



*Provincial Infection Control Network
Phase 2 Project Charter
2006-2007*

Version	1.0.6_Final
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Date	September 18, 2006

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Document Control

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Version	<i>1.0.6</i>
Status	<i>Final</i>

Document History

Version	Date	Author	Description of Changes / Comments
1.0.1	August 14 th 2006	P. Johal	<i>Initial charter draft</i>
1.0.2	August 18 th 2006	P. Johal	<i>Edits from PMO</i>
1.0.3	August 21 st 2006	P. Johal	<i>Edits from PMO</i>
1.0.4	August 21, 2006	M. Litt	<i>M. Litt edits</i>
1.0.5	August 21, 2006	M. Litt	<i>Edits from Co-Chairs & K. Keshanjee</i>
1.0.6	September 13, 2006	M. Litt	<i>Edits from Steering Committee Members</i>

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1. Phase 2 Purpose and Background

The Provincial Infection Control Network (PICNet) is a provincially supported infection control knowledge collaborative encompassing regional and provincial health organizations. Developed in January 2005 by the British Columbia Ministry of Health Services, PICNet guides and advises on health care associated infection practice in the province of British Columbia.

PICNet's Vision:

Good Science - Good Will.

PICNet's Mission:

Maximize coordination and integration of activities related to health care associated infection prevention, surveillance and control for the entire province using an evidence-based approach.

PICNet aims to achieve its mission by:

- Providing advice on relevant policy and issues;
- Providing knowledge to guide investigation or practice (e.g. best practice guidelines);
- Supporting and coordinating initiatives that pull common interests together (i.e. fostering collaboration);
- Sharing information; and,
- Advocating on behalf of the community of practice for appropriate and sustainable resources.

PICNet is currently in its second year (phase 2) of development, building on the achievements of Phase 1 (which covered the period of May 2005-March 2006). This Phase 2 charter sets priorities and objectives for PICNet and its activities for the period of April 2006 thru March 2007.) Details regarding PICNet's progress to-date can be found in the Annual Report¹ which is available online at: www.picnetbc.ca.

2. Objectives

During Phase 1, PICNet solidified its role and purpose as a provincial body and how to best identify and respond to the various stakeholder needs. Phase 2 will further strengthen PICNet's infrastructure by implementing several of the collaborative projects identified by stakeholders during Phase I. These are noted in the Annual Report. To achieve this, several objectives have been formulated:

¹ Previous documents such as the Business Case, Phase 1 Charter and 2006 Annual Report are available by contacting the PICNet management office at picnet@bccdc.ca

Objectives
(1) To enhance healthcare associated infection surveillance practices in the Province of British Columbia
(2) To identify and recommend best practices in infection control
(3) To improve awareness around infection control and accessibility to education and training
(4) To improve coordination and collaboration through stakeholder engagement in PICNet
(5) To meet PICNet’s objectives through the development of appropriate operational structures and processes
(6) To seek and engage in innovative opportunities for PICNet

3. Scope & Deliverables

Objective 1: To enhance healthcare associated infection surveillance practices in the Province of British Columbia	
Within Scope	Outcomes
Healthcare associated infection (HAI) surveillance	<p><u>DELIVERABLES</u></p> <p>(1) Develop and/or facilitate implementation of HAI surveillance guidelines (e.g. Surveillance of <i>Clostridium difficile</i> associated disease in Acute Care Facilities, Surgical Site Infection Surveillance)</p> <p>(2) Identify core elements of an infection control surveillance program.</p> <p>(3) Prepare a generic business case which outlines components of an adequate HAI surveillance program.</p> <p>(4) Share Needs Assessment surveillance findings/recommendations with Health Authorities (HAs)</p>

Objective 2: To identify and recommend best practices in infection control	
Within Scope	Outcomes
Practice issues related to healthcare associated infections (HAI)	<p><u>DELIVERABLES</u></p> <p>(1) Facilitate implementation of recommendations arising out of the Needs Assessment relating to practice issues:</p> <ul style="list-style-type: none"> ➤ Prepare a generic business case for HAs which outlines components of an adequate infection prevention, surveillance and control program. <ul style="list-style-type: none"> ○ Identify core elements in an infection control program ○ Initiate development of core competencies for those working in infection control ○ Initiate review of roles and responsibilities of personnel involved in infection prevention, surveillance and control ○ Develop recommendations for staffing and support HAs in achieving dedicated resources in this area <p>(2) Develop practice guidelines (e.g. Seasonal Febrile Respiratory Illness Outbreak, Prevention and Control).</p> <p>(3) Share Needs Assessment findings/ recommendations with HAs.</p>

Objective 3: To improve awareness around infection control and accessibility to education and training	
Within Scope	Outcomes
<p>Educational / training opportunities across all professional groups involved with healthcare associated infections.</p>	<p><u>DELIVERABLES</u></p> <p>(1) Share Needs Assessment findings/recommendations with HAs.</p> <p>(2) Establish education/training requirements for infection control based on core competencies.</p> <p>(3) Enhance electronic data warehouse for accessing posted material.</p> <p>(4) Sponsor Webber Training Courses and other lecture series.</p> <p>(5) Develop business case to support education/training requirements of infection control programs.</p>

Objective 4: To improve coordination and collaboration through stakeholder engagement in PICNet	
Within Scope	Outcomes
<p>Communication mechanisms and strategic relationships / opportunities across the community of practice</p>	<p><u>DELIVERABLES</u></p> <p>(1) Review and revise website.</p> <p>(2) Design and hold fourth Stakeholder Summit.</p> <p>(3) Develop and implement approved Communications Plan.</p> <p>(4) Review and revise presentations, display, materials and e-newsletters.</p> <p>(5) Establish and support Working Groups and Committees as required.</p>

Objective 5: To meet PICNet’s objectives through the development of appropriate operational structures and processes	
Within Scope	Outcomes
<p>All PICNet information management issues including decision making, infrastructure, data privacy and security issues, data transfer, storage, retention and ownership.</p>	<p><u>DELIVERABLES</u></p> <p>(1) Hold quarterly Steering Committee Meetings and other management meetings, as required.</p> <p>(2) Determine process to prioritize projects through PICNet’s Project Priority and Planning committee.</p> <p>(3) Develop an operational guide for PICNet which includes policies and procedures, terms of reference, position statements, supporting documents, annual objectives etc.</p> <p>(4) Install PICNet server & secure website portal.</p> <p>(5) Develop a PIA (Privacy Impact Assessment) and name a Privacy Officer.</p> <p>(6) Develop data (information) request protocols and processes.</p> <p>(7) Establish data sharing agreement with health authorities, identifying that HAs own their data and PICNet is custodian.</p>

Objective 6: To seek and engage in innovative opportunities for PICNet	
Within Scope	Outcomes
<p>Research/Partnerships</p>	<p><u>DELIVERABLES</u></p> <p>(1) Involve PICNet in at least one research opportunity which is aligned with PICNet’s annual objectives.</p> <p>(2) Establish provincial, national and international linkages to further Infection Control practices.</p>

4. Links and Dependencies

PICNet’s outcomes could be impacted by the following projects/ initiatives:

	Project (name)	Possible Impact
1	Auditor General’s Report	PICNet’s priorities may be adjusted to accommodate the Auditor General’s final report.
2	Patient Safety Task Force	Changes in task force priorities may cause changes in PICNet’s role/priorities.
3	Provincial Pandemic Group	May cause changes in PICNet’s objectives and priorities.
4	Regional Health Authorities	PICNet relies nearly 100% on the Regional Health Authorities staff to identify and participate in the development of its planned deliverables. Therefore, the availability of resources – or lack thereof - directly impacts on PICNet’s ability to deliver.

5. Issues and Constraints

Issues and constraints that could impact project success include:

	Issues/Constraints/Barriers	Impact on Project Success
1	Adequate Funding Levels	Affects ability to recruit/retain necessary expertise, bring groups together as required, etc. May lead to adjusted deliverables and/or adjusted timelines.
2	Resource Capacity	Limited surge capacity in already under resourced field. May lead to adjusted deliverables and/or adjusted timelines.

6. Assumptions

Assumptions	
1	Each Health Authority owns their own data and PICNet is to be considered as custodian of that data. Thus PICNet is reliant on the Health Authorities to release data from their jurisdiction and data sharing agreements will need to be established.
2	Participation by Health Authorities in any surveillance initiative is voluntary.

7. Milestones

The major milestones / targets / review points for the project are:

Key Milestones	2006										2007		
	A	M	J	J	A	S	O	N	D	J	F	M	
<i>Development & maintenance of an electronic warehouse for use by network members</i>													
<i>Development of methodology for surveillance of surgical site infections</i>													
<i>Development of best practice guidelines for infection control</i>													
<i>Implementation of communication strategy</i>													
<i>Implementation of at least one guideline developed for PICNet</i>													
<i>Development of Project Priority and Planning Committee & holding of ongoing meetings</i>													
<i>Hosting Stakeholder Summits</i>													
<i>Holding of quarterly Steering Committee Meetings</i>													
<i>Development of infrastructure elements</i>													

8. Project Costs

Phase 2 Budget

	Funding Sources	Amount \$
1	Ministry of Health	\$500k

Internal/External Costs

The estimated costs for this project are as follows:

Fiscal Year	Project Costs	Network Management Office	Operational Costs	Other Costs
2006/2007	\$500k	190k	240k	70k

9. Special Committees

The following committees² will be necessary during Phase 2:

Committee	Purpose of Committee	Membership
Steering Committee	<ul style="list-style-type: none"> • Provides project direction & guidance • Represents stakeholder interests • Discusses/resolves issues • Reviews/approves changes & deliverables • Represents areas of expertise and experience • Brings knowledge of physical environment across the province 	<p>Co-chaired by appointees from MOH</p> <ul style="list-style-type: none"> • Membership includes Infection Control Officers / Medical Microbiologists; Public Health; Infectious Disease Specialist; Infection Control Practitioners/ Managers; BCCDC; Occupational Health and Safety Agency for Healthcare (OHSAH) <p><i>Ex officio:</i></p> <ul style="list-style-type: none"> • BC Ministry of Health • Public Health Agency of Canada • Provincial Coordinator
Project Priority and Planning Committee	<ul style="list-style-type: none"> • “Triage” project requests for action on behalf of the SC • Recommends project tasks consistent with the vision/mission of PICNet and its annual objectives • Appoints working groups with the requisite skill sets for the project task • Oversees completion of all approved projects 	<p>Voting:</p> <ul style="list-style-type: none"> • 4 members from each working group • 3 members from SC, one of whom will be the chair <p>Non-Voting:</p> <ul style="list-style-type: none"> • former working group reps <p><i>Ex officio:</i></p> <ul style="list-style-type: none"> • PICNet coordinator • PICNet infection control consultant • SC Co-Chairs
Communications Leadership Group	<ul style="list-style-type: none"> • Builds awareness and understanding for the role of PICNet among target audience. • Establishes PICNet as a 	<ul style="list-style-type: none"> • Comprised of volunteers from the infection prevention and control community with B.C. • Membership by both

² Please refer to Appendix A for an organizational chart and reporting structure for PICNet

	recognized and valued provincial resource for infection control specialists	professional experience and geographical locale. <ul style="list-style-type: none"> Chair selected by majority vote
Working Committees	<ul style="list-style-type: none"> Provides technical expertise to the Project Priority and Planning and Steering committees 	<ul style="list-style-type: none"> PICNet stakeholders

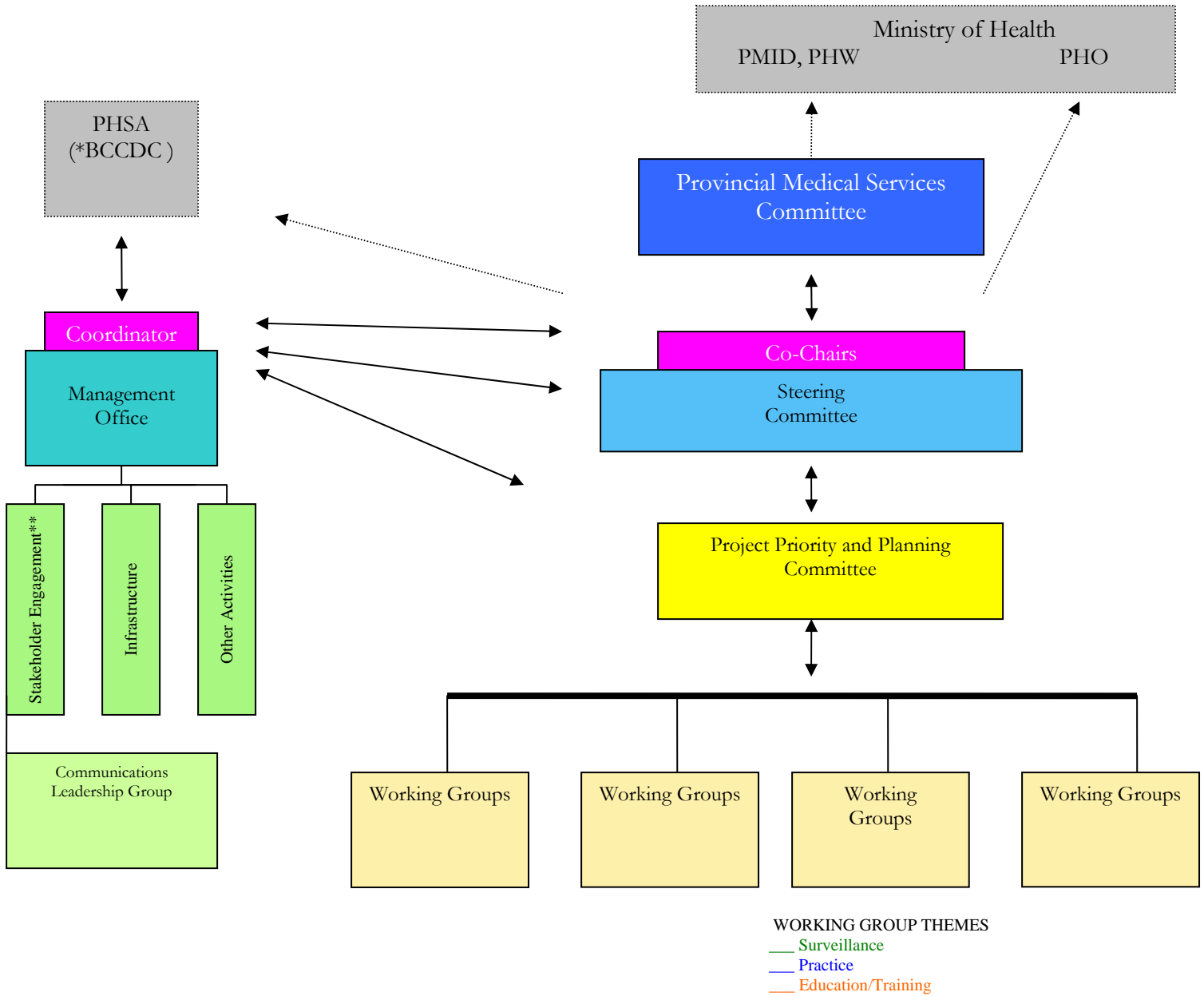
10. Risk Assessment

Risk	Insufficient Resources	
Probability (H,M,L)		
Impact (H,M,L)	H	PICNet strategies and implementation plans can be compromised leading to reduced stakeholder satisfaction and expectations.
Mitigation Strategy		<ul style="list-style-type: none"> Ensure project sustainability Determine commitment of resources and availability Revise project plan and objectives as required throughout the project

Risk	Lack of consensus relating to PICNet priorities	
Probability (H,M,L)	L	
Impact (H,M,L)	H	Unable to meet timelines and major milestones.
Mitigation Strategy		<ul style="list-style-type: none"> Ensure stakeholder feedback through process transparency and engagement Project Priority and Planning working group to review requests monthly and put forward their recommendations to Steering Committee Terms of Reference for Emergency Executive Committee developed

Risk	Poor stakeholder awareness and engagement	
Probability (H,M,L)	L	
Impact (H,M,L)	M	Fragmentation of PICNet messages and less stakeholder response.
Mitigation Strategy		<ul style="list-style-type: none"> Timely development and implementation of communication plan Development and sustainability of communication tools such as the website and e-newsletters Continue to host PICNet Stakeholder Summits

APPENDIX A: PICNet Org Chart and Reporting Structure



* Depicts financial relationship only

**Stakeholder Engagement includes: Communications Leadership Group, Website, Newsletter, Stakeholder Summits, and Consultations.
 Infrastructure: includes: Administration, Committee/WG support, Contract Management, Project Management, and Information Management.
 Other Activities includes: supervising practicum students, research and innovation, strategic opportunities