



Version 1.0 February 2014

## DOCUMENT MANAGEMENT

### Version control

Version	Date	Role	Position	Signature
1.0	24/2/14	Submitted by Claire Boardman	ACIPC Past President	
		Accepted by		

### Revision history

Version	Date	Additions/Amendments	Author	Review By
1.0	24/2/14	Document created	ACIPC Past President	EC March meeting
2.0				

## PURPOSE

To provide a mechanism to increase the profile of infection control and related issues. This protocol provides a manner in which ACIPC members can raise issues and media statements within a controlled framework.

## PROCESS

1. Any current ACIPC member can identify an issue and put forward a motion for a ACIPC statement to be issued.
2. The motion and prepared statement must be sent to the Secretariat using the relevant documentation (can be obtained from the Secretariat).
3. The Secretariat will inform the ACIPC President of the issue and prepared statement.
4. The media statement will be issued IF the response meets the following criteria:
  - a. Time constraints do not allow for a reasonable consultation period OR it is deemed by members of the Executive Council that the issue does not require in depth consultation by ACIPC members.
  - b. It is not in conflict with the ACIPC Constitution or requires a change to the Constitution.
  - c. The statement does not make reference to any individual ACIPC member.
  - d. It is consistent with the aims and objectives of the College.
  - e. It has the support of at least two ACIPC Executive Council members. Where one ACIPC Executive Council member objects to the statement, it must be sent to ACIPC members for consultation (time restriction may apply if a quick response is required).
5. If one of the criteria in Point 4 is not met, the statement will be sent to ACIPC members for consultation.
6. The media statement will be issued by the College Secretariat, but will not contain specific names.
7. The ACIPC Executive Council reserves the right to make minor changes to the statement.
8. Where there is a request for a verbal response or interview, the ACIPC President will consider the most appropriate ACIPC member to respond.

## SUPPORTING DOCUMENTS

- Proposed media statement template page 2
- Media release template page 4



**POTENTIAL MEDIA ISSUE AND PROPOSED STATEMENT**

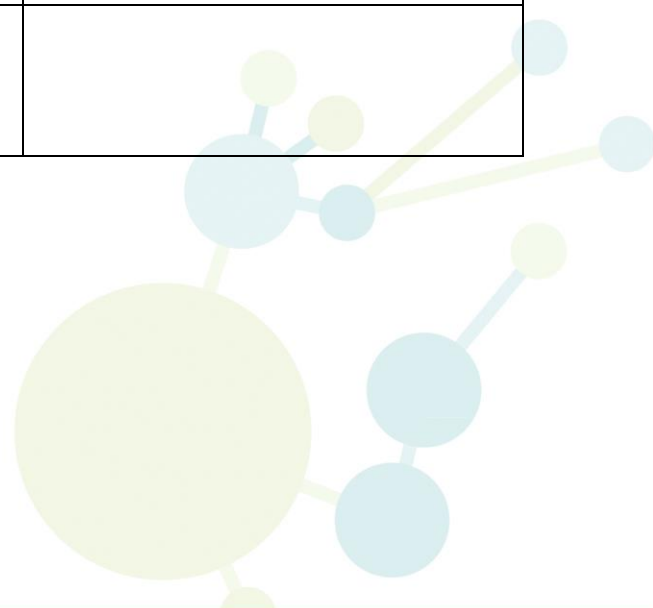
Name of person raising the issue	
Are you a current financial ACIPC member	
Is the issue raised in response to a recent media production	
What production (eg name of newspaper, radio)	
Date	
Title / Heading <i>(if applicable)</i>	
Page Number / Website <i>(if applicable)</i>	
Author	

Summary / background of issue
Proposed ACIPC Media Statement <i>(please be succinct, professional and objective. Can copy and paste or hand write)</i>
Target Audience <i>(who would you like this sent to, eg Letter to the Editor in specific newspaper, a specific newspaper, all newspapers, radio station, other professional body etc)</i>



**ACIPC EXECUTIVE COUNCIL**

Date Received by ACIPC Secretariat	
Current ACIPC member?	
Date sent to ACIPC President	
Any reason not to issue statement If yes, detail	
Name two ACIPC Executive Council members in support	
Any ACIPC Executive Council objection?	
Statement reviewed and copied into template below	
Date statement issued	
Statement issued to	
Date sent to ACIPC members ( <i>if applicable</i> )	
If sent to ACIPC members, detail outcome if not minuted elsewhere	





## **MEDIA ALERT**

**Tagline ie: Experts gather to prevent HAIs**

**Insert day, date, year**

**If embargoed state until when ie: Under embargo until day, date, time**

**Story >>>>>>>>**

### **Media Opportunities and contacts**

For more information contact Lorelei Broadbent, ACIPC Secretariat +61 07 3211 4695 or email:  
[admin@acipc.org.au](mailto:admin@acipc.org.au)

### **Background**

The College is the peak body for Infection Prevention and Control professionals in the Australasian region.

ACIPC commenced in January 2012 bringing together the various State and Territory infection control associations formerly in AICA (The Australian Infection Control Association) to support and encourage collaboration across Australasia using a corporate model.

AICA was formed in 1985 bringing together the various State and Territory infection control associations to support and encourage collaboration at a national level.

