



Policy/Procedure

Policy #12

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Subject: Chapter Leader Award

Effective Date: 1998

Reviewed by: Past President

Approved by: APIC MN Board of Directors

Last Revision: 4/2021

POLICY

APIC MN may choose to annually recognize a member with a Chapter Leader Award. APIC MN may choose to nominate the recipient for the for National APIC recognition.

PURPOSE

To recognize an individual APIC MN member who has made significant contributions to the profession of infection prevention and control practice and to the chapter.

PROCEDURE

A. Eligibility

1. The applicant must be an APIC MN member with a 5-year membership minimum.
2. Past service on the board, officers, and committee chairs are ineligible.
3. Committee members may be nominated.
4. Nominees may not have been a prior recipient.

B. Nomination

1. APIC MN Past President will notify members that nominations for APIC MN Chapter Leader are being accepted and how to submit nominations.
2. A member may be nominated by any APIC MN member, but no member may self-nominate.
3. Nominations are submitted in the form of a nomination letter, providing information that demonstrates the nominee's eligibility, according to the APIC MN Chapter Leader Award Selection Criteria
4. Nomination deadline is dependent on APIC National Chapter Leader Award deadline. APIC MN Past President and Board of Directors must allow for sufficient time to select of APIC MN Chapter Leader award recipient and to submit APIC National Chapter Leader award nomination before deadline.

C. Selection Criteria



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1. The following criteria represent the qualities to be most demonstrative of the nominee's dedication and commitment to the profession of infection prevention and control practice. A nominee need not fulfill all criteria to receive the award.

- Active participation in infection control activities in multiple areas.
- Active participation in APIC at the state/national level, i.e., past service on the board, committees, task forces, focused activities, presenter, recruitment, etc.
- Responsible for contributions to the advancement of the profession through mentoring, authorship, teaching, participation in legislative activities, research, etc.
- Role model for infection control practitioners, and an outstanding example of a professional within healthcare.

2. The APIC MN Chapter Leader Award Candidate Scoring Tool is used to select award recipients.

D. Selection Process

1. The APIC MN Past President will facilitate the judging and award process.
2. The nomination letters will be reviewed by the Past President and Director at Large, using the APIC MN Chapter Leader Award Candidate Scoring Tool.
3. The Past President, Director at Large or Board may contact relevant parties for additional information.
4. The reviewers will recommend an award recipient to the board for approval. In the event of a scoring tie, a recipient will be selected at the discretion of the APIC MN Board.
5. Past president sends thank you email/letter to all who submitted nominations.

E. Recipient Recognition:

1. The award will be announced at the annual Holiday Luncheon. The recipient is generally not notified in advance of the presentation of the award. The Past President will ensure the recipient's attendance. If unable to attend, an alternative date for presentation will be determined by the Past President and award recipient.
2. The award recipient will receive a recognition certificate.
3. The Chapter Leader Award recipient announcement will be communicated in the News and Views to include their name and photo.
4. Names of all Chapter Leader Award recipients will be posted to the website.
5. The recipient will be nominated by the Past President to the National APIC awards selection committee for a National Chapter Leadership Award. See the National APIC website for nomination form and instructions. If the Chapter Leader award recipient is selected to receive the APIC National Chapter Leader Award, APIC MN will provide educational and travel support for the recipient to attend the National APIC Conference and the awards ceremony, per APIC MN Policy 11: Non-grant funding to attend educational offerings. If the recipient is not selected for the national award or they are unable to attend the national conference, they will receive a waiver of the registration



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fee for the upcoming APIC MN Fall Conference. Neither the national conference nor the APIC MN Fall conference registration fee may be transferred to another member.

ATTACHMENTS & RELATED FORMS:

APIC MN Chapter Leader Award Candidate Scoring Tool (next page)



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APIC MN Chapter Leader Award Candidate Scoring Tool

Instructions:

Assign number of points that corresponds with information provided in nomination letter.

Educational Background

(circle all that apply)

RN	1
LPN	1
Laboratorian	1
Baccalaureate	1
Masters	1
PhD	1
Certification	2

Years in APIC

(Circle one)

1-4 yrs	1
5-9 yrs	2
10-15 yrs	3
>15 yrs	4

APIC involvement - National level

Elected office x1	1
Elected office >1	2

APIC involvement - Chapter level

Elected office x1	1
Elected office >1	2

Committee level x1	1
Committee level >1	2

Committee level x1	1
Committee level >1	2

Presenter @ mtg/conference x1	1
Presenter @ mtg/conference >1	2

Presenter @ mtg/conference x1	1
Presenter @ mtg/conference >1 (Poster or program)	2

Other National involvement	1
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Published (articles, chapters, books, editor)

Published x1	1
Published >1	2

International involvement

Yes	1
No	0

Professional awards (local/national)

Recipient x1	1
Recipient >1	2

Mentor

Yes	1
No	0

Community involvement

Infection Control activity (education, etc.)	2
Other activity	1

Research

Yes	1
No	0

Years in Infection Control

(Circle one)

1-4 yrs	1
5-9 yrs	2
10-15 yrs	3
>15 yrs	4