

APIC-NC

Policy Number: 7.1
Category: Awards Committee
Subject: Chairperson Responsibilities
Revision Date: 1/10/03, 9/18/05, 2/5/2008, 5/18/09
Page 1 of 2

Policy:

1. The President appoints the position of Chairperson of the Awards Committee.
2. The Chairperson of the Awards Committee selects the committee members (at least two) and submits the list to the Board of Directors for approval.
3. The Committee Chairperson shall comply with policies regarding committee members, approval of vouchers, budget preparation and agendas, etc.
4. Maintain a record of scholarship/award recipients.
5. Assure announcements of National and Chapter awards are communicated via the APIC-NC web site.
6. Solicit applicants for scholarship/awards through utilization of the web site, announcements of the availability of scholarships/awards at state meeting, and/or written solicitation to individual facilities for applicants.
7. Present the "Practitioner of the Year" Award each year.
8. The Committee Chairperson will be responsible for obtaining a gift or plaque to be presented by the President-Elect to the outgoing President at the Fall meeting acknowledging work and efforts on behalf of APIC-NC. Gift/plaque budget is \$125.
9. At the President's direction, the Committee Chairperson shall obtain other recognition gifts/plaques.
10. Awards
 - a. Chapter Scholarships
 - i. One \$550.00 award to be used for registration/expenses to attend National Conference.
 - ii. Two (2) \$300.00 awards to be used for registration/expenses to attend APIC-NC Fall Conference
 - iii. Two (2) \$250 CBIC scholarships, one for primary certification, and one for re-certification.
 - iv. One (1) \$125 CBIC scholarship, for registration to attend the NC CBIC Review program.
 - b. APIC-NC "Practitioner of the Year" is presented at the Fall Conference.

APIC-NC

Policy Number:

7.1

Category:

Awards Committee

Subject:

Chairperson Responsibilities

Revision Date:

1/10/03, 9/18/05, 2/5/2008, 5/18/09

Page 2 of 2

- c. If directed by the Board of Directors, the Committee Chairperson will submit an application to National APIC for “Chapter of Excellence” award.
 - d. At the direction of the President, the Committee Chairperson will make application for, or present, other awards.
11. The Committee Chairperson will submit an article APIC-NC web site annually regarding The Great One Hundred Award.
 12. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
 13. Travel over 25 miles roundtrip, may be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

APIC-NC

Policy Number: 7.2
Category: Awards Committee
Subject: Committee Responsibilities
Revision Date: 1/10/03, 9/18/05
Page 1 of 1

Policy:

1. Select recipients of the Educational Advancement Awards according to criteria outlined in policy 7.4.
2. Selects the recipient of the Practitioner of the Year Award according to criteria outlined in policy 7.6.
3. Selects the recipients of the CBIC Scholarship awards according to criteria outlined in policy 7.7
4. Submit documentation of expenses on Voucher form to the Committee Chairperson for President signature within 30 days of expenditure. Utilize voucher form for expense reimbursements.
5. Assure announcements of National and Chapter awards are communicated via the APIC-NC newsletter *Bugline*.
6. Solicit applicants for scholarship/awards through utilization of the *Bugline*, announcements of the availability of scholarships/awards at state meeting, and/or written solicitation to individual facilities for applicants.
7. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
8. Travel over 25 miles roundtrip, may be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

APIC-NC

Policy Number:

7.3

Category:

Awards Committee

Subject:

Committee Membership

Revision Date:

8/2000, 9/18/05

Page 1 of 1

Policy:

1. The Awards Committee Chairperson is appointed by the President and serves a term of one year.
2. The Chairperson of the Awards Committee selects at least two committee members and submits names to the Board of Directors for approval
3. Members of the Awards Committee are not eligible for individual awards/scholarships during their year of service.
4. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
5. Travel over 25 miles roundtrip, may be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

APIC-NC

Policy Number: 7.4
Category: Awards Committee
Subject: Educational Advancement Award
Revision Date: 8/2000, 9/18/05
Page 1 of 2

Policy:

1. National Conference Educational Advancement Award is awarded each year.
 - a. One \$550.00 Educational Advancement award is awarded each year
 - b. The award is to be used toward registration and expenses to attend the APIC National Education Conference
 - c. The recipient is required to be an APIC-NC member
 - d. If the recipient of the award is unable to attend the National Educational Conference, the award money may be applied towards cost of NC Fall Conference.

2. State Conference Educational Advancement Award is awarded each year.
 - a. Two \$300.00 Educational Advancement Awards are awarded each year.
 - b. The awards are to be used toward registration and expenses to attend the APIC-NC Fall Conference
 - i. Requirements of applicants:
 1. Must be member of APIC-NC
 2. Must be active in the practice of infection Control
 3. Must not be a member of the Awards Committee
 - ii. Other considerations for awarding of Educational Advancement Awards:
 1. Short length of time working in infection control
 2. Applicant has never attended a State or National APIC educational conference
 3. Applicant practices infection control in a small facility
 4. Applicant has not been awarded an Educational Advancement Award within the last five years
 5. Lack of other readily available resources for attending educational conferences
 6. Applicant practices infection control alone versus practicing within a group of ICP's
 7. Applicant had submitted an abstract that has been accepted for presentation at educational conference for which award application is made

APIC-NC

Policy Number:

7.4

Category:

Awards Committee

Subject:

Educational Advancement Award

Revision Date:

8/2000, 9/18/05

Page 2 of 2

3. Application Process

- a. Member submits a letter and/or completed application to the Awards Committee Chairperson. Information to be included:

- i. Name
- ii. Name of facility where employed
- iii. Telephone number and address
- iv. Number of ICP's at facility where employed
- v. Number of years in APIC-NC
- vi. Length of time worked in infection control
- vii. Previous attendance at a National or State educational conference
- viii. Reasons for applicant to be considered for Educational Advancement Award

APIC-NC

Policy Number:

7.5

Category

Awards Committee

Subject:

National APIC "Chapter Excellence" Award

Revision Date

9/18/05

Page 1 of 1

Policy:

1. Purpose:
 - a. Each year a Chapter of National APIC will be recognized for outstanding service to the field of infection control and APIC
 - b. A plaque and a check for \$500 will be presented to the President of the Chapter at the National Educational Conference
 - c. The purpose of the money is to assist the local Chapter in continuing development in the field of infection control.
2. Criteria: National APIC on an annual basis determines the criteria.
3. Guidelines: National APIC on an annual basis determines the guidelines.

APIC-NC

Policy Number:
Category
Subject:
Revision Date
Page 1 of 2

7.6
Awards Committee
Practitioner of the Year Criteria
9/18/05

Policy:

1. Purpose: To recognize a member of APIC-NC for major accomplishments.
2. Criteria
 - a. Must be a member of APIC-NC
 - b. Must be active in the practice of infection control
 - c. Must have noteworthy accomplishments in one or more of the following categories:
 - i. Clinical: Contribution to patient safety in a significant fashion by designing and/or implementing infection control practices which resulted in a specific or general reduction in facility associated infection rates
 - ii. Education: Contribution in a significant fashion to the education of medical and para-medical colleagues concerning principles and practice of infection control. Examples include participation in education programs, instructional tapes etc
 - iii. Research: Contribution to a significant degree in the discovery of new and effective means of facility associated infection prevention. Should include performance of clinical, microbiological or epidemiologic research which has had a major impact on infection control
 - iv. Contribution: Contribution to APIC-NC
 - v. Service: Significant service and commitment to the field of infection control
 - vi. Other: May have other areas of accomplishment for consideration
 1. Cost containment ideas
 2. Committee Work
 3. Chapter related work
 4. Community related work
 5. Procedural development or changes
 6. Awareness campaign
 7. Personal educational advancement
 8. Outbreak investigation
3. Procedure
 - a. Nominations for Practitioner of the Year are solicited
 - b. Solicitation for nominations should be mailed and/or emailed approximately 3 months prior to the annual Fall Conference

APIC-NC

Policy Number:

7.6

Category

Awards Committee

Subject:

Practitioner of the Year Criteria

Revision Date

9/18/05

Page 2 of 2

- c. The Awards Committee will review the application/nominations for Practitioner of the year and a winner will be chosen based on the above criteria
 - d. The decision as to the recipient of the award is kept secret until the award presentation is made at the Fall Conference. Only the Board of Directors is notified of the Awards Committee decision beforehand
 - e. The Fall Conference registration fee is waived.
 - f. The presentation plaque for Practitioner of the Year will include the APIC-NC logo
 - g. Nominations that were not chosen will be included in the next year's nominations pool for one time only
4. Award Presentation
- a. The winner will be notified during the annual Fall Conference Business Meeting
 - b. The Chair of the Awards Committee will present the plaque and award
 - c. Presentation will include highlights of the accomplishments and achievements of the winner as submitted during the nomination process.

APIC-NC

Policy Number: 7.7
Category: Awards Committee
Subject: CBIC Scholarship
Revision Date: 1/10/03, 9/18/05, 2/5/08, 7/3/08, 11/11/08, 5/18/09
Page 1 of 4

Policy:

1. Purpose: To promote CBIC certification for APIC-NC members
2. Policy:
 - a. There are three scholarships for CBIC certification
 - b. The Pat Schlegel Scholarship is for an APIC-NC member taking the exam for the first time
 - c. The CBIC scholarship is for an APIC-NC member renewing certification
 - d. The Eva Clontz CBIC Review Course Scholarship is for an APIC-NC member attending the NC CBIC Review Course.
 - e. Acceptance of the scholarship award will require an oral or written presentation concerning the CBIC experience
 - f. If the member should accept the scholarship and not take the exam, reimbursement to APIC-NC of the full amount of the scholarship is required
 - g. The Board of APIC-NC expresses their gratitude to Pat and Eva for their generosity in making these awards possible.
3. Pat Schlegel CBIC Scholarship
 - a. Eligibility: APIC-NC member who has never been certified in infection control and meets the CBIC eligibility requirements
 - b. Application process: Complete the application and return it before the designated deadline. All applications will be reviewed for current APIC-NC membership
 - c. Selection: Selection shall be made by lottery drawing from eligible submissions
 - d. Award: Recipient will receive a check in the amount of \$250 to be used to expenses directly incurred with the registration and/or taking the CBIC certification exam
 - e. Obligation: Recipient will be expected to take the exam within one year of receiving the award and give an oral or written presentation within 6 months of taking the exam
4. CBIC Re-certification Scholarship
 - a. Eligibility: APIC-NC member who is currently certified in infection and meets CBIC eligibility requirements for re-certification
 - b. Application Process: Complete the application and return it before the designated deadline. All applications will be reviewed for currently APIC-NC membership

APIC-NC

Policy Number:

7.7

Category

Awards Committee

Subject:

CBIC Scholarship

Revision Date

1/10/03, 9/18/05, 2/5/08, 7/3/08, 11/11/08, 5/18/09

Page 2 of 4

- c. Selection: Selection shall be made by lottery drawing from eligible submissions
 - d. Award: Recipient will receive a check in the amount of \$250 to be used to expenses directly incurred with the registration and/or taking the CBIC certification
 - e. Obligation: Recipient will be expected to take the exam within one year of receiving the award and give an oral or written presentation within 6 months of taking the exam
5. Eva Clontz CBIC Review Scholarship
- a. Eligibility: APIC-NC member who meets the requirements for CBIC Certification
 - b. Application process: Complete the application and return it before the designated deadline. All applications will be reviewed for current APIC-NC membership
 - c. Selection: Selection shall be made by lottery drawing from eligible submissions
 - d. Award: Recipient will receive a check in the amount of \$125 to be used for registration at the NC CBIC Review Course.
 - e. Obligation: Recipient will be expected attend the course within one year of receiving the award and agrees, after taking the exam, to submit a written evaluation of the review course to the APIC-NC Board prior to the Annual Fall Conference.

APIC-NC

Policy Number: 7.7
Category: Awards Committee
Subject: CBIC Scholarship
Revision Date: 1/10/03, 9/18/05, 2/5/08, 7/3/08, 11/11/08, 5/18/09

Page 3 of 4

Application for **Recertification** *CBIC Scholarship*

Deadline:

Name: _____

Facility: _____

Address: _____

Phone/ Fax/ E-mail:

The Recertification CBIC scholarship of \$250 is intended for use by an APIC-NC member to cover part of the expenses of recertification. By applying for the scholarship, I certify that I am a current member of APIC-NC and eligible to take the CBIC exam. I agree that if I accept the scholarship, I will give either a written or an oral presentation at an APIC-NC educational meeting within 6 months of taking the exam. If I do not take the exam within a year of accepting the scholarship, I will reimburse APIC-NC the full amount of the scholarship.

SIGNATURE (required): _____

Submit to: AWARDS CHAIR

Name:

e-mail:

fax:

Application for **Initial Certification** *CBIC Scholarship*

Deadline:

Name: _____

Facility: _____

Address: _____

Phone/ Fax/ E-mail:

The certification CBIC scholarship of \$250 is intended for use by an APIC-NC member to cover part of the expenses of initial certification. By applying for the scholarship, I certify that I am a current member of APIC-NC and eligible to take the CBIC exam. I agree that if I accept the scholarship, I will give either a written or an oral presentation at an APIC-NC educational meeting within 6 months of taking the exam. If I do not take the exam within a year of accepting the scholarship, I will reimburse APIC-NC the full amount of the scholarship.

SIGNATURE (required): _____

Submit to: AWARDS CHAIR

Name:

Email:

fax:

APIC-NC

Policy Number: 7.7
Category: Awards Committee
Subject: CBIC Scholarship
Revision Date: 1/10/03, 9/18/05, 2/5/08, 7/3/08, 11/11/08, 5/18/09
Page 4 of 4

Application for **Eva Clontz** CBIC Review Course Scholarship **Deadline:**

Name: _____

Facility: _____

Address: _____

Phone/ Fax/ E-mail:

The Eva Clontz NC CBIC Review Scholarship of \$125 is intended for use by an APIC-NC member to cover the cost of registration. By applying for this scholarship, I certify I am a current member of APIC-NC and eligible to take the CBIC exam. I agree, if I accept the scholarship, to submit a written evaluation of the review course to the APIC-NC Board prior to the Annual Fall Conference. I also agree to take the exam within one calendar year and will provide written feedback to the APIC-NC Board regarding how the review course was beneficial in preparing me for the exam as well as any outstanding infection prevention/control issues identified within the exam content. If I do not take the exam within the calendar year, I will reimburse APIC-NC the full amount of the scholarship.

SIGNATURE (required):

Submit to: AWARDS CHAIR

Name:

Email:

fax: