

APIC – MN
Ambulatory Care Committee (ACC)

- I. The Ambulatory Care Committee Objectives:**
- a. Acts as an infection control resource for ambulatory clinics
 - b. Serves as a resource for ideas and best practice recommendation, including emergency preparedness
 - c. Communicates and collaborates with other departments such as Public Health in regards to ambulatory care.
- II. Committee Functions:**
- a. Meets approximately five times a year
 - b. Reports to the Membership Director
 - c. Assists with planning and monitoring the budget
 - d. Networks with chapter members regarding their ambulatory care needs.
 - e. Evaluates and helps facilitate education to improve ambulatory infection control.
 - f. Promotes awareness among APIC-MN members
- III. ACC Chair and Co-Chairperson Responsibilities**
- a. The Chair and Co-Chair will have equal responsibilities.
 - b. Is responsible for supervising and coordinating all aspects of the Committee and presides over committee meetings.
 - c. Reports committee activities to the Membership Director.
 - d. Is responsible to the APIC-Minnesota Board of Directors, through the Membership Director.
 - e. Prepares meeting agendas and mails to the appropriate members.
 - f. Maintains the minutes of meetings and sends, along with agendas, to the committee members.
 - g. Publishes a brief review in News and Views
 - h. Posts meetings into the News and Views
 - i. Maintains budget for the ACC
 - i. Submits a projected budget for the ensuing year to the current Treasurer by the second Thursday of August. Budget expenses should be itemized in the projection. Receives quarterly statements from the Treasurer
 - ii. Submits vouchers for rental/purchase to the Treasurer
 - j. The Chair plans to attend APIC-MN Fall Conference (a budget line item)
 - k. Submits an annual report regarding the ACC to the Board liaison by the December Board meeting
 - l. Monitors the National APIC Ambulatory Section
 - m. Determines annual goals and objectives for the committee within the chapter guidelines. Periodically reviewing progress towards achieving the annual objectives.
 - n. Delegates assignments to interested Ambulatory Committee Members

- o. Recommends to the Board a Co-Chair to assume responsibilities of Chair for the year

IV. ACC Members:

- a. Assists the Chair and Co-Chair as needed
- b. Assists with special projects of the Committee at the direction of the Chairperson.

V. Appointment:

- a. APIC Chapter Ambulatory Co-Chair is recommended to and approved by the Board to a two year renewable appointment. The second year of term is served as committee Chair.
- b. Term is January through December.
- c. Must be an active APIC member