



Policy/Procedure

Policy # 20

Subject: Basic Infection Prevention (BIP) Course

Effective Date: 10/2009

Reviewed by: Vice President

Approved by: APIC MN Board of Directors

Revision Dates: 4/2026

POLICY

Basic Infection Prevention Course

PURPOSE

1. The basic infection prevention course is designed to enhance the education and knowledge of infection preventionists by providing:
 - a. approaches for implementing evidence-based best-practice recommendations for infection prevention.
 - b. explanation of regulations and standards and how they impact the IP program
 - c. clinical and surveillance case scenarios
 - d. networking potential and atmosphere to share experiences
 - e. teamwork measures and use of critical resources
 - f. prevention strategies to support mission and goals

PROCEDURE

Course Lead from the Education Committee:

1. BIP course facilitation falls under and reports to the APIC MN Education Committee
2. The basic infection control course will have planning, and support leads who will coordinate instructor preparatory meetings which may include, venue coordination and cost if applicable, class redesigns, course schedule, and faculty selection.
3. Leads or designees will manage the day-to-day delivery of basic infection prevention (BIP) course on site, Food coordination for speakers/attendees, course evaluation, and class outline/schedule/content.
4. APIC MN will have guidelines for facilitation and instructors which describe deliverables.



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Fee Structure

1. Course tuition is reviewed by the Education Committee and presented to and approved by the board of directors.
2. Course expenses are not expected to exceed course income.

Vice President (VP) Responsibilities-

1. VP is the liaison between the BIP course lead, Education Committee, and the board.
2. Assist Lead with establishing potential new instructors.
3. Update board about the upcoming course.
4. Assist with course logistics (ex. location, hotel, food).

Education Committee BIP lead Responsibilities:

1. Provide suggestions for lodging within close proximity to BIP course site.
2. Education Committee to provide registration links on Calendar Events tab.
3. Manage Microsoft Teams BIP page to include members and new presenters.
4. Advertise BIP Course at the Fall Conference, in News and Views, and APIC MN General Meetings.
5. Disseminate course promotional materials to target groups as directed by Vice President
6. Post registration materials with contact information on website and social media.
7. Coordinate Registrations.
8. Work with Treasurer to ensure the course is priced appropriately to cover anticipated (breakeven). If needed, clarify with APIC MN treasurer that s/he has applied for "liability insurance" two months prior to course start date. (Application for insurance, course brochure, and voucher request sent to treasurer).
9. Send and receive conflict of interest statements from speakers.
10. Class materials access for attendees through Microsoft Teams
11. Develop CEU/IP information and Certificates
12. Coordinate evaluations and provide comments back to Education Committee and APIC MN BOD
13. Review and/or update toolkit for BIP coordination.

Membership Director Responsibilities:

1. Send BIP course information to APIC MN members by email.

Expectations of Registrants:

1. Register online through the StarChapter website. Include payment information with registration.
2. Payment should be received before course start date.



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Course Cancellation:

1. APIC MN reserves the right to cancel the course due to insufficient enrollment. Course expenses are expected to not exceed income. However, to best serve our members' needs the APIC MN Board of directors may elect to supplement course expenses if it is determined that there is a greater benefit to the organization in conducting the course, rather than canceling the course.
2. If the course is canceled:
 - a. Participants must be notified at least one week in advance of the course start date.
 - b. Participants will be refunded 100% of tuition costs.
 - c. Participants who have secured air or other non-refundable travel arrangements will be reimbursed at the fair market value of fees incurred for changing reservations made for travel to this course.

Expectation of Site:

1. Supply the room and AV equipment.
 - a. Lead to check with speakers to determine AV equipment needed.
 - b. Usual needs are projector, screen, ~~projector~~, remote clicker, flip chart/markers, internet access, and speaker phone.
 - c. Laptop access via Education Committee dedicated laptop.

ATTACHMENTS & RELATED FORMS

None