



**IPAC-SWO Education Committee
Meeting Minutes
January 22 -2016**

Present: Kim Staikos, Joanne Dow, Dori Taylor, Cheryl Tung, Catherine Van Arkel, Dori Taylor, Yasmine Chagla,
Regrets: Karen Strauss
Recorder: Kim Staikos

Agenda Item	Discussion	Action
Approval of agenda		No action
Approval of previous minutes	Minutes approved from August.	No action
1. Additions to agenda	<ul style="list-style-type: none"> Venue, clarify IPAC SWO meeting date with venue IPAC SWO dates are as March 4, June 10, Sept. 16 and Nov. 18 	<ul style="list-style-type: none"> Elaine will contact West Haven golf course to verify and notify team if there is any conflict with IPAC SWO dates
2. Approval of previous minutes	<ul style="list-style-type: none"> Item 2 change Elaine to clarify if IPAC SWO dates conflict with IPAC HUPIC Cheryl has confirmed that the IPAC HUPIC dates are as following so no conflict March 24th, June 9th and Oct 20th 	<ul style="list-style-type: none"> No action items are required
3. Evaluation form for vendors /speakers	<ul style="list-style-type: none"> Evaluation form for vendors and speakers still needs to be revised! 	<ul style="list-style-type: none"> Assigned to Kim and Cheryl Dori will revise vendor and speaker evaluation tool (Thank You)
4. Topic confirmed	<ul style="list-style-type: none"> ❖ March 4th is a Webinar with Susan Rhodenizer Rose – Topic is Patient Safety: Building a Culture <p>Questions to confirm</p> <ul style="list-style-type: none"> How do we track attendance with webinar? Is there a process that tracks attendees with the webinar How to we ensure evaluation form is completed. Who is going to send thank you and gift card to Susan? 	<ul style="list-style-type: none"> Francine has completed the flyer will send today Jan 22/16 Catherine to follow up with webinar facilitator to clarify first three questions Joanne to complete gift card and thank you note Catherine to send address to Joanne

<p>5. June 10/16 IPAC SWO education day</p>	<ul style="list-style-type: none"> • Antibiotic resistance speaker Dr. Colby • Antibiotic stewardship-Dr. Sameer Elsayed • Vendors • Door prizes - 	<ul style="list-style-type: none"> • Dr. Colby confirmed prefers to present in morning time frame is from 10:30 to 12:00 • Catherine will confirm length of time with DR. Colby. • Kim to confirm Dr Elsayed otherwise Kim will book Dr. Zahariadis. • Vendor increase to 200,00 has go through executive for approval • Kim to book vendors once cost increase is approved by executive • Next Executive meeting end of February beginning of March
<p>6. IPAC Canada conference May 15, 16 and 17th Niagara Falls.</p>	<ul style="list-style-type: none"> • Diversy scholarship fund application deadline Jan 31/16apply. • RN FOO scholarships available-have to pay first then apply • IPAC Canada scholarships also available. 	<ul style="list-style-type: none"> • Apply for Diversy scholarship • 8 X 500 dollar scholarships will be available for IPAC SWO members • Needs to be confirmed by executive • IPAC SWO members should book hotel now can cancel within 30 days of conference without being penalized.
<p>7. Date and time of Next teleconference</p>	<ul style="list-style-type: none"> • Feb 12 11:00-12:00 	<ul style="list-style-type: none"> • Kim to book and sent appt.

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