



IPAC-SWO Education Committee
May 7, 2015 @ 1400 - 1600
Teleconference Meeting Minutes

Present: Yasmin Chagla, Kim Staikos, Cheryl Tung, Joanne Dow, Dori Taylor, Catherine Van Arkel

Recorder: Catherine Van Arkel

Agenda Item	Discussion	Action
Additions to Agenda	<p>Second vendor for June 5th meeting</p> <p>Education budget</p>	<p>Kim to bring forward during meeting today</p> <p>Joanne to bring forward during meeting today</p>
<p>Update on speaker and vendor from Pinchin</p> <p>Second vendor</p>	<p>Catherine reviewed topics that Bernard Siedlecki will be covering for the morning: Summary of site isolation methods as per CSA standards, Typical site isolation problems and inspection pointers, CSA requirements for legionella prevention, overview of legionella and mould, and two examples of impact of construction on occupied healthcare facility. Pinchin will also have a display for the day. Cheryl stated that according to IPAC-Canada, a vendor who presents is not allowed to directly promote their products, not allowed to compare other products with theirs, and is able to have one slide that has their company's product on it.</p> <p>Kim states that Barb from Stevenson Company interested in participating as a vendor at the June 5th meeting</p> <p>From the IPAC-SWO Executive meeting May 1/15 it was recommended that for the vendor evaluations, that each vendor should have separate sections</p>	<p>Kim to Send bio. Info sheet and fee for display to Bernard Siedlecki.</p> <p>Kim to follow up with Pinchin to make them aware of this.</p> <p>Kim to send info re: fee for display to Barb at Stevenson</p> <p>Catherine and Kim to discuss this and make necessary changes to the evaluation form.</p>
Education suggestions for the afternoon	<p>"Real life" experiences. Francine Paquette aware of two facilities with recent experience related to water damage: People Care, Stratford and Woodingford Lodge, Tillsonburg.</p> <p>Possibility of having Hajira Hafeez from Toronto East General Hospital discuss a checklist they developed re: infection control during construction and renovation (successes, limitations, effectiveness etc).</p> <p>CIC questions related to construction and renovation to be presented.</p>	<p>Catherine to contact Francine to follow up with these facilities to determine whether they are willing to present their stories. ½ hour presentation from each.</p> <p>Cheryl to follow up.</p> <p>Group members to forward questions to Yasmin.</p>

Copies of presentations	<p>Request that speakers bring copies of their presentation</p> <p>Ask permission of speakers to place their presentation on our website as a pdf</p> <p>Rotate copying of materials required for education sessions and meetings between workplaces of all members of the committee</p>	<p>Members who are approaching speakers to request this of them</p> <p>Kim to add to template</p>
Agenda for the day	<ul style="list-style-type: none"> • Pinchin to speak from 10:15 to noon, with a 15 minute break • TEGH checklist, 1 hr (1300 – 1400) • Real Life Experiences, ½ - 1 hr max. (1400 – 1500) • CIC Construction/Renovation Questions (as time permits) 	Let Catherine know if this is not correct.
Responsibilities for the day	<p>Elaine to be the point person in dealing with the venue regarding all arrangements.</p> <p>Education agenda to Elaine</p> <p>IT, laptop, mints</p> <p>Introduction of Speakers</p> <p>Thanking speakers</p> <p>Speaker confirmation letters to be sent</p> <p>Development and Sending of “Save the date” and “registration” flyers to be completed by Secretary of IPAC-SWO Executive</p> <p>Registrations</p>	<p>Catherine</p> <p>Cheryl</p> <p>Catherine</p> <p>Kim</p> <p>Kim</p> <p>Catherine to speak to Francine</p> <p>To be gathered by Catherine. Catherine to forward numbers to Elaine</p>
Gift cards for speakers	Joanne reviewed value of gift cards to be purchased as per IPAC-SWO. \$25.00 for members, \$50.00 for non-members. To purchase Indigo gift cards.	Joanne
Draw prizes	Ask vendors to donate a small door prize. Solicit in community	Kim
Completion of flyers	Discussed earlier in meeting	
Discussion re: September IPAC-SWO meeting	<p>Ideas/Topics: “Looking Back.....Looking Forward” theme</p> <ul style="list-style-type: none"> • TB and Health Care Providers (testing, results, latent TB follow up etc), Marina Salvadori from LHSC (marina.salvadori@LHSC.on.ca) • Hot Topics from IPAC Canada Conference, Francine and Elaine. To also share their presentations from IPAC Canada. • Celebrate Our History. Historical perspective of IPAC-SWO (SOPIC). Contact: 	<p>Catherine to email Marina Salvadori</p> <p>Catherine to contact Francine. Cheryl to contact Elaine</p>

	<ul style="list-style-type: none"> ○ Nora Boyd ○ Cathy McGhie (3M) 	<p>Catherine to contact Laura Fraser re: contacting Nora Boyd Joanne to contact Cathy McGhie</p> <p>Invite Joanne Dow to an IPAC-SWO executive meeting to discuss the Betty Bannerman award and history of IPAC-SWO. Brainstorm how to share this information.</p>
<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • Education Budget for 2015 	<p>Joanne stated that the Education Committee has traditionally had an annual budget of \$2,000.00. Is our budget still \$2,000.00? Education Committee also to maintain a record of our budget and of spending.</p> <p>Joanne stated that IPAC-Canada has a fee schedule (FROM 20120 for travel expenses (mileage \$ 0.42/km, breakfast \$15.00, lunch \$20.00 and dinner \$35.00). Has IPAC-Canada changed these fees since 2012?</p>	<p>Catherine to ask Elaine regarding Education Committee budget, and to draft/develop a balance sheet.</p> <p>Catherine to follow up with Lorna to determine whether IPAC-Canada's fee schedule has changed.</p>
<p>Date and time of next teleconference meeting</p>	<p>Wednesday May 27 @ 1100 (206) 312-2028 (local access, Chatham-Kent) 1-877-941-7889 Toll free (long distance only) Conference ID: 6705627</p>	