Note the most recent updates are posted on the IPAC Canada Website</b></p> <ul style="list-style-type: none"> <li>• Oncology – From Nimo - <i>For the oncology interest group, we have been tackling VZV and respiratory illnesses in the oncology population. We are in the middle of sending out surveys to establish current practice. I’ll update you on the survey results in the next meeting.</i></li> <li>• Dialysis</li> <li>• Paediatric &amp; Neonatal Interest Group</li> <li>• Mental Health</li> <li>• Healthcare Facility Design and Construction</li> <li>• Environmental Hygiene</li> <li>• Community Health Care</li> <li>• Long Term Care Interest Group</li> <li>• Reprocessing Interest Group</li> <li>• Surveillance and Applied Epidemiology</li> <li>• Pre-hospital Care Interest Group</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Cardiac Care Interest Group</li> </ul>	
<b>6</b>			
<b>6.1</b>		TB in the Marginalized Population – Erin Culley	
<p>Next Meeting: February 1, 2018</p> <p style="text-align: center;"><i>Have a happy and safe holiday!</i></p>			