

# *New Member Welcome Toolkit*



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Association for Professionals in Infection Control and Epidemiology, Inc.

January 2012

Dear New APIC Member,

APIC Greater New York Chapter 13 would like to extend our warmest welcome to you as a new member. Your experience in this chapter will be educational and collegial. You will have many opportunities to network with other professionals representing varied facilities and expertise in Infection Control within the New York area.

Meetings take place on the third Wednesday of every month at 2:30p (except July and August) at Lenox Hill Hospital located at 100 East 77<sup>th</sup> Street & Lexington Ave, NY. Monthly meetings are scheduled with qualified speakers on pre-selected topics. You will receive minutes of every meeting, agendas of upcoming meetings, and flier reminders with topics to be presented via email. Meetings take the form of presentation and general question and answer after each presentation. We also have a brief chapter business meeting following the educational presentation. Be sure to sign in when you come to the meetings!

To facilitate your transition into the chapter, we offer you this packet containing useful at-a-glance info. In the packet you will find the mission/vision for our chapter, brief role descriptions of our local chapter board members, a list of board members contact information, the APIC Greater New York Chapter 13 website and more. All of the information included in your packet (and more) can be found at our chapter website ([www.apicnyc.org](http://www.apicnyc.org)) or the national APIC website ([www.apic.org](http://www.apic.org)).

If you have any questions please contact us or one of the Board members as listed on the contact sheet.

Sincerely,  
Membership Board, 2012



Association for Professionals in Infection Control and Epidemiology, Inc.

## About APIC

APIC's mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes. The Association's more than 13,000 members have primary responsibility for infection prevention, control and hospital epidemiology in health care settings around the globe, and include nurses, epidemiologists, physicians, microbiologists, clinical pathologists, laboratory technologists and public health practitioners. APIC advances its mission through education, research, collaboration, practice guidance and credentialing.

The organization, which is based in Washington, DC, is led by an elected board of members who volunteer their time and expertise.

APIC was conceived in 1972 in recognition of the need for an organized, systematic approach to the "control" of infections acquired as a result of hospitalization.<sup>1</sup> Originally called The Association for Practitioners in Infection Control, the name was changed to the Association for Professionals in Infection Control and Epidemiology, Inc. in 1994 to recognize the organization's maturation and evolution into the broader context of health care delivery in this country. This includes the study of non-infectious adverse outcomes and the movement of care outside the traditional health care system, specifically the hospital.

<sup>1</sup> Russell B. Excerpt from APIC history. *Infection Control and Hospital Epidemiology* 1995;16:522-525.

## Vision

APIC Greater New York Chapter improves the health and safety of patients, employees, and the members of the Greater NY community by serving as the premier association for devising, communicating and implementing state of the science infection prevention and safety techniques.

## Mission

APIC Greater New York Chapter improves the healthcare milieu by reducing risks for the transmission of infection and related adverse outcomes.

## APIC GREATER NEW YORK LEADERSHIP ROSTER 2012

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## APIC GREATER NEW YORK LEADERSHIP ROSTER 2012

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Association for Professionals in Infection Control and Epidemiology, Inc.

***Role Description: Past-President***

Term of Office: One year

Primary Function: Serves as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board. Is responsible for special projects that the APIC-GREATER NEW YORK undertakes as decided by the Board.

***Role Descriptions: President***

Term of Office: One year.

Primary Function: The President is the official representative and administrative officer of APIC-GREATER NEW YORK.

***Role Descriptions: President-Elect***

Term of Office: One year.

Primary Function: Under the advisement of the President, coordinates and oversees activities of the standing committees, and performs other duties as delegated by the President. Becomes familiar with and knowledgeable in the intricate duties and responsibilities of the President. Works closely with the President during the year prior to assuming the office of President.

***Role Descriptions: Recording Secretary***

Term of Office: Two years

Primary Function: Responsibility for accurate record keeping for the Chapter. The duties include: the recording, transcribing and distribution of minutes of all official meetings of the chapter; and the maintenance of chapter correspondence, reports, records, and archives in a permanent file.

***Role Descriptions: Treasurer***

Term of Office: Two years

Primary Function: Responsible for accurate financial record keeping for the Chapter. The duties include; the management of all sources of income and disbursements, preparation of the annual budget, continuous supervision of the Chapter's financial status, and participation in all financial decision-making through active Board membership. Is bonded through the National Association.

***Role Descriptions: Membership Chairperson***

Term of Office: Two years

Primary Function: Responsible for membership recruitment, maintenance of membership roster, and roster updating twice yearly.

***Role Descriptions: Nominating Chairperson***

Term of Office: Two years

Primary Function: Responsible for recruiting members to become active in the leadership of the chapter.

***Role Descriptions: By-Laws Chairperson***

Term of Office: Two years

Primary Function: Responsible for participating in the activities of the By-Laws Committee of national APIC. Also responsible for coordinating the local APIC-GREATER NEW YORK chapter By-Laws activities

***Role Descriptions: Legislative Representative***

Term of Office: Two years

Primary Function: Serves as the major link between APIC-GREATER NEW YORK chapter and the National Governmental Affairs Committee. Coordinates the various government affairs activities of the Chapter

***Role Descriptions: Board of Directors***

Term of Office: Two years

Primary Function: The Board of Directors is the governing body which establishes policy for conducting the business and management functions of Chapter 13 APIC GREATER NEW YORK.

***Role Descriptions: Resource Committee Chair***

Term of Office: Two years

Primary Function: Serves as the Chapter's Coordinator of educational and professional resources owned and maintained by the Chapter.

***Role Descriptions: Webmaster***

Term of Office: Two years, subject to revocation by simple majority vote of Board

Primary Function: Serves as the major link between APIC-GREATER NEW YORK chapter and the chapter membership via chapter website. Maintains chapter website, including software coding, content writing, updating, etc.



## ***Mentors/Consultants - Resource Guide***

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**What can you expect to find at the APIC Chapter 13 website?**

- Home page
  - Find special Chapter notices such as current updates including:
    - Date, time and topic of our next monthly chapter meeting
    - The bi-annual APIC Greater NYC Chapter Conference
    - Other local conferences
    - Member spotlights/awards
    - Information on new reports and materials – just a click away!
    - APIC’s Mission/APIC NY Chapter 12 Vision
    - Speaker’s bureau information
- Chapter 13 Awards
  - Find information on our Chapter’s numerous awards
- Being a Member
  - Find out about the many benefits of membership and the opportunity to join – Just a click away!
- Chapter 13 Leadership
  - Find a listing of current leadership. Download contact information, too!
- Current Meetings and Programs
  - Find additional information on the monthly chapter meeting.
- Past Educational Content
  - Check out the various topics offered during last year’s chapter meetings.
- Directions to Chapter 13
  - We make it easy for you to find us!
- Chapter 13 Referrals
  - Find various Chapter 13 documents and directories.
- Involvement and Support
  - How can we help you? Would you like to be more involved in your local chapter? A great way to network!
- NYSACC Chapter Links
  - Find a listing of other APIC Chapters in New York State.

- IP Web links
  - Want to know who to contact or how to get information on a certain question or topic?
- Other IP Resources
  - Includes updates on CDC Guidelines, reports, magazines, journals and other information related to Infection Prevention.
- Infection Preventionist Career Opportunities
  - Find job opportunities.
- Chapter Photos – Say CHEESE!
- Email Chapter 13
  - Have a question...how can we help?

Please visit our website. It's **AWESOME**, thanks to our own Chapter 13 webmasters!

- **Infection Control Resources on the Internet**

### ***NYS / NYC DOH***

NYDOH - New York State Department of Health website - [www.health.state.ny.us](http://www.health.state.ny.us)

NYDOH - New York State DOH - Health Topics & Fact Sheets website - <http://www.health.state.ny.us/healthaz/>

NYC DOHMH – New York City Dept of Health & Mental Hygiene - [www.nyc.gov/html/doh/home.html](http://www.nyc.gov/html/doh/home.html)

NYC DOHMH – Health Alert Network sign-in page. Sign-in or register here for access to the department’s secure website info center for the latest alerts and epi news - [www.nyc.gov/html/doh/html/han/han.html](http://www.nyc.gov/html/doh/html/han/han.html)

NYC DOHMH – Creutzfeldt-Jakob Disease (CJD) information page, complete with a wealth of CJD-specific resources & links - <http://www.nyc.gov/html/doh/html/cd/cd-hp-cjd.shtml>

### ***APIC & SHEA & ISDA***

APIC - Association for Professionals in Infection Control & Epidemiology, Inc. - [www.apic.org](http://www.apic.org)

APIC Internet Resource Link site, including lists to over 20 other APIC chapter websites and numerous other internet resources - [www.apic.org/AM/Template.cfm?Section=Links](http://www.apic.org/AM/Template.cfm?Section=Links)

APIC - Long Island Chapter website (established 03-2005) is at [www.apic-longisland.com](http://www.apic-longisland.com).

American Journal of Infection Control (AJIC) - [www.apic.org/AM/Template.cfm?Section=AJIC&Template=/CM/HTMLDisplay.cfm&ContentID=1520](http://www.apic.org/AM/Template.cfm?Section=AJIC&Template=/CM/HTMLDisplay.cfm&ContentID=1520)

Society for Healthcare Epidemiology of America (SHEA) - [www.shea-online.org](http://www.shea-online.org)

Infectious Disease Society of America (ISDA) - [www.idsociety.org/](http://www.idsociety.org/)

Infectious Disease Society of America (ISDA) Practice Guidelines - [click here](#)

### ***CDC & OSHA***

The Centers for Disease Control (CDC) main homepage - [www.cdc.gov](http://www.cdc.gov)

CDC - Health Topics Fact Sheets - [www.cdc.gov/health/diseases.htm](http://www.cdc.gov/health/diseases.htm)

CDC - Morbidity & Mortality Weekly Report - [www.cdc.gov/mmwr](http://www.cdc.gov/mmwr)

CDC - Influenza News - [www.cdc.gov/flu/news.htm](http://www.cdc.gov/flu/news.htm)

CDC - USGS (US Geological Survey) - <http://diseasemaps.usgs.gov> . This site has interactive maps of the USA displaying the number of cases of various arboviral diseases. It includes clear and comprehensive fact info about each of 6 diseases (West Nile Virus, St. Louis Encephalitis, Eastern Equine Encephalitis, Western Equine Encephalitis, La Crosse Encephalitis, & Powassan Virus).

CDC - Influenza Gallery with vaccine information, flyers, posters, handouts, etc. in English & Spanish - [www.cdc.gov/nip/flu/gallery.htm](http://www.cdc.gov/nip/flu/gallery.htm)

CDC - Radiation Emergency Preparedness & Response, a large collection of topical articles, fact sheets, and provider information dealing with preparing for and responding to a wide variety of radiation-based emergencies - [www.bt.cdc.gov/radiation/index.asp](http://www.bt.cdc.gov/radiation/index.asp)

CDC - Public Health Image Library (PHIL), online collection of health and disease related photos that can be copied and used for professional activities - <http://phil.cdc.gov/phil/default.asp>

CDC - Hoax and Rumor website (debunks internet and other health-related hoaxes) - [www.cdc.gov/doc.do/id/0900f3ec80226b9c](http://www.cdc.gov/doc.do/id/0900f3ec80226b9c)

CDC Division of Healthcare Quality Promotion (formerly Hospital Infections Program) - [www.cdc.gov/ncidod/dhqp/index.html](http://www.cdc.gov/ncidod/dhqp/index.html)

Occupational Safety & Health Administration (OSHA) bloodborne pathogens regulation website - [www.osha.gov/SLTC/bloodbornepathogens/index.html](http://www.osha.gov/SLTC/bloodbornepathogens/index.html)

## **JCAHO**

The main homepage of the Joint Commission on Accreditation of Healthcare Organizations - [www.jcaho.org](http://www.jcaho.org). There is a lot on their site, of course, so you may want to look around there. But to make things a bit easier, below are several important parts of their website:

To sign up for newsletters and other info-emails from JCAHO, [click here](#).

Read JCAHO's monthly newsletter at: [www.jcaho.org/about+us/news+letters/this+month+/index.htm](http://www.jcaho.org/about+us/news+letters/this+month+/index.htm)

To see what JCAHO has for educational opportunities, [click here](#). Then look at the list on the left side of the screen to see the program and seminar details, video & audio conferences, web-based training, and their at-a-glance calendar of educational offerings.

## **Other**

National Foundation for Infectious Diseases Fact Sheets - [www.nfid.org/factsheets](http://www.nfid.org/factsheets)

The University of South Carolina School of Medicine has an absolutely amazing and useful online textbook of Microbiology & Immunology. You can read summaries, chapters-full of info, or find photomicrographs of a multitude of useful topics. To check it all out, [click here](#).

The US Food & Drug Agency (FDA) has prepared a number of videos you can watch online or download to your computer on the topic of medication safety. This part of the larger "patient safety" movement may be a topic for some ICPs as they move from the traditional infection control role into a larger patient safety management role. To see what videos the FDA has prepared, visit [www.ismp.org/tools/fdavidoes.asp](http://www.ismp.org/tools/fdavidoes.asp) (there are more than 45 videos from which to choose!).

Premier Safety Institute offers a periodic email newsletter on Patient Safety called Premier Safety Share. The materials offered are thorough and very useful to ICPs in a variety of settings. To see what is available all over this huge website, go to <http://www.premierinc.com/all/safety/index.jsp>. To subscribe, go to - [http://classic.premierinc.com/pubapps/safety/safety\\_frame.htm](http://classic.premierinc.com/pubapps/safety/safety_frame.htm).

Immunization Newsbriefs is an information-packed email newsletter available each Monday, Wednesday, and Friday. Published by the National Network for Immunization Information (NNii) of Bethesda, MD, this resource covers both domestic and international immunization topics. Surf to [www.immunizationinfo.org](http://www.immunizationinfo.org) to learn more and to subscribe.

**See our website for more resources: [www.apicnyc.org](http://www.apicnyc.org)**