



Welcome to Badger APIC!

We understand how it feels to be new and want you to feel part of APIC - Badger Chapter right away.

We offer a mentorship program designed especially for new members, but also for any member who feels it would be beneficial. Mentors are seasoned members who will help you explore how Badger APIC and APIC's many resources can be of benefit to you and your facility in enhancing your position in Infection Prevention and Control. If you are interested in having a mentor please contact Mary Jo Stokes, Membership Chairperson; contact information can be found on the Badger APIC website <http://www.wisconsinapic.org/> and at the end of this letter.

We encourage you to attend each Badger Chapter meeting. Meeting dates and locations can be found on our website <http://www.wisconsinapic.org/> then click on the Badger Chapter, it will also be included as an attachment to this letter. The meeting location varies among several sites in order to share the travel time and distance among all Badger Chapter members.

Here is a brief introduction to our meeting format to help you become more familiar.

1. **Please wear your name badge at all meetings.** It identifies you for site security purposes and is helpful to other members.
2. **Prior to each meeting you will receive an email containing the Meeting Agenda,** all related handouts for the meeting, a copy of the minutes from the previous meeting, and directions to the meeting location. Please print and bring with you to the meeting. This is also available on the Badger APIC website.
3. **When you arrive at the meeting** location there will be signs directing you to the meeting room. Because we are respectful of everyone's time, our goal is to always start and end on time. If you are able to arrive least 10 minutes prior to the start of the meeting it will allow time to sign in, get acquainted, and grab any additional handouts and snacks provided. Our Board of Directors meets prior to the membership meeting; you are most welcome to enter the meeting room if this meeting is still in session when you arrive.
4. **At the registration table you will find a sign in sheet** containing your membership information. Please verify the information is correct at each meeting you attend by placing your initials next to your information. Make any changes or corrections to your contact information at that time. This allows us to credit your attendance and verifies we have your correct contact information. Following attendance at two scheduled meetings, we provide our welcome gift to you and you become qualified for our Scholarship Program which is discussed in another article. Remember, attendance can only be verified by signing in at each meeting.

5. **We ask that you bring with you any questions you encounter** between meeting times and submit them upon arrival in one of two places. Either on the “*Parking Lot*” acrylic frame or on the break out session sheets, whichever seems most appropriate. Both are found at the registration table. In addition to questions, please note experiences you would like to share as a topic for discussion. Post-it Notes are provided for this purpose. This is a big part of our networking, assures all questions are addressed, and truly benefits all members.
6. **Typically we order in for lunch**; you will find the sign-up sheet for your order and an envelope for your payment at the registration table. The cost is usually around \$5.00. If you prefer you may also bring your lunch. This saves time and allows time to chat with members and meet with vendors who we try to have available at each meeting. Our business meeting usually runs from 10:00 -11:00 a.m. We cover Committee updates during this time and make announcements regarding pertinent information that is sometimes difficult to otherwise stay on top of given our busy schedules. We encourage everyone to participate through questions and discussions.
7. **Pictures are taken of new members for our directory**, should you be opposed to having your information shared with other Badger APIC members, please inform Mary Jo Stokes. At the first meeting you attend, and anytime you bring a guest, be sure to sign the member/guest book.
8. **Following the business meeting, we break out into our committees.** New members are welcome to join in on any committee of interest; you may choose to sit in on a different committee the first few meetings to find the group that is the best fit for you. If you would like help choosing a group, either ask a Committee chairperson or use our Mentorship Program, mentioned previously. The committee choices are as follows: Membership, Program, Resources, and Nominating Committee. Each committee has a matrix explaining their responsibilities that you may request from the chairperson. Many new members start in the Membership Committee.
9. **After the committees meet (for about ½ hour), we break into focus groups** for different specialty areas: clinics, home health, acute care and long-term care. We are interested in creating new groups to meet the needs of our members. *Please offer suggestions.* You are welcome to join in on the group that best meets your needs to discuss issues. This is a good time to share experiences, policy questions, and network with others in your specific field. After this we break for lunch.
10. **Lunch offers a great opportunity to network** with members from other facilities and to meet with vendors who provide information on products and services related to Infection Prevention and Control. When vendors are present we ask all attendees to stop by to visit with them during the lunch break as they pay a fee to attend and our agreement is to listen and learn of their products. They are available only over the lunch break and leave prior to the beginning of the afternoon session.
11. **Following lunch**, we offer an educational program, presented by a variety of experts in varied areas and topics relative to infection prevention and control;

sometimes the presenter is one of our own members. If you would like to present on a topic, inform the program committee of your interest.

12. **We conclude our meetings with what we call the “Parking Lot”.** This consists of the questions submitted at the registration table and provides “recommendations” for issues brought to the group. Often this is evidence based and resources may be requested.
13. **We typically adjourn around 3PM.**

In addition to our scheduled meetings, Badger APIC offers other benefits of membership and participation.

- **Resource Library.** A collection of resource materials purchased by Badger Chapter, available at each meeting. These resources may be checked out by members and returned at the following meeting.
- **Vendor Program.** Vendors are invited to provide an informal presentation during the lunch session at each Badger Chapter meeting. They provide samples and materials related to their products.
- **Awards/Scholarship Fund.** All APIC-Badger Chapter members are eligible for Scholarship’s to supplement expenses for conferences or resources. New members must have full membership to APIC and Badger Chapter and will have attended two Badger Chapter meetings in order to qualify for scholarship funds. New members meeting these requirements qualify for a onetime reimbursement of up to \$165 toward either the registration fee for the Spring State APIC Conference or toward costs for attendance at the Spring State APIC Conference. Contact the Badger Chapter Treasurer for additional information.
- **A copy of the *Control of Communicable Diseases Manual*** is our Welcome Gift for new members who have attended two meetings as an APIC Badger Chapter member. Please inform the Membership Chairperson when you have met this objective.

Our meetings provide both education and networking opportunities for all Badger APIC members. Given the ever increasing demands to reduce and control infections with high accountability and limited resources, we must demonstrate both cost effectiveness and benefit to the facility we represent if we are to assure member attendance. We value your time and hope you will feel comfortable offering suggestions, questions, new issues and new experiences that you encounter in your “day in the life” of an Infection Preventionist. We feel very fortunate to have a membership that incorporates both seasoned experts in the field of Infection Prevention and Control as well as those seeking expertise, we recognize and value both.

Your input is important to us; we ask that you take the time to complete and turn in your evaluation before you leave. We are always looking for ways to improve and to better meet the needs of membership.

**From the entire membership,
Welcome and Thank You for joining Badger APIC**

To contact Mary Jo Stokes Badger APIC Membership Chairperson please call or email:

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