 **APIC VOLUNTEER APPLICATION**

The Board of Directors, Committees, and Task Forces carry out the Mission and Vision of APIC, which is supported through the voluntary efforts of our membership. The broader the base of involvement of members, the more representative the organization can be as a whole. The purpose of this form is to provide APIC members with an opportunity to volunteer their talents and experience to serve the organization by participating in any of the aforementioned groups. A brief description of the various Program responsibilities is included. If selected, participation at all scheduled meetings is mandatory. APIC Headquarters staff provide administrative support and expenses are reimbursed for APIC-related work.

Volunteers seeking elective office, i.e. Board of Directors and Nominating and Awards Committee should visit APIC website under *About APIC* for further information on the application process.

**APIC VISION AND MISSION**

**Vision:** Healthcare without infection.

**Mission:** Create a safer world through prevention of infection.

**APPLICANT INFORMATION**

Name: \_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Address (please indicate if work or home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: E-mail:

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years APIC Member: Member ID:

Chapter No./Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| (PLEASE CONTINUE ON NEXT PAGE) | | |
| **OFFICE USE ONLY**  Membership Year(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | APIC  1400 Crystal Drive, Suite 900  Arlington, VA 22202  Phone: 202/789-1890  Fax: 202/789-1899  Email: [membership@apic.org](mailto:membership@apic.org) | **OFFICE USE ONLY**  Acknowledgment Letter  Date: \_\_\_\_\_\_\_\_\_\_\_\_  Invited to Resubmit Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Note: This form will be kept on file for two (2) years from the date of its receipt** | | |

**APIC VOLUNTEER HISTORY**

Please indicate your previous levels of participation in the areas listed below. Check all that apply. Use blank spaces for roles/offices/activities not listed.

***APIC Elected Offices***

|  |  |
| --- | --- |
| **Elected Offices Held (Terms/Years):** | **Local Chapter Elected Offices Held (Terms/Years):** |
| * President: \_\_\_\_\_\_\_ | * President: \_\_\_\_\_\_\_ |
| * President-Elect: | * President-Elect: |
| * Treasurer: | * Treasurer: |
| * Secretary: \_\_\_ | * Secretary: \_\_\_ |
| * Board of Directors: \_\_\_ | * Board of Directors: \_\_\_ |
| * Nominating and Awards Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Nominating and Awards Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Previous Committee Experience (Term(s), Year(s)):***

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| --- | --- |
| * Annual Conference Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Practice Guidance Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Communications Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Professional Development Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Education Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Public Policy Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Member Services Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Research Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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***Task forces, special projects, etc. (Term(s), Year(s)):***

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| --- | --- |
| * Information Technology Task Force: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * APIC Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * International Steering Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * APIC Text Online Editorial Panel: |
| * Strategic Planning Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Practice Resources Editorial Panel: |
| * *Prevention Strategist*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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***Current Scope of Practice:***

Briefly describe your current scope of practice that qualifies you for the position in which you indicate interest. Include local chapter activities, state or regional activities, APIC activities, and other professional or volunteer activities. List elected offices, committees, and special projects for each.

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**CURRENT AREAS OF INTEREST**

Please select from the list below the areas in which you’re most interested in serving. Indicate preferences by ranking 1st, 2nd, and 3rd choices.

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| * Annual Conference Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Public Policy Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Communications Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Research Committee: \_\_\_\_\_\_\_\_\_ \_\_\_\_ |
| * Education Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Special Projects:** |
| * Members Services Committee: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ * Practice Guidance Committee: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_ * Professional Development Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Prevention Strategist Editorial Panel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ * APIC Text Online Editorial Panel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Practice Resources Editorial Panel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Sections Community Moderator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Please tell us about any additional experience you have that would assist us in matching you to an activity. (This may include publications, research activities, or specific skills or achievements.)

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**PROFESSIONAL REFERENCES**

Please provide three (3) professional references, including one individual from your local APIC Chapter. If you have served on any national APIC committee or task force, a reference from the chair of that group during the time you were a member also should be submitted. The references you submit should reflect your abilities and experience and support your service in the areas indicated above. The Committee or Task Force Chair will contact references.

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| --- | --- | --- | --- |
| Name | Address | Phone | Title |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**If selected, I agree to work and serve in efforts to uphold and support the mission and vision of APIC. I will honor all responsibilities and attend all scheduled meetings.**

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of APIC Committees and Task Forces**

**Annual Conference Committee:** Developsthe educational content and activities for APIC’s Annual Conference. ACC members are responsible for selecting topics and speakers for pre-conference, main conference, and post-conference programs. Each committee member works with the staff liaison(s) to ensure speaker information, course objectives, and handouts are submitted to headquarters for accreditation and continuing education purposes. The planning process requires a commitment of 18 months. Participation on-site during seven days of the meeting is required. Members meet for 2-3 in-person meetings, as well as monthly conference calls.

**Communications Committee:** Steers APIC’s messaging to consumers, members, and other healthcare professionals about infection prevention topics and patient safety. The committee develops website content and monthly emails for consumers; talking points and timely materials to help members communicate important information to various stakeholders; and provides strategic input on national initiatives and campaigns. Members may also do media interviews.

**Education Committee**: Plans and develops educational courses to meet identified, educational needs. Members hold one or two in-person meetings annually and participate in monthly conference calls. Members should have experience and/or interest in continuing education, educational planning, content development, or program implementation.

**Member Services Committee**: Charged with adding value to APIC membership through the creation and implementation of new membership policies and programs. The committee oversees the development of new membership initiatives and engagement programs. It also develops ideas and plans to bolster the component programs, as well as build a pipeline of effective leaders.

**Practice Guidance Committee**: Compiles, assesses, develops and influences guidelines and standards related to the practice of infection prevention and control, both nationally and internationally. The PGC provides a means within APIC to guide and inform the membership on practice issues and recommends official positions on external standards, guidelines and other pertinent documents affecting the practice of infection prevention and control to the APIC Board of Directors.

**Professional Development Committee**: Responsible for promoting professional development of APIC members and diffusion of the APIC Competency Model.

**Public Policy Committee**: Monitors, reviews, and prepares input into legislative and regulatory initiatives affecting the practice of infection prevention and control. Members meet once per year at annual conference and participate in monthly conference calls. Experience as a Chapter Legislative Representative or Chapter President is desirable. The time commitment may exceed the average when an urgent need exists to prepare testimony, comments on regulatory or legislative initiatives, or talking points. (20 hours/month)

**Research Committee**: Conducts studies to answer key research questions that will advance the understanding and practice of infection prevention and control. The committee recommends research priorities and guides APIC’s research activities.

**Special Project Groups**

**APIC Text Online Editorial Panel:** The ATO Editorial Panel advises APIC’s Practice Resources department staff on those chapters or topics of the APIC Text Online (ATO) that need to be updated or newly drafted due to changes in regulations, guidelines, policies, definitions, and/or new research findings. The panel assists in implementing updates or new content by identifying where updates are needed based on relevance to practice and consequences to direct care; prioritizes updates; establishes periodic and planned ATO chapter review; identifies reviewers, authors, and peer reviewers for chapter updates; helps resolve content questions between authors and peer reviewers; approves final update content for posting in the ATO; and advises on ATO content policy, procedures, and future direction.

**Practice Resources**: Oversees the development of practice resources (e.g. APIC Text, books, manuals, Implementation guides). Those interested in serving as an author or reviewer for product development or APIC Text revision will be asked to provide an updated CV and writing samples. Travel generally not required. Time commitment dependent upon role and nature of the project.

***Prevention Strategist* magazine:** *Prevention Strategist* is APIC’s flagship member magazine that aims to translate the science of infection prevention to provide easily implementable strategies for infection preventionists (IPs). *Prevention Strategist* editorial panel members help plan content for future editions, identify the best authors for various topics, write articles (as needed), ensure content is in line with APIC’s strategic goals, and review content for clinical accuracy.