

Infection Control Association of Western Australia Inc
Strategic Plan 1 Jan 2010– 31 December 2010

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Objective/What	Strategies/How	Actions	Responsibility	Time Frame
1. Promote and assist in the provision of health care by serving the needs and aims of all disciplines relating to infection prevention, surveillance and control	1.1 Support other Infection Control Professionals by disseminating information to members during general meetings, educational sessions, annual conference/seminar via general meetings, email database and quarterly Newsletter	1.1.1 Hold quarterly general meetings including opportunities for discussion (under new business), regular education sessions, newsletters, etc.	President/ Secretary/ Newsletter Editor/ Education Coordinator	Review 2011
		1.1.2 Use outlook-meeting organiser to set up email reminder/ appointment for members to attend general quarterly meetings & education sessions.	Membership Secretary	ASAP
		1.1.3 Provide encouragement to ICPs to access AICA List and/or other special interest groups.	Executive	Ongoing

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control	2.1 Provide effective communication strategies	2.1.1 Promote ICAWA/AICA email database and AICA website as a means to disseminate information in a timely manner. 2.1.2 Newsletter to be brief succinct format. To be circulated as PDF or word attachment to members on email database quarterly. Members without email access will receive via mail-out. 2.1.3 Continue to disseminate all relevant information regarding current infection control issues electronically to members. A trial was conducted in 2009 using this process and was well received by all members as per the trial during 2009.	Newsletter Editor/ Membership Secretary	Complete
	2.2 Provide quarterly education sessions for members.	2.2.1 Dates have been set for the 2010 education calendar and published on the AICA website	Education Coordinator	December 2009
		2.2.2 Promote and conduct quarterly education session as per calendar. Discussion arose regarding format of education sessions as attendance has dwindled – a meeting needs to be arranged to focus on the education sessions and assess the format, and how to encourage attendance	Education Coordinator Pending appointment	Ongoing Feb 09

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>		2.2.3 Publish education presentation abstracts in quarterly Newsletter and on AICA website.	Newsletter Editor/	Completed
		2.2.4 Provide members with Certificates of Attendance	Education Coordinator	Completed
		2.2.5 Ask members to circulate and display posters in healthcare settings to encourage attendance	All Exec	Ongoing
		2.2.6 A review of the human resources and equipment is to be made to enable association to continue to provide telelink communications.	Rebecca Mcann/All Exec	Ongoing
		2.2.7 Encourage regional members to provide evaluation of telelink communication using form developed by Mary Rose.	Education Coordinator	Ongoing Not actioned in 2009 to be actioned in 2010
	2.3 Continue to identify members' educational needs.	2.3.1 Educational needs identified from completed education session evaluation forms. 2.3.2 Survey to identify member educational needs.	Education Coordinator	Completed
	2.4 Promote ICAWA Membership	2.4.1 Distribute ICAWA membership forms to non-members attending conference/seminar and/or promote use of AICA website to download form	Membership Secretary/ Conference Convenor	Completed October 09

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>		2.4.2 Approach other health and care organisations eg. ANF, Nurses and Midwives Board of WA, WCAWA, AORN, ASM, WACHS website, DOH website, Practice Nurses Association, PHA, Dental Health, RACGP etc. with information on ICAWA and request to promote through their organisation.	Not actioned Pending further resources eg secretary	
		2.4.3 List of contacts at health and care organisations to be developed for immediate and future use.	Not actioned Pending further resources eg secretary	
	2.5 Promote AICA Conference	2.5.1 Conference working party meeting monthly to plan for 2010 AICA conference to be held in WA.	AICA representative & Working Party	Feb 10
		2.5.2 Actively promote scholarship forms for conferences etc and circulate to members. Due to large amount of funds in reserve consideration should be given to increasing the monitory sum and number of scholarships awarded.	Executive	Jan 2011
	2.6 Provide ongoing telelink communications for regional members	See 2.2.6 & 2.2.7		

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2.Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>	2.7 State seminar not required due to National AICA conference to be held in Perth October 2010	2.7.1 2009 Seminar held 19/10/09. Polly Farmer Room, Subiaco Oval is preferred venue. Alternative venue City of Cambridge library.	Conference Convenor	Completed
		2.7.2 Planning Committee to be formed.		
	2.8 Promote the annual ICAWA Infection Control Awareness Week 18 th to 22 nd October 2010	2.8.1 Refer members to AICA website for information on Infection Control week. Tasmania infection control association are currently working on awareness week.	Sylvia Gandossi	31st Sept 2010
	2.9 Explore funding/ sponsorship for 2010 activities <ul style="list-style-type: none"> • Awareness week • • • Education sessions – under review please refer to 2.2 • Christmas function • • Country Workshops • • • 	2.9.1 Actively seek sponsorship for conducting education sessions, conference and seminars related to the promotion of infection control activities.	Conference Convenor/ Newsletter Editor/ Education Coordinator	Dec 2010
	2.10 Manage ICAWA executive operations	2.10.1 Continue outsourcing Secretariat and Bookkeeping	Secretary/ Treasurer	Dec 2010

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>	2.10 Manage ICAWA executive operations <i>continued....</i>	2.10.2	Secretary/ Membership secretary	Completed and closed out
		2.10.3 Review costs and savings regarding mail outs and secretariat services	Treasurer	March 2010
		2.10.4 Membership Secretary to assist in distributing information and newsletter to members via email. This role needs to be added to job description of Membership secretary – to be discussed at February meeting	Membership secretary Secretary	March 2010
		2.10.5 Prepare budget for financial 2010/2011 year	Treasurer	April 2010
		2.10.6 Maintain spreadsheet of monthly and actual projected budget.	Treasurer	Completed

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<p>2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i></p> <p>2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i></p>	<p>2.10 Manage ICAWA executive operations <i>continued...</i></p>	<p>2.10.6 Commence process of succession planning for vacant 2009 Executive positions:</p> <ul style="list-style-type: none"> • Secretary (J Ryan will undertake from January to March 2010. Period from April to October 2010 to be determined). Proposed two three monthly periods i.e. April –Jun 2010, and July – September 2010) • Conference Convenor-no activity required in 2010 due to ICAWA hosting the AICA National 2010 Conference. • Dot point check list to be devised for secretary role to facilitate handover to members taking up the position temporarily or permanently to ensure nothing is forgotten 	<p>President to delegate to Executive members.</p>	<p>Date? Sept 2009 October 2010</p>
		<p>2.10.11 Needs assessment of the vacant Executive Committee positions are required as some positions have been filled as casual vacancies and the Secretary position is Vacant. Table of the positions and terms to be updated to facilitate planning.</p>	<p>President</p>	<p>30/06/10</p>

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>	2.10 Manage ICWA executive operations <i>continued...</i>	2.10.11 Document specific roles of Executive positions & additional information for incoming Executive members. Periodic review indicates that the work has been completed. Each ICWA Executive to keep their specific position information up to date.	Executive	Completed 18/01/10 DELETE
		2.10.11 Review ICWA’s organisational policies & Procedures in relations to Associations Act Review. 2.10.10 Develop ICWA Executive orientation pack including letter from President, Rules of Association, Executive JDFs etc.	Executive President, secretary Membership secretary President to add welcome Letter ?? This already exists	April 2010
		2.10.11 Update AICA WA web page. Status reviewed. The ICWA page of the AICA website has been updated monthly and is listed as a monthly task.	AICA State Rep	Completed 18/01/10 DELETE

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>	2.10 Manage ICAWA executive operations <i>continued...</i>	2.10.12 Commence compiling historical profile of ICAWA's achievements – AICA history project. Status reviewed and following discussion determined that the existing records are stored in electronic and hard copy. Further work in this area is suspended and deleted from the Jan-Dec 2010 Strategic Plan, as there are no resources to undertake the required work.		Deleted as this item is suspended as an activity of the ICAWA Strategic Plan 18/01/10 DELETE
	2.11 Promote the role of Infection Control Professionals to members & professional bodies	2.11.1 Promote role of WA infection control professionals in quarterly Newsletter. Periodic review indicates that this activity has been progressing throughout 2009 as part of the ICAWA Newsletter. Work to continue throughout 2010 and to include executive profiles	Newsletter Editor	31/12/10
		2.11.2 WACHS infection control practitioners to be profiled. Not progressed. Following discussion on the item the matter has not been actioned and is deleted from the Strategic Plan for Jan-Dec 2010.	Mary Rose Godsell	10/01/10 DELETE

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<p>2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i></p>	<p>2.12 Promote AICA as the national infection control body</p>	<p>2.12.1 Promote AICA vision, purpose and values to members via meetings and quarterly Newsletter. Periodic review indicates that this is undertaken on an ongoing activity. Information is provided through all meeting minutes, state and AICA newsletters. Increasingly the ICAWA Email data base is being used to inform members of AICA as well information relating to infection prevention and control.</p>	<p>AICA State Rep/ President/ Membership Secretary</p>	<p>31/12/10</p>

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2. Maintain, promote and enhance the profession of infection control through communication, education, professional relations and the standardisation of activities and procedures relating to infection control <i>continued....</i>	2.13 Promote the establishment of an Australian National Infection Prevention and Control organisation	2.13.1 Actively participate in the process of review of the role and function of AICA in relation to the existing State/ Territory member organisations. 2.13.2 Ensure that ICAWA members are consulted in relation to the review process.	President/ AICA Representative	31/12/10
3. Participate in collegiate partnerships	3.1 Ensure ICAWA has a key role in the development and review of infection control related state and national guidelines, standards, codes of practice, etc	3.1.1 Promote ICAWA member participation in relevant infection prevention and control activities as applicable at a State and National level.	President/ AICA Representative	31/12/10
		3.1.2 Support State based infection prevention and control initiatives and organisations through the dissemination of information via the Newsletter and Email data base	President/ Membership Secretary/ Newsletter Editor	31/12/10

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4. Provide financial assistance to Members to attend conferences and other activities which further the objectives of the Association	4.1 Establish budget for financial assistance to attend conference and support educational infection control related activities	4.1.1 Promote financial assistance process to members via general meeting, education sessions and Newsletter. . Periodic review indicates that this is undertaken as an ongoing activity. Information is provided through all meeting minutes, state and AICA newsletters. It is noted that there has been poor uptake of the allocated funding. Decision made to continue to actively promote the available ICAWA funding. In addition information has been placed on the AICA website for WA specific non ICAWA funding sources	Secretary	30/06/10
		4.1.2 Establish remaining monies allocated for education for financial year ending Jun 2010. Periodic review indicates that the allocated money for general sponsorship purposes and the AICA 2010 National Conference has been completed. On going promotion of the available funding has been planned and will be undertaken as per 4.1.1 (above). Review as part of the budget planning for the Financial Year (FY) 2010-2011	Treasurer	30/06/10

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4. Provide financial assistance to Members to attend conferences and other activities which further the objectives of the Association cont	4.1 Establish budget for financial assistance to attend conference and support educational infection control related activities <i>cont.</i>	4.1.3 Establish professional development financial assistance budget for 2009/2010. Review indicates that this has been completed.	Treasurer	30/06/10
		4.1.4 Next plan for the FY period 2010-2011		
		4.1.5 Promote attendance at 2010 National AICA Conference in Perth by offering sponsorships for members. Provisional budget has been allocated and a specific application form for the AICA 2010 Conference ICAWA Scholarships has been completed. The planned distribution of the form is February 2010.	President/ Treasurer	February 2010
		4.1.6 Establish and offer an ICAWA Post Graduate Infection Prevention and Control Studies Educational Scholarship. New item that has been added to the ICAWA Strategic Plan in 2010 with the plan to first offer in 2011. The criteria and terms need to be completed by July 2010.	President to delegate to ICAWA Executive Members and to include a General Member/s as part of the process	August <u>2010</u>
4.1.7 Distribute the 2011 ICAWA Post Graduate Infection Prevention and Control Educational Studies Scholarship Application Form to ICAWA by 01 August 2010. (at the latest)				

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January 2010
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