



AUGUST 2024

Save the Date: Upcoming Chapter Events

Chapter Leader Call - August 15 @ 2 pm ET

Chapter Legislative Representative Call - August 26 @ 11 am ET

[View the comprehensive 2024 chapter meeting, event, and communications schedule »](#)

Member Engagement Committee (MEC) Update

More from Chapter Leader Day 2024 to bring to your chapters

The Member Engagement Committee has spent the last several months working on several awesome projects we anticipate will have a significant impact for APIC members and your chapters. We are proud of the work the committee has done thus far and really excited about the opportunities and work that is to come.

The committee's latest efforts and accomplishments include:

- **A relaunch of the call for speakers for our Chapter Speaker Directory.** Leaders can [submit your chapter's speaker recommendations for inclusion in the directory here.](#)
- **A relaunch of the Chapter Mentoring Program for Peer-to-Peer and Small Group Programs.** There are 10 chapters participating in the 2024 program which will run through December 31, 2024.
- **The launch of the membership model changes that were approved in 2023 along with APIC's new membership database.** The changes include:
 - Updated and expanded tiers for students. There are now options for undergraduates and graduates.
 - A new membership option for IPs working for vendors.
 - Updated names for two of our main membership categories. Full/Active is now Professional and New IP is now New to Profession. We believe these names better describe the individuals and align with the awesome IP Career Development and Advancement Guide developed by the Professional Development Committee.
 - The sliding scale for international dues based on country of residence. We're hopeful that this new approach will support APIC's global growth.

- **Obtaining APIC Board approval for the committee's recommendations to add two new groups to our online communities.** The Veterinary Medicine IPC Council is open to all members and is now available to join. The second group is the C3IC Council or Comprehensive Cancer Centers Infection Prevention and Control Council. This group will be open to members at cancer centers and facilities with oncology units. It will launch in the coming weeks.
- **Ongoing work on a group mentoring program to supplement the chapter mentoring program offered beginning last year.** The pilot will focus on four settings: long-term care, ambulatory, public health, and solo practitioners in acute care/critical access hospitals. We will solicit mentor and mentee applications in the Fall. The program is expected to launch in January 2025.

In addition to our varied membership and chapter initiatives, the MEC members are excited to continue to connect with and support you directly. Each member serves as a liaison to an assigned chapter region and its leaders. Your chapter's liaison can be an additional resource for you, sharing their own experiences and helping you navigate your chapter leadership pathway. Have questions or need ideas on increasing volunteerism, improving member engagement, or handling internal chapter conflict? [Download the 2024 MEC Liaison Listing](#) and reach out to your liaison today!

Leadership Highlights

Instructions for accessing chapter resources on APIC's new portal

Last month, APIC launched a new database and online member portal. With the launch of this technology also came a new, more streamlined way of accessing chapter leadership information and resources. Additionally, the system now offers new chapter leader functions and means of submitting information to APIC.

The chapter menu that serves as the gateway to all things chapters is easily accessible through your new member profile page on APIC.org. [Review and download detailed instructions](#) on how to access and use these new functionalities and get more acclimated with the new chapter leader portal now!

If you have questions or need further assistance with accessing and using the new chapter functions, email chapters@apic.org.

***Must be logged in to access and use new functions**

Has your chapter reviewed its 2024 Chapter Status Report?



2024 Chapter Status Report

Chapter Boards should regularly review their operations to ensure alignment with APIC's requirements and best practices. This worksheet aids the conversation by providing the status of May 27, 2024) of twelve key metrics.

CHAPTER OPERATIONS

Chapter Boards establish their own dues. The amount can be modified on an annual basis. Chapter's dues are above/below the national average, the Board may want to discuss the impact on the overall budget.

CHAPTER DUES: \$30	
3-year dues average	
Chapter	National
(Dues Average (2022-24))	\$20.56

There are a handful of documents that require annual review/revision. In areas where chapter is not current, the Board should work together to fulfill the outstanding items.

CHAPTER DOCUMENTATION	Last Received
Bylaws reviewed/revision submitted to APIC	2016
Full current leader roster submitted to APIC	2024
Chapter financials submitted to APIC	2024
Annual 990 filed and reported to APIC	no record/unknown
Annual chapter renewal and bonding fees paid to APIC (direct payment from chapter)	2023

While submitting for a Chapter Award is not a requirement, it is strongly encouraged as an opportunity to recognize your chapter's work.

CHAPTER EXCELLENCE

Chapter Excellence Award recipient (year award last received)	N/A
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2024 Chapter Status Report

LEADERSHIP ENGAGEMENT

The descriptions below detail the primary leadership engagement opportunities. In areas where activity is low, the Board is encouraged to work together to increase the leadership's participation.

Leadership Engagement Element	Description	Status	Compliance Maintenance Tip
Chapter Leader Orientation participation	Virtual offering designed to familiarize new leaders with all things chapter leadership. The session can also serve as a refresher to experienced leaders. Each chapter should have representation on the call to ensure its leaders have the information and access required for a successful year.	Yes	Encourage all leaders to participate. If necessary, task one or a few with joining and bringing the information back to all leaders.
Chapter Leader Call participation	Bi-monthly virtual leadership calls provide tips, tools, and answers to common questions about chapter management and operations. Chapter participation ensures leaders are receiving information and taking advantage of networking opportunities vital to chapter success.	% of calls attended 90%	Encourage all leaders to participate. If necessary, task one or a few with joining and bringing the information back to all leaders.
Chapter Leader News (CLN) engagement	Monthly electronic newsletter that offers helpful leadership information and practical guidance on various areas of chapter management. It also provides updates that help leaders keep their members informed on ways to maximize their chapter and APIC memberships.	% of newsletters read 100%	Encourage all leaders to read the publication. If necessary, task one or a few with reporting highlights to all leaders.
Website updated	APIC offers microsites via its community platform to help chapters build and maintain its online presence. Chapter websites should be updated regularly to ensure access to the latest and most relevant chapter information. ¹	2023	Create a schedule (i.e., bi-monthly) to make sure reviewing and updating of the website occurs regularly.
APIC Chapter Zoom Live usage	APIC offers a zoom live(s) exclusively for chapters to use for local meetings, conferences, and other membership events. Though not required and extended on a first-come, first-served basis, chapters are encouraged to take advantage, as needed.	No	Develop chapter's meeting schedule and submit zoom meeting requests as soon as possible to prevent conflicts or availability issues.

¹ Based on data across the chapter network, most chapters attend at least 60% of calls and read at least 77% of Chapter Leader News issues. Engagement status calculations include chapter activities from 2023 through Q1 2024.

² Chapters that do not have a website on APIC's platform will have a status of N/A but are still responsible for maintaining updated websites according to APIC's chapter website requirements.

At the beginning of July, all chapters received a 2024 Chapter Status Report. The goal of this report was to provide chapters greater insight into their own performance, engagement levels, and compliance with chapter requirements. Information included in the reports was sourced from key chapter data collectors, including the annual Chapter Survey and Needs Assessment.

The report included data and statistics around each chapter's alignment with APIC's reporting requirements, as well as engagement with key APIC chapter leadership. It also included tips for what chapters could do to improve in areas where their engagement scores are low.

Chapter leaders are encouraged to share and discuss amongst their local boards to better understand their chapters' current position and identify where their chapters may need to focus their efforts moving forward.

Did you not receive, or do you have questions about your chapter's report? Email chapters@apic.org.

Membership Highlights

CBIC application tips for chapters and their members

As our volume of applications continues to increase, we would like to share some application tips to help ensure a less stressful application and testing experience for certification candidates.

Don't apply until you're ready to test

Once an application is approved, candidates are assigned a 90-day window to schedule their examination with Prometric. [Appointments](#) are available on a first come first serve basis, and candidates are encouraged to schedule as soon as they receive the testing window.

Review and become familiar with the Candidate Handbook prior to applying

The candidate handbook has important policies and information that all candidates attest to having reviewed and agreed to during the application process. The information covers everything from eligibility guidelines, Prometric testing requirements, what to expect on exam day, to Prometric's cancellation/rescheduling process. Candidates should review this information prior to applying for the examination.

Special Accommodations

The Americans with Disabilities Act (ADA) ensures candidates can test with special accommodations on exam day. Candidates are required to check the special accommodations box and complete and upload the Request for Accommodations and Documentation of Disability forms when applying. Candidates should not proceed with scheduling an examination until CBIC staff has sent instructions on how to schedule an exam with the requested accommodations. The special accommodations forms and more information on this process can be found [here](#).

Join CBIC on the next Chapter Leader Call

CBIC Board Director, Rashida Conway, RN, MSN, CIC and CBIC Certification Program Manager, Gina Cairo, will be presenting at the next Chapter Leader call on August 15. Rashida and Gina will provide a CBIC update with time for questions at the end.

Get in touch with CBIC

Do you have an upcoming chapter meeting? You can still submit your request for representation from CBIC at a future APIC chapter meeting. Please fill out the following survey: <https://forms.office.com/r/6F0n7CsnAU>.

Please share this information with your members. And, if you have questions about CBIC's certifications, please contact us at info@cbic.org. It is always a pleasure to connect with APIC chapters and to learn how CBIC can better assist current and prospective certificants.

APIC Happenings to Share

Deadline approaching for APIC's CAH Scholarship

Please remind your Critical Access Hospital colleagues **that applications are due September 13, 2024**, for the [Critical Access Hospital Scholarship](#) offered by APIC, APIC Consulting Services, and CBIC. Three (3) CAHs will be awarded with scholarships. Each hospital will receive products and services totaling more than \$50,000, including:

- Up to 150 hours of consulting services from APIC Consulting Services
- Two (2) APIC memberships + Chapters memberships for two years
- Two (2) subscriptions to APIC Text Online for two years
- Two (2) a-IPC or CIC self-study prep courses
- Two (2) a-IPC or CIC certification exams
- Access to APIC's PolicyPro Library of Policies and Procedures for two years
- Membership in APIC's CAH virtual network
- Two (2) Annual Conference registrations for two years + travel (inclusive of coach airfare and three nights hotel – room and tax only)

Visit APIC's Critical Access Hospital Scholarship webpage to [learn more](#) and [apply](#). For any questions about the opportunity, contact Scholarships@apic.org directly.

Check out the new APIC Checklist of PPE Considerations for Emergency Management Planning and Response!

Personal protective equipment (PPE) is vital for protecting healthcare personnel (HCP) from potential occupational hazards and ensuring patient safety. Healthcare facilities must have adequate PPE supplies during disasters, requiring prior planning and ongoing evaluation. The APIC Emerging Infectious Diseases Task Force has created a checklist to support infection preventionists in managing PPE during emergencies.

[Check out the checklist](#) and share with your members and colleagues today!

Webinar: Sharing Our Journeys: A Social Media Roundtable Wednesday, August 14, 2024 @ 1 pm ET

Grab a fellow leader(s) and join APIC for a conversational webinar involving all things social media. Learn how to elevate your leadership potential, grow your network, navigate feedback, and much more! Hear from your fellow Infection Preventionists on how they built their professional social media platforms and where their virtual journeys began. Whether you're starting out or looking to refine your strategy, this webinar offers actionable insights to propel your virtual presence forward. Don't miss out on this opportunity to learn, connect, and empower your social media journey.

[Register today!](#)

Upcoming APIC Education opportunities

The APIC Education Team is now offering the new a-IPC Certification Preparation Course! This course is perfect for those not in the traditional IP role but who are interested or otherwise need to know the ins and outs of the position. Encourage your members to share with colleagues and partners in infection prevention. Registration is open now -- [register today!](#)

Additionally, it's still not too late to take a few days and meet us in [Boston](#) for the CIC Certification Preparation Course or EPI Intensive. Registration is open and there is plenty of room. We'd love to see you there!

Join the LTC National Infection Prevention Forum (NIPF)

The NIPF is a national forum for any Infection Preventionist (IP), or infection prevention champions in long-term care (LTC), to

share lessons learned, find resources and get answers to questions. [Download the flyer](#) to learn more and share the opportunity with your members in LTC!

APIC Board of Directors Chapter Speaking Tour Continues

The APIC Board of Directors (BOD) is enjoying the opportunity to meet with chapters on their local chapter tour and would love to connect with your members! Would you like a member of the APIC BOD to speak at one of your chapter meetings and share key updates on APIC initiatives for 2024? They are ready and available--so spread the word. If you are interested in scheduling an APIC Board Member for an upcoming meeting, please email chapters@apic.org. They are looking forward to meeting with you and your members soon.



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