



Job Description

Job Description: High Level Disinfection (HLD) Task Force

Effective Date: 11/2019

Approved by: APIC MN Board of Directors

Review/Revise Date: 5/2023

1. General description

- a. Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- b. Complete a contact information sheet to be included in the News and Views and on the chapter website
- c. Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- d. Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- e. Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- f. Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- g. Give a verbal report during chapter business meetings as desired/necessary
- h. Provide a verbal report at board meetings when requested
- i. Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.

2. Specifics of the Job

- a. Committee description:
 - i. This special committee is appointed by the Chapter Board and is responsible to the APIC MN Board of Directors.
 - ii. The High Level Disinfection Taskforce serves as a resource and discussion group for practices related to cleaning and reprocessing of medical instruments and equipment. The taskforce discusses relevant issues and topics related to disinfection and sterilization. The taskforce researches best practices and makes recommendations to the group.
 - iii. Committee consists of chair and co-chair that will serve on a voluntary basis and voluntary committee members.



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- iv. Committee is comprised of Infection Prevention and Sterile Processing experts.
 - b. Responsibilities of chairperson:
 - i. Review Job Description annually.
 - ii. Schedule committee meetings and ensure committee minutes are complete and accurate.
 - iii. Officiate and conduct committee meetings.
 - iv. Develop a timeline for the year.
 - v. Update Willingness to Serve document and provide to Secretary, if anticipating expenses.
 - vi. Share information from committee with board liaison on a regular basis (e.g. monthly). Board liaison will contact Chair(s) to arrange annual verbal report to board of directors.
 - vii. Contact prospective committee members.
 - viii. Provide leadership and ensure committee members are aware of obligations.
 - ix. Submit expense vouchers to APIC MN treasurer for reimbursement as needed.
 - x. Submit projected budget, if anticipating expenses, for the ensuing year to the current Treasurer by the second Thursday of October. Budgeted expenses should be itemized.
 - c. Responsibilities of committee members
 - i. Review job description.
 - ii. Participate in committee meetings. If unable to attend the meeting, follow up with chair. Members should attend at minimum 75% of meetings.
 - iii. Actively participate in discussions and provide expert comments related to recommended practice.
 - iv. Review and comment on draft documents.
 - v. Assist with communication as directed by the committee.
3. Monthly Action Checklist

Month	Action	Comments
January	Review APIC MN website for content; committee meeting	News & Views deadline: Jan 20
February	Committee meeting; General APIC Meeting	News & Views deadline: Feb 17
March	Committee meeting	News & Views deadline: March 17
April	Committee meeting	News & Views deadline: April 14
May	Committee meeting; General APIC Meeting	News & Views deadline: May 19
June	Committee meeting	News & Views deadline:



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July	Committee meeting	News & Views deadline: July 14
August	Committee meeting; General APIC Meeting	News & Views deadline: August 18
September	Committee meeting	News & Views deadline:
October	Committee meeting	News & Views deadline: October 20
November	Committee meeting Report to APIC BOD; General APIC Meeting	News & Views deadline: November 17
December	Committee meeting Review job description for 2022	News & Views deadline: December 15

4. Liaison Expectations to Committee and Appointed Representatives
 - a. The board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN comply with the direction from the board. This is a summary of the Board members role as liaison to the committee(s) and or Appointed Representative they are aligned with.
 - b. Mission – to maintain a line of communication between the committee and the board
 - i. Make sure their pursuits are consistent with APIC MN mission and policies
 - ii. Verify that you are the contact person with the board.
 - iii. Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities, and needs.
 - c. Share information from board to committee chairs
 - i. Include policies, funding, spending, and vision
 - d. Share information from committee with board monthly
 - i. Annually request that the committee chair attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help, guidance