



Wyoming HAI Prevention Advisory Group (WHAIPAG) Conference Call Minutes October 4, 2012, 1:00pm

- Emily gave a brief overview of the details for the upcoming face-to-face meeting.

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| Purpose: | Strategic Planning |
| When: | afternoon of Thursday, November 1 through morning of November 2 |
| Where: | Casper, WY; exact location will be determined next week |
| Who: | All WHAIPAG members will be sent a letter with pertinent details and vendor enrollment form. This form must be completed and returned to Emily ASAP. Beth Reid will be helping us facilitate the meeting. |
| How: | Reimbursement for lodging, per diem and mileage will be provided by the WDH upon completion of expense reimbursement form provided during the meeting. |
| What: | An agenda will also be provided with the letter. |

Ellen is looking into this and will get back to Emily next week.

- A special guest Beth Reid with MPQH gave a brief presentation on the basics of strategic planning and five models of strategic planning.
 - 1) Vision Based Model
 - 2) Issues Based Model
 - 3) Alignment Model
 - 4) Scenario Based Model
 - 5) Organic Model

- The group decided to begin with the vision based model.
- Beth shared a template for performing a SWOT analysis to begin strategic planning. Please see attached Excel documents. SWOT = strengths, weaknesses, opportunities and threats.

Please be sure to take at least a few minutes to write down some ideas or thoughts on the templates prior to the face-to-face meeting in November.

- The intention is to perform the SWOT analysis as whole group during the beginning of the face-to-face meeting in November to strategize a plan for the next 1-5 years.
- Emily gave an update on the IP resource manual. In a previous WHAIPAG meeting the group decided a great help to the IPs across the state would be a resource in which they could quickly search for evidence in making decisions regarding implementation of new infection prevention procedures, policies, etc. Cassie Hodges with MPQH will be the one putting it together. She is currently in the process of building a database and obtaining documents related to published guidelines, standards, papers from APIC, professional society position statements, CDC guidelines, etc. Russ has provided nearly 60 documents primarily used for surveyors, but would be handy for infection control as well. At some point the database and resource will likely be linked on the WDH HAI prevention page (<http://www.health.wyo.gov/phsd/epiid/HAIgeneral.html>) for easy access. A suggestion has also been made to create a smart phone or iPad app for even better real-time access. In either case, a pilot test will be performed with IPs across the state and in all healthcare settings to confirm that the resource is indeed beneficial and easy to use.

At a later date, Emily will be sending a call for papers and additional resources to add to this database. Please share everything and anything you have that might be useful for providing evidence for infection control and prevention practices in all healthcare settings.

WHAIPAG October 2012 Meeting Minutes

- Emily asked for volunteers to be on a committee to plan the next Wyoming Infection Prevention Conference. Current “maybes” include: Russ, Veronica, Deb and Sheila. Emily will of course be involved.
- Due to Ellen’s absence no CLABSI or CAUTI rates were available. Emily reminded everyone that there will be a LAN session next Thursday.
- Emily reminded (or brought to the attention of) the group International Infection Prevention Week is October 14-20. The WDH has pledged support on APIC’s website and will be creating at least one press release if not a few throughout the week to raise awareness. Emily gave the website of IIPW (www.iipw.site.apic.org) and mentioned all the great tools, resources, and ideas for activities you can do during the week.

If anyone would like to assist in the creation of press releases or would like their activity to be highlighted in one, email Emily and she would be happy to include you or your activities.

- Sheila provided a synopsis of the activities she has planned for IIPW in her hospital and community. These include a press release regarding what the hospital is doing to keep people safe, a luau theme with gift bags for the employees, and display for the public to learn about infection prevention.
- The next meeting will be IN-PERSON **November 1 and 2.**