



## Policy/Procedure

**Subject:** Policy 12: Chapter Leader Award

**Effective Date:** 1998

**Reviewed by:** Past President

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

**Last Revision:** 10/2023

### **POLICY**

APIC MN may choose to annually recognize a member with a Chapter Leader Award. APIC MN may choose to nominate the recipient for National APIC recognition.

### **PURPOSE**

To recognize an individual APIC MN member who has made significant contributions to the profession of infection prevention and control practice and to the chapter.

### **PROCEDURE**

#### **A. Eligibility:**

1. Nominees should be a chapter member for at least 2 years.
2. Nominees must be:
  - A recognized leader. This can include elected or appointed APIC MN chapter officers, committee chairs, committee members, members of APIC national committee(s), or a leadership role in a state/regional organization.
  - Instrumental in chapter activities such as developing programs, increasing membership, improving chapter processes, training new board members, filling leadership positions, mentoring chapter members, participating in community activities related to infection prevention and control.
  - Certified in Infection Prevention by the Certification Board of Infection Control and Epidemiology (CBIC) with the exception of a certification lapse following retirement.
  - All nominees must have active APIC national and APIC MN chapter membership to be considered.
3. Individuals can receive the Chapter Leader Award once per chapter.

#### **B. Nomination Process:**

1. The APIC MN Past President will notify APIC MN chapter members that nominations for APIC MN Chapter Leader are being accepted and how to submit nominations via News and Views and/or other communication methods.
2. A member may be nominated by any APIC MN member, but no member may self-nominate.
3. Nominations are submitted in the form of a nomination letter to the APIC MN Past President (pastpresident@apicmn.org), providing information that



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demonstrates the nominee's eligibility, according to the APIC MN Chapter Leader Award Selection Criteria.

4. The nomination deadline is dependent on the APIC National Chapter Leader Award deadline. The APIC MN Past President and APIC MN Board of Directors must allow for sufficient time to select an APIC MN Chapter Leader Award recipient and submit the recipient for the APIC National Chapter Leader Award nomination before the deadline.

#### **C. Selection Criteria:**

1. The following criteria represent the qualities to be most demonstrative of the nominee's dedication and commitment to the profession of infection prevention and control. A nominee need not fulfill all criteria to receive the award.
  - Active participation in APIC at the state and/or national level, i.e., past service on the board, committees, task forces, focused activities, presenter, recruitment, etc.
  - Responsible for contributions to the advancement of the profession through mentorship, authorship, teaching, participation in legislative activities, research, etc.
  - Role model for infection control practitioners and an outstanding example of a professional within healthcare.

#### **D. Selection Process:**

1. The APIC MN Past President will facilitate the judging and award process with the exception of the Past President being nominee for the award.
2. The nomination letters will be reviewed by the Past President and Director at Large, or other designated APIC MN BOD member, using the APIC MN Chapter Leader Award Candidate Scoring Tool.
3. A minimum of 2 APIC MN BOD members must review the applications. If the Past President is a nominee, an alternative APIC MN Board of Directors member will assist the Director at Large with the judging and award process.
4. The reviewers may contact relevant parties for additional information.
5. The APIC MN Chapter Leader Award Candidate Scoring Tool (attachment to this policy) will be used in the selection process for the award recipient.
6. The reviewers will recommend an award recipient to the APIC MN BOD for approval. In the event of a scoring tie, a recipient will be selected at the discretion of the APIC MN Board of Directors.
7. The Past President will send thank you emails to all who submitted nominations.

#### **E. Recipient Recognition:**

1. The award will be announced at the annual Holiday Luncheon. The recipient is generally not notified in advance of the presentation of the award. The Past President will ensure the recipient's attendance. If the award recipient is unable to attend, an alternative date for presentation will be determined by the Past President and award recipient.
2. The award recipient will receive a recognition certificate.
3. The award recipient announcement will be communicated in News and Views and include their name and photo.
4. All Chapter Leader Award recipients will be posted to the website.
5. The award recipient will be nominated by the Past President for the APIC National Chapter Leader Award.



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- a. Refer to the National APIC website for deadline, nomination form, and instructions.
- b. If the Chapter Leader Award recipient is selected to receive the APIC National Chapter Leader Award, APIC MN will provide educational and travel support for the recipient to attend the National APIC Conference and the awards ceremony, per APIC MN Policy 11: Non-grant Funding to Attend Educational Offerings.
- c. If the recipient is not selected for the national award or they are unable to attend the national conference, they will receive a waiver of the registration fee for the upcoming APIC MN Fall Conference.
- d. Neither the APIC National Conference nor the APIC MN Fall Conference registration fee may be transferred to another member.

### **ATTACHMENTS & RELATED FORMS:**

APIC MN Chapter Leader Award Candidate Scoring Tool (next page)



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**APIC MN Chapter Leader Award Candidate Scoring Tool**

**Instructions:**

**Submission (Applicant - Individual or Group):**

- When writing a nomination letter, include the below applicable scoring information for the nominee.
- Include as much information as is available to you. Consult with the Past President for any questions around submissions.
- Submit application letter to the Past President - [pastpresident@apicmn.org](mailto:pastpresident@apicmn.org)

**Review (Past President and Director at Large, or other APIC MN BOD delegate(s)):**

- Assign a number of points that corresponds with information provided in the nomination letter and additional information provided by the nominating individual or group.
- Collaborate with the Membership Director to obtain additional information, as needed.

<u>Education</u>		<u>Years in Infection Control</u>	
RN	1	1-4 yrs	1
LPN	1	5-9 yrs	2
Laboratorian	1	10-15 yrs	3
Baccalaureate	1	>15 yrs	4
Masters	1		
PhD	1	<u>Years in APIC</u>	
		1-4 yrs	1
		5-9 yrs	2
<u>Certification</u>		10-15 yrs	3
CIC	2	>15 yrs	4
LTC-CIP	1		
<u>APIC Involvement - Chapter Level</u>		<u>APIC Involvement - National level</u>	
Elected office, 1 term	1	Elected office x1	1
Elected office, > 1 term	2	Elected office >1	2
		Committee level x1	1
		Committee level >1	2
		Presenter @ mtg/conference x1	1
		Presenter @ mtg/conference >1	2
		<u>Mentorship Program Participation</u>	
		Yes	1
<u>Professional Awards (Local/National)</u>			
Recipient	1		
FAPIC	1		