



Job Description

Job Description: Public Policy Chair/Chapter Legislative Representative

Effective Date: 8/04

Approved by: APIC MN Board of Directors

Reviewed/Revised: 4/11

1. General Description

- 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
- Complete a contact information sheet to be included in the News and Views and on the chapter website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings when requested
- 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.

2. Specifics of Job

I. Appointment:

- A. APIC Chapter, Public Policy Chair/Chapter Representative is recommended by the President and approved by the Board to a one year renewable appointment.
- B. It is preferred, but not required, that the Chairperson should have previously served on the Public Policy Committee
- C. Must be an active APIC member.
- D. Responsible to APIC-MN and APIC National Public Policy Chairperson.
- E. Delegates assignments to interested Public Policy members.
- F. Recommend to President a Co-Chair to assume responsibilities of Chair for the next year.
- G. Co-Chair will exercise all powers to perform the duties of the Chair in the Chairs absence or inability to act.
- H. Co-Chair will attend Minnesota Organization of Leaders in Nursing Internship (MOLN) as a learning opportunity for leading the APIC Minnesota Public Policy Committee.



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Co-Chair will attend in the Fall prior to assuming the role of Chair. If current chair is continuing as chair for a second year or Co-Chair has previously attended MOLN Internship, attending the APIC Minnesota Annual Fall Conference will be funded, as budget allows.

- I. Members of the Public Policy Committee are encouraged to attend the MOLN Annual "Day at the Capitol" held in St. Paul each year. MOLN has offered this experience free of charge in the past. Individual members of the Public Policy Committee will be responsible for any cost associated with attending the experience.
- J. Chair will attend the Public Policy meeting at the National Conference. If the chair is not attending the Conference, then a Public Policy representative or the board liaison will attend the meeting and report back to the committee.
- K. Chair does not serve as a voting member on the Board of Directors (BOD)

II. Role:

A. Functions

1. Guide the committee to address only issues pertinent to infection prevention and control.
2. Along with other committee members, interact with legislative/regulatory bodies (e.g., state legislators, state and local health departments, area health care councils, school districts, etc.)
3. Reviews health care legislation from multiple sources in a timely manner and discuss with committee members. Sources of information may include:
 - Internet search tools
 - APIC Action Alerts
 - State and Federal Register
4. Maintain and assist committee members with regular contact to related governmental groups showing our willingness to share information.
5. Delegate tasks to other committee members as needed.
6. Communicate information on legislative/regulatory issues to the APIC National Public Policy Chairperson.
7. Communicate recommendations from the APIC National Public Policy chairperson to APIC-MN regarding legislative action.

B. Initiate an educational process

1. Share infection prevention and control concerns with the appropriate agency.
2. Inform agencies of the cost-benefit aspects of infection prevention and control practice, including prospective payment.
3. Identify key individuals who are willing to work with APIC members and would attend chapter meetings, seminars, and workshops.

III. Responsibilities:

A. Responsibilities to the chapter

1. Share copies of infection prevention and control-related legislation with chapter members.
2. Request input from chapter members on state and local infection prevention and control issues.



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3. Identify priority issues for chapter discussion and action.
4. Share national issue information received from the APIC National Public Policy Chairperson.
5. Elicit chapter response when appropriate and return in a timely manner to the APIC National Public Policy Chairperson.
6. Develop and maintain a file of all current regulations, standards and guidelines impacting on APIC members in MN. Include a list of names, addresses and phone numbers of contact people.
7. Review APIC MN Strategic Plan and align with the chapter's goals and objectives.
8. Review pertinent area of APIC-MN website with Public Policy Committee and report back to Director at Large with any recommendations for updates.
9. Submit projected budget for the ensuing year to the current Treasurer upon request (by the second Thursday of October.) Budgeted expenses should be itemized in the projection.
10. Submit an annual report regarding activities of the chapter Public Policy to the President-elect by the December Board meeting.

B. Responsibilities to National APIC

1. Acts as Chapter Legislative Representative (CLR) to National APIC.
2. Interact with state and local agencies as an individual ICP and not as an official APIC member.
3. May respond representing APIC-MN, with Board approval, if the Chapter position does not conflict with national APIC position.
4. Be familiar with and supportive of APIC's national goals.
5. Contact APIC legal counsel for clarification or questions related to APIC-MN Public Policy activities.

3. Monthly Action Checklist

Month	Action	Comments
January	-Annual Review of Public Policy Section on APIC-MN website -Make Plans for NIWI, if approved -Submit pertinent info for News and Views	
February	-Review Job Description; Review upcoming possible legislative issues. -Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
March	-Report to the Board -Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
April	-Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
May	-Update PP section on APIC-MN website if	



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	needed - Submit pertinent info for News and Views	
June	- Submit pertinent info for News and Views	
July	-Update PP Committee Strategic Plan; align with Chapter - Submit pertinent info for News and Views	
August	- Submit pertinent info for News and Views	
September	-Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
October	- Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
November	- Update PP section on APIC-MN website if needed - Submit pertinent info for News and Views	
December	-Submit annual report to President-elect - Submit pertinent info for News and Views	

4. Liaison Expectations to Committee and Appointed Representatives

The Board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN comply with the direction from the board. This is a summary of the Board member’s role as liaison to the committee(s) and or Appointed Representative they are aligned with.

Mission – to maintain a line of communication between the committee and the Board

- Make sure their pursuits are consistent with APIC MN mission and policies
- Verify that you are the contact person with the Board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.

Share information from Board to committee chairs

Include policies, funding, spending and vision.

Share information from committee with Board monthly

Annually request that the committee chair attend a Board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help and guidance.

Expense Vouchers

- Co-sign expense vouchers that they may have before it goes to treasurer.
- Board members should have vouchers signed by pres elect, pres or past pres for their own expenses.
- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur.
- APIC MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status.
- Expenses should be what are budgeted for. If expense is greater than what is



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budgeted, approval is required by the Board or liaison. If there are minor deviations, Board liaison may approve using their discretion. Larger deviations require Board approval.