



ICPAQ

Infection Control Practitioner's Association of Queensland

Guidelines For Local Networks

Purpose of local networks:

- The general purpose of the Infection Control Practitioners Association of Queensland (ICPAQ) Inc, is to improve health care by serving the needs and aims common to all who work to improve infection control.
- A local network helps achieve the objectives of ICPAQ.

Objectives of ICPAQ:

1. To serve as a forum for sharing knowledge and experience in all aspects of Infection Control
2. To promote education in Infection Control throughout hospitals and the community at large
3. To initiate discussion, evaluation and implementation of updated and improved methods of Infection Control
4. To promote safe practices with regard to the care of infected persons and other potential sources of infection
5. To promote discussion of statistics regarding hospital and community acquired infections with respect to recording, monitoring, evaluating (statistics relating to infection) and management
6. To organise and conduct symposia, given by persons who are specialists in significant aspects of Infection Control
7. To ensure that guidelines used for practice in Infection Control are derived from current publications of recognised organisations such as the Centers for Disease Control and Prevention (USA), the Association for Professionals in Infection Control and Epidemiology (USA), the National Health and Medical Research Council (Australia), and the Hospital Infection Society (UK).

Objectives of local networks:

- ICPAQ general meetings are held in Brisbane. By running local networks in areas remote to Brisbane, members can have the opportunity to network with peers which enable many of the above objectives to be achieved.
- The local network can feedback and give input to ICPAQ as a united voice.



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Setting up a local network:

- A co-ordinator is needed
- To gather the group together, the Membership Secretary of ICPAQ can provide a current list of members. Also, a list can be made of all healthcare and residential/long term care facilities in the area to be contacted. This list can be derived from the Queensland Health website or the Yellow Pages. At the first meeting of the group, those present can brainstorm any facilities that may have been overlooked.
- Send a letter (example attached) to all facilities (Director of Nursing or Facility Manager) explaining the purpose of the group; an ICPAQ membership form can be included.
- A questionnaire can be included about who is responsible for Infection Control practices in their facility, what is their designation, how much time they are allocated for Infection Control per week, what education topics would be useful, any other comments etc.
- See "Minutes" section re: membership list and postage and stationary.
- ICPAQ will assist with funding network initiatives such as workshops.

Frequency and time of meetings:

- To be decided by the membership, for example: 2 monthly or 3 monthly.
- Time of the meeting will depend on the members, for example: lunchtime, afternoon tea, or late afternoon etc.

Location of meetings:

- To be decided by the membership. The location may depend on guest speakers or local distribution of members. Members may decide to rotate venues.
- Some meetings could be informal, for example, the last meeting of the year could be at a restaurant, with only a small formal component. Planning for the year ahead can be done at this meeting.

Agenda items:

- Regular agenda items can be: ICPAQ news (e.g. minutes of general meetings, conference info etc), sharing of issues, review of recent journal articles from infection control publications.
- An education component at each meeting is highly desirable. Discuss possible education topics at the beginning of the year and have a yearly plan.
- The co-ordinator of the group may arrange guest speakers, but this can also be done by any of the members.



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Minutes:

- Minutes should be sent to all members, whether they have been able to attend the meeting or not.
- A template should be set up for the minutes (and agenda), which enables anyone with access to a computer and a printer to produce them.
- Minutes and agenda should be sent out in the same envelope to decrease costs.
- E-mail should be utilised as much as possible to save postage costs.
- "Mail Merge" can be used to produce labels for envelopes, or labels can be typed up manually, and the document saved for future uses.
- A receipt for postage and stationary costs can be sent to the Treasurer of ICPAQ for reimbursement.
- Minutes should be sent also to the secretary for ICPAQ and to other network coordinators.



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(Insert Name of Network) INFECTION CONTROL NETWORK

c/- _____

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Ph:

___/___/200__

Dear

The (Insert Name of Network) Infection Control Network is a regional group of health care workers who will meet for discussion of issues and education in relation to infection control. The professional body is the Infection Control Practitioners' Association of Queensland (ICPAQ) Inc.

We would like to invite you (or someone from your facility) to join the network. Minutes are sent to all members whether or not they are able to attend the meeting.

Please find enclosed a copy of the agenda, and for those who are not members, a membership form for ICPAQ for you to use if you wish. Please contact me on the above number if you have any questions.

Yours truly,

Co-ordinator (Insert Name of Network) Infection Control Network