Virginia Infection Prevention & Control Training Alliance Subcommittee Overview

Subcommittee Operating Procedures

Purpose: The VIPTA subcommittees are part of the [Virginia Healthcare-Associated Infections Advisory Group (VHAG)](#) Infection Prevention Education Workgroup. Its primary purpose is to coordinate, plan, develop, and implement all VIPTA activities on a monthly cadence.

Composition: Subcommittees are comprised of two-three individuals who must be members of the [VHAG](#) Infection Prevention Education Workgroup.

Term: Two years

Nomination & Designation: Self-nominations for subcommittee roles are sought on an as needed basis. Open positions will be shared with the Infection Prevention Education Workgroup members, VHAG, on the VIPTA website, and in the VIPTA Bulletin.

Interested parties [can submit a brief application](#), which includes a short personal statement (3-5 sentences) related to your relevant experience to the subcommittee.

The Infection Prevention Education Workgroup Co-Chairs will review applications and fill subcommittee roles on a first come first serve basis for applicants who meet the subcommittee qualification criteria. Majority vote of Infection Prevention Education Workgroup co-chairs and active VIPTA subcommittee members will be used to select subcommittee members in the event of multiple applicants per role.

In the event of adverse outcomes or in the best interest of VIPTA, any subcommittee member may be removed from their role by majority vote from the Infection Prevention Education Workgroup co-chairs and active VIPTA subcommittee members. The subcommittee member will be given notice of removal vote and given an opportunity to share their position prior to the final decision.

Qualification: All subcommittee members must have at least a foundational level of infection prevention and control experience and must live and/or work in Virginia.

The Bulletin and Website Subcommittees require at least one subcommittee member from the Virginia Department of Health (VDH) HAI/AR Program member who has access to and competency using GovDelivery and/or WordPress software.

Responsibilities: The estimated time commitment and summary of responsibilities for each subcommittee are included in the chart below. Including meetings, the estimated monthly time commitment for each committee member is 2-3 hours.

All subcommittee members will complete a one-hour orientation with at least one Infection Prevention Education Workgroup Co-Chair and other subcommittee members as available. Orientation will include an overview of VHAG, Infection Prevention Education Workgroup, VIPTA, and the role and responsibilities of the subcommittee.

Conduct: All subcommittee members should participate in required activities and work collaboratively and collegially to fulfill shared responsibilities.

Contact: VHAG Infection Prevention Education Workgroup Co-Chairs

- **Angela Spleen -** VDH HAI/AR Program
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- TBD

Subcommittee Summary

Subcommittee Name	# of Member	Estimated Monthly Time Commitment	Responsibility Overview
VIPTA Website	2	3 hours Total	• Attend monthly Infection Prevention Education Workgroup meetings • Check event submissions forms and add to VIPTA website calendar • Check VIPTA Resource Library Review record and add to the library • Update Regulation & Guidance section monthly • Update Cheers for Peers monthly • Update Featured Training Resource Monthly • Perform other website maintenance as needed • Create quarterly reports on VIPTA website usage
VIPTA Bulletin	2	2 hours	• Attend monthly IP Education Workgroup meetings • Coordinate monthly VIPTA Bulletin article submission from other VIPTA subcommittees • Draft articles as needed for VIPTA Bulletin • Generate VIPTA Bulletin in GovDelivery • Conduct review of the monthly VIPTA Bulletin • Distribute VIPTA Bulletin using GovDelivery • Create quarterly reports on VIPTA Bulletin usage using metrics from GovDelivery
VIPTA Partner & Community Engagement	2	2 hours	• Review and respond to VIPTA partner requests • Use tracker to document partner status • Create VIPTA partner engagement materials • Review and respond to VIPTA community feedback • Use tracker to document comments and responses
VIPTA Resource Library			• TBD
VIPTA Featured Training Resource	2	2 hours	• Attend monthly IP Education Workgroup meetings • Draft Featured Training Resource articles • Submit article for inclusion in the VIPTA Bulletin & website • Maintain a list of relevant awareness event dates
VIPTA Regulation & Guidance	1-2	< 1 hour	• Maintain a bulleted list of titles, dates and links to VIPTA-related regulation or guidance updates. • Submit list of regulation/guidance updates in the VIPTA Bulletin and website.
VIPTA Cheers for Peers	2-3	< 1 hour	• Communicate with frontline IPC staff about opportunities for sharing IPC successes. • Assist peers with developing the text for the article. • Document article development and submission. • Submit article text in the VIPTA Bulletin. • Document awards relevant to the VIPTA audience.