



STRATEGIC PLAN

**INFECTION CONTROL
PRACTITIONER'S ASSOCIATION
OF QUEENSLAND**

2010 - 2013

INFECTION CONTROL PRACTITIONER'S ASSOCIATION OF QUEENSLAND

Executive Summary

The Infection Control Practitioner's Association of Queensland (ICPAQ) is committed to representing the members by providing the unique Queensland perspective on Infection Control. In addition, ICPAQ is committed to keeping the members informed about issues that will potentially impact infection control programs and practice. ICPAQ also endeavours to provide networking and education opportunities for the members using a variety of strategies in recognition of the geographical challenges of the state of Queensland.

Our operations, projects and programs are carried out in partnership with federal and state government bodies, industry and communities. Our aim is to ensure that infection control principles are integrated into healthcare in every practice context resulting in safety for patients and staff. This commitment to safe practice is demonstrated and fulfilled by supporting our members in their individual, ongoing professional development, by providing information, education and networking opportunities as well as a forum for discussion and informed debate. Together we shape the profession in Queensland and contribute to the national initiatives through representation in the Australian Infection Control Association (AICA).

CORE VALUES, MISSION AND VISION

Core Value

The Infection Control Practitioner's Association of Queensland exists to support its members who practice as specialists in infection control, and to provide a voice for the specialist discipline at a state and national level.

Mission

The Infection Control Practitioners Association of Queensland facilitates excellence in infection control practice through consultation and participation in the development of relevant legislation, standards and guidelines. ICPAQ supports its members by providing networking and educational opportunities, supporting professional development and research activities and acting as a conduit for information and communication.

Our Vision

Over the next three years, the Infection Control Practitioner's Association of Queensland will remain sensitive to the needs of its members, keep them informed, and using a range of methodologies, provide education, networking and support opportunities. ICPAQ will ensure the members are represented at a state and national level.

PLANNING TO PLAN

The Infection Control Practitioner's Association of Queensland Inc (ICPAQ) was established in 1984 to serve as a forum for sharing knowledge and experience in all aspects of infection prevention and control.

ICPAQ is a non-profit voluntary professional association consisting of individuals who are committed to the ongoing evolution and implementation of the principles and practice of infection control through education, communication, research and, where appropriate, standardisation.

The ICPAQ Management Committee is responsible to the membership for planning and coordinating the activities of the Association. Strategic planning is central to this process. The purpose of this document is to present ICPAQ's Strategic Plan for the next three years, recognising that review and revision may be required to meet new demands and respond to changes in the practice environment.

ICPAQ Executive Committee

Our Planning Team

President:	Michael Wishart
Vice President:	Jodie Powell
Treasurer:	Sara Godden
Assistant Treasurer:	Kathy Duggan
Secretary:	Susan Nielsen
Membership Secretary:	Deborough Macbeth
Public Relations:	Jane Brooks
Editor:	Meagan Hunter
Education Coordinator:	Robyn Birch

Key Stakeholders

Public and Private Hospitals/Healthcare Facilities
Residential Aged Care Facilities
Australian Infection Control Association
Queensland Health (CHRISP)
Australian Commission on Safety and Quality in Healthcare
National Health and Medical Research Council of Australia

Environmental Scope

Timelines for implementing the Plan

This Strategic Plan has been developed to be implemented by the 1st October 2010 and a complete revision of the plan will be undertaken by 1st June 2013.

Strategic Planning workshop was held at the Hotel Diana Plaza Brisbane on 22nd May 2010

The workshop was chaired by the current President Michael Wishart, invited guest was Claire Boardman President of the Australia Infection Control Association.

Global Environment

International and national initiatives and issues may influence the operations of ICPAQ. There are currently two significant national initiatives likely to impact on ICPAQ and its members. The work of the Australian Commission on Safety & Quality in Healthcare will influence infection control practice and the roles of the Infection Control Practitioner/Professional (ICP) and the proposed restructure of AICA will influence the operations of ICPAQ. Therefore this strategic plan will be adjusted to maintain and meet these and other unforeseen influences.

National and State Environment

Australian and State Government policies, the economic climate and other elements in the national and/or state environment may change due to the upcoming Federal election.

Social and Cultural Environment

The geography of Qld presents challenges to ICPAQ in terms of social isolation and the need to provide support, networking and education opportunities to members. Therefore ongoing efforts are required to improve accessibility for members, through initiatives including website networking, videoconferencing options for meetings and education and where possible, workshops aimed at meeting needs identified by the members.

Industry Trends

ICPAQ remains current on infection control issues through representation on AICA and other stakeholder committees including the Australian Commission and provides the members with updates on these and other contemporary infection control issues using a range of delivery methods.

Competitive Market

ICPAQ will endeavour to partner with other organisations to provide current and accurate information to members.

Strategic Model

Services

- 1) To provide professional continuous development opportunities for members
- 2) To facilitate contemporary professional education on new research and offer a network that is easily accessible to members

Success Indicators

- 1) Member survey results demonstrate satisfaction with the professional development opportunities provided.
- 2) Member survey results demonstrate members have participated in education and regularly access the information and support provided by ICPAQ.

Broad Strategies

Maintain ICPAQ's established position
Identify and respond to members' continuous professional development needs
Facilitate best practice through education and networking

Shared Understanding

ICPAQ will maintain best practice in service delivery in partnership with relevant organisations.

Continuous Improvement

This strategic plan will be reviewed annually and as required where there is need to adjust timelines or make provision for new services/demands.

Implementation and Action Plan

ICPAQ is committed to the improvement of member services and the ongoing development of networking opportunities and options. The Management Team will implement the strategic plan over the next three years in accordance with the Action Plan (see below).

Strategies

The ICPAQ Management Committee will inform members regarding the progress of plan implementation using the following strategies:

1. The Strategic Plan will be tabled at the AGM in September 2010.
2. The Strategic Plan action schedule will be a standing agenda item at the monthly meetings and progress will be measured against the schedule and recorded.
3. Events and guest speakers will be forward planned and advertised to encourage member inclusion
4. A specific meeting date will be set for mid-November 2010 for review of progress
5. Progress of implementation will be monitor and timelines adjusted as required to accommodate unforeseen circumstances
6. ICPAQ will continue to work closely with key stakeholders and partners to ensure currency and rapid dissemination of information to members

ACTION PLAN		IMPLEMENTATION AS AT: <u>1ST JUNE 2010</u>		
OBJECTIVE 1 – ICPAQ’s Established Position		Key Performance Indicators:	Comments <i>Include details on any development required or additional support and resources</i>	Person Responsible
<u>Related Tasks:</u> Appoint Conference Convener Appoint Secretariat	<u>Timeline:</u> 1 June – 14 July 2010 1 June – 20 June 2010	Appointment confirmed Appointment confirmed	Terms of Reference for position to be confirmed Key Selection Criteria to be developed	Executive Committee Executive Committee
<u>Related Tasks:</u> Up-date website	<u>Timeline:</u> Commence 30 June 2010	New information and format with links online	Secretariat to work with existing web designers	Secretariat
<u>Related Tasks:</u> Implement effective marketing tools brochures, banners, logo and USB	<u>Timeline:</u> Commence 14 June 2010	New professional image in marketing tools	Identify budget for market expenditure	Public Relations officer
<u>Related Tasks:</u> Streamline positions Review role descriptions	<u>Timeline:</u> Sept – Dec 2010	Develop Checklist against position descriptions	Template will reflect an orientation checklist in preparation for succession planning	President
<u>Related Tasks:</u> Develop succession planning	<u>Timeline:</u> Ongoing	Mentors appointed	Succession planning to maintain strong membership engagement	Executive Committee

ACTION PLAN		IMPLEMENTATION as at: 1st JUNE 2010		
OBJECTIVE 2 – Identify & respond to members’ continuous professional development needs		Key Performance Indicators:	Comments <i>Include details on any development required or additional support and resources</i>	Person Responsible
<u>Related Tasks:</u> Organise and promote Credentialing Workshops Develop position papers	<u>Timeline:</u> Nov 2010 – June 2011	Hold workshops	Promote through web site	Education Officer
<u>Related Tasks:</u> Develop position papers	<u>Timeline:</u> As required	Developed position papers	Partnering with other professional associations/groups	Executive Committee
<u>Related Tasks:</u> Send out survey and carry out a Training Needs Analysis for members Promote AICA Expert data list	<u>Timeline:</u> Dec 2010- Jun 2011	Complete TNA & Surveys with recorded results	Develop an effective TNA and user friendly survey to be distributed	Executive Committee
<u>Related Tasks:</u> Engage in discussions with CHRISP	<u>Timeline:</u> By 14 June 2010	Report to Executive Committee with results	Discussions to establish links and networks	President
<u>Related Tasks:</u> Review buddy system – move toward a mentoring system	<u>Timeline:</u> June 2010 – June 2011	Implementation of new system	Draw up a new mentoring system utilising members expertise	Executive Committee

ACTION PLAN		IMPLEMENTATION as at: <u>1st JUNE 2010</u>		
OBJECTIVE 3 – Facilitate best practice through education and networking opportunities		Key Performance Indicators:	Comments <i>Include details on any development required or additional support and resources</i>	Person Responsible
Related Tasks: Extend and investigate other mediums to videoconferencing	Timeline: June 2010/June 2011	To have a list of options ready	Budget for expenditure	Executive Committee / Treasurer
Related Tasks: Engaging with other partners eg: AICA	Timeline: Ongoing	Members will have greater access to a range of resources	Transparency in processes and information flow	Secretariat/Education Officer
Related Tasks: Form a Journal Club Develop a support group	Timeline: Ongoing	New format for members to engage	Shared knowledge and reflective purpose on journal articles to be distributed to members	Executive Committee
Related Tasks: Explore & develop meetings evaluation options in relation to topic value and speakers	Timeline: Ongoing	Current issues seek feedback	Develop feedback sheets and assess continuous improvement structure	Public Relations officer

