



**Job Description:** Electronic Medical Record (EMR) Committee

**Effective Date:** 2024

**Approved by:** APIC MN Board of Directors

**Review/Revise Date:** 10/2024

1. General Committee Description

- a. The committee is comprised of infection preventionists from major healthcare organizations in Minnesota as well as representative outstate hospitals. Information technology specialists supporting infection prevention electronic medical record (EMR) software from committee member institutions are eligible to attend.
- b. The committee convenes to address issues and share best practices related to infection prevention activities within the EMR (e.g. healthcare infection surveillance and reporting, travel/symptom screening, public reporting measures, etc.).

2. General Committee Responsibilities

- a. Must be a current active member of APIC MN.
- b. Must be eligible to serve on a committee per the Bylaws.
- c. The committee will represent the mission, vision, principles, and beliefs of APIC MN while serving in this role.
  - i. Committee 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. Committee 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.
- d. Participate in 75% of committee meetings. If unable to attend, follow-up with the chair.
- e. Actively participate in discussions.

3. Chair Responsibilities

- a. This is a 2-year term, first year as vice chair.
- b. Complete a conflict-of-interest statement at the time of appointment/election and update this document during the year if there are changes in status.
- c. Keep current contact list of active committee members.
- d. Review job description annually and update as needed.
- e. Contact committee members to update information at least once yearly in the absence of convened meetings.
- f. Schedule meeting dates, times, and locations.
- g. Create agendas and any necessary meeting documents.



- h. 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. Communicates any questions, concerns, or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary.
  - j. Submit an article to News and Views at least once during the year and as needed.
  - k. Give a verbal report during chapter business meetings as needed.
  - l. Provide a verbal report at board meetings when requested.
  - m. Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.
  - n. Become familiar with the APIC MN policies (see APIC MN website).
4. Vice Chair Responsibilities
- a. Assist the chair with their responsibilities as needed or delegated by chair.
  - b. Record minutes from committee meetings.
  - c. Take over the position of chair the ensuing year.
5. Liaison Expectations to Committee
- 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.