



Job Description

Job Description: NHSN Case Study Coordinator
Effective Date: 2012
Approved by: APIC MN Board of Directors
Review/Revise Date: 2/2017

1. General Description

- 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
- Submit your contact information to the Secretary to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
- 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
- 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
- Communicates any questions, concerns or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submits an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- Review job description annually and update as needed
- Gives a verbal report during chapter business meetings as desired/necessary
- Provides a verbal report at board meetings when requested
- Contributes to 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. Position Description

- a. In collaboration with Minnesota Department of Health and Stratis Health, the APIC MN NHSN Case Study Coordinator supports the objectives of the NHSN User Group and the APIC membership who volunteer surveillance and case scenario examples to the workgroup.
 - i. Provides time for the discussion of NHSN definitions, data entry and submission, and logistics of NHSN surveillance.
 - ii. Provides updates from CDC NHSN as communicated to the MDH and APIC
 - iii. Provides updates from CMS as communicated to Stratis Health



- iv. Reviews submitted cases that provide examples of NHSN surveillance/definitions.

3. Specifics of Job

- Responsible to the APIC MN Board of Directors
- Appointed position. Term of appointment is one calendar year
 - Appointments are made on an annual basis and are renewable
 - No term limits
 - The APIC MN board may make changes to appointments at any time
- Qualifications:
 - Must be a current active member of APIC Minnesota
 - Consideration for appointment is given to experience and expertise
- This NHSN Case Study Coordinator will represent the mission, vision, principles and beliefs of APIC MN while serving in the appointed role
- Position responsibilities
 - a. Solicits case scenarios from APIC MN Infection Prevention peers to be used as teaching aides that support the consistent use of NHSN protocols and definitions.
 - i. Organizes peer submitted case scenarios that will be reviewed and discussed at monthly conference calls
 - ii. Contributes to the NHSN User Group agendas by submitting planned case scenarios for phone conference calls.
 - b. Attends regularly scheduled conference calls providing clinical expertise with case discussions. These calls are arranged by Stratis Health and MDH.
 - c. Identifies other stakeholders to include as ad hoc members dependent on event
 - d. Provides updates to APIC membership through communication venues such as News and Views, APIC MN website.

4. Liaison Expectations to Appointed Position

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.

Mission- to maintain a line of communication between the NHSN Case Scenario Coordinator and the board

- Make sure individual pursuits are consistent with APIC MN mission and policies
- Verify that you are the contact person with the board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.



Share information from board to coordinator position

- Include policies, funding, spending and vision

Share information from NHSN User group with board liaison monthly as needed

- Annually request that this position attends a board meeting and present a brief update to include the NHSN User group successes, opportunities and support and guidance from the board and organization.

5. Expense Vouchers

- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur
- Submitted expense vouchers to board liaison for signature and sending to treasurer
- APICMN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison. If there are minor deviations, board liaison may approve using their discretion. Larger deviations require board approval

6. Process for email communication with BMI

1. Email subject line must read: APIC MN _____ Committee: _____ (minimum number of additional words needed)

2. CC: emails as follows:

- ☐ For emails sent to Jim Louis: cc: Barb Louis barb@bestmeetings.com
- ☐ For emails sent to Barb Louis, cc Jim Louis jim@bestmeetings.com
- ☐ For emails sent to other BMI staff, cc Barb Louis barb@bestmeetings.com and Jim jim@bestmeetings.com

3. If you have sent more than three emails and your business matter is not resolved, contact the BMI staff person you are working with by phone to discuss the issue. BMI's phone number is 952-858-8875 / 800-958-8875.