



Policy/Procedure

Policy # 21

Subject: Long Term Care Education and Travel Support

Effective Date: May 2010

Approved by: APIC MN Board of Directors

Reviewed by: Director at Large

Revision Dates: 4/2024

PURPOSE

Long Term Care Education and Travel Support has been established to provide APIC MN members specializing in Long Term Care with Education and Travel Support for APIC MN Fall Conference.

POLICY

- I. At least one Education and Travel Support recipient will be selected each year. Availability of additional Education and Travel Support recipients is budget-dependent and will be determined by the APIC MN Board of Directors.
- II. Education and Travel Support applicants must meet the following criteria:
 - A. Current member of APIC MN.
 - B. Currently practicing in infection prevention in a long-term care facility.
 - C. Has not received this Education and Travel support within the past 5 years.
- III. Education and Travel Support will cover the following expenses:
 - A. Early registration fee for the APIC MN Fall Conference.
 - B. Hotel accommodations for a standard room for two nights if the recipient resides more than 50 miles from the conference site.
- IV. APIC MN Director at Large is responsible for coordinating the random selection of candidates and to notify all applicants of the outcome prior to the conference early registration deadline.

PROCEDURE

- I. The Long Term Care (LTC) Education and Travel Support application and process will be submitted for publication in News and Views by the Director at Large. Education and Travel Support opportunity will be published during the 3 months prior to the early conference registration deadline (May, June and July).



II. Each applicant will complete the LTC Education and Travel Support application. The application deadline will be the last day of July.

III. The Director at Large will notify all applicants of the outcome of the selection process as follows:

A. The selected candidate will be notified one (1) week before those who are denied are notified. This is to ensure an efficient process for awarding Education and Travel Support in the event that the selected candidate declines the said support.

B. Candidates not receiving Education and Travel Support will be notified at least two (2) weeks before the conference early registration deadline. Applicants not receiving Education and Travel Support will be encouraged to reapply if they meet the criteria.

V. The selected candidate will be responsible to:

A. Submit receipts and a completed APIC MN Expense Voucher to the APIC MN Treasurer for reimbursement of expenses in accordance with *APIC MN Policy for Educational or National Conference Expenses*.

Expenses not covered:

1. Any pre-conference or post-conference programs, social events, etc.

2. Meals, tips, or other travel expenses.

B. Submit an article to be published in the November issue of the *APIC MN News and Views* editor summarizing educational experiences from the conference.

C. Contact the Director at Large with any questions, suggestions, or concerns:

DAL@APICMN.org

VI. To acknowledge the recipients of this award the Director at Large will maintain a list of past LTC Education and Travel Support award recipients to be posted on the APIC MN website.

RELATED FORMS

Long Term Care Education and Travel Support Application Form

Expense Voucher