



Job Description: MN State HAI Advisory Group Liaison

Effective Date: 2026

Approved by: APIC MN Board of Directors

Review/Revise Date: 4/2026

1. General Description

- a. The MN State HAI Advisory Group Liaison represents APIC MN at the Minnesota Healthcare-Associated Infection (HAI) Advisory Group which is responsible:
 - i. to advise MDH in planning, implementing, and evaluating HAI/AR activities, including identification of priorities and approaches to promoting implementation of evidence-based practices;
 - ii. to provide statewide leadership in communicating and disseminating information to enhance HAI/AR education, awareness, advocacy, and;
 - iii. to provide feedback and support for new HAI/AR initiatives.

2. Liaison Responsibilities

- a. Must be a current active member of APIC MN.
- b. This is a 2-year term.
- c. Complete a conflict-of-interest statement at the time of appointment and update this document during the year if there are changes in status.
- d. Must be eligible to serve on a committee per the Bylaws.
- e. The liaison will represent the mission, vision, principles, and beliefs of APIC MN while serving in this role.
 - i. APIC MN members are asked to be clear in their communication if a statement made/position is taken that does not represent that of APIC MN but rather is an opinion.
 - ii. APIC MN members are asked to not endorse a product or company on behalf of APIC MN, but express an opinion or comment based on personal experience.
- f. Communicates any questions, concerns, or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or action by the APIC MN Board as necessary.
- g. Review position job description annually and update as needed.
- h. Attend the Minnesota Healthcare-Associated Infection (HAI) Advisory Group as scheduled. Submit contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs and Appointed Representatives document and website.
- i. Give a verbal report during chapter business meetings as needed.
- j. Provide a verbal report at board meetings annually and as requested.



3. Liaison Expectations to Committee and Appointed Representatives
 - a. The board is to provide vision, guidance, and policy to ensure committees and members representing the APIC MN comply with the direction from the board. This is a summary of the Board members' role as liaison to the committee and/or appointed representative they are aligned with.