



Subject: Position Paper or Response Letters

Effective Date: July 2011

Approved by: APIC SNJ Board of Directors

Revision Dates:

POLICY Papers and letters representing APIC SNJ must be approved by the APIC-SNJ Board of Directors and signed by the President or designee(s) before posting

PURPOSE To establish guidelines for written materials which appropriately/accurately represent and are endorsed by APIC SNJ.

PROCEDURE

- 1 The person requesting a letter or position paper should notify the Chapter President and/or the Board liaison regarding the issue and seek approval to develop a position or response on behalf of APIC SNJ.
- 2 Assemble resources, references and input from knowledgeable persons.
- 3 Create a draft of the document (see attachment: "Outline for Position Paper or Response Letter").
- 4 Proofread by at least three persons knowledgeable in the subject matter.
- 5 Print on APIC SNJ letterhead or use APIC SNJ branding logo, save in a PDF format.
- 6 Secure President's (or designee's) signature, along with committee chair and or authors as appropriate.
- 7 Send a copy to the Chapter President and other document authors. A copy should also be sent to the Secretary as needed per the Document Retention Policy.
- 8 Send signed original to the intended party.

ATTACHMENTS & RELATED FORMS:

Outline for Position Paper or Response Letter

Outline for Position Paper or Response Letter:

APIC SNJ Letterhead (or Logo)

Name, Title

Date Address City, State, Zip

Greeting: Dear _____:

The opening sentence should be a clear, succinct statement to include:

- 1 Purpose for the letter
- 2 Issue being addressed
- 3 APIC SNJ position (endorsed by Board or membership)

The next paragraph should define the requested action or response.

- 1 What should be changed or supported?
- 2 Reasons why?

Then define the anticipated benefits.

- 1 Why APIC SNJ (or committee) is interested in the issue.
- 2 What are the desired results or benefits of the recommendation?
- 3 How our constituents or the public would benefit.
- 4 How it will impact our practice of Infection Prevention.

Facts about APIC SNJ (edit this information as appropriate for the letter): Founded in 1973, National APIC is the leading provider of infection prevention expertise through education, training, government advocacy and evidence-based research. APIC has strong affiliations with many healthcare organizations, including the CDC, JCAHO, SHEA, and IDSA, all of whom play a significant role in infection prevention.

- 32% have been in the profession more than 10 years
- 50% have been in the profession for more than 6 years

Infection Prevention and Control Focus:

- Development of evidenced based policies to ensure a safe environment
- Compliance with regulations and standards from OSHA, Joint Commission, CMS, DOT, FDA, USP and CDC
- Surveillance for healthcare associated infections and additional significant infections
- Community leadership in preparation for emergencies related to infectious agents including bioterrorism events and pandemic flu preparedness
- Participation in quality improvement efforts
- Reporting communicable diseases to the state Department of Health/
Participation in the evaluation of safe equipment and work environment for healthcare workers

Leadership:

- Chapter members serve on national organizations to improve patient safety
- Nationally recognized chapter members with distinguished service
- Recipient of multiple Chapter Excellence Awards

Closing remarks. Thank you for consideration for the APIC SNJ position or recommendations. Extend respect, appreciation, support and/or good wishes for the intent of the program, standard or guidelines.

Signatures: The president and/or APIC SNJ Board of Directors must approve the letter or position paper. Then the author(s), APIC SNJ President, Board of Directors, and/or committee chair will sign as deemed appropriate by the president.