

**Letter of Cooperation between  
CHICA-SASKPIC  
And the  
Provincial Infection Control Network of Saskatchewan (PICNS)**

---

### **Introduction**

The purpose of this Letter of Cooperation is to identify the roles, responsibilities and expectations between CHICA-SASKPIC and the Provincial Infection Control Network of Saskatchewan (PICNS) which is comprised of the Infection Control Coordinators along with technical support from the Saskatchewan Infection Prevention and Control Program for collaborative planning and support of educational activities.

All groups represented by the signatories below are committed to making the joint decisions that will be required if the collaboration is to achieve its desired results. We understand those results include **conducting affordable Infection Prevention and Control (IPAC) educational event(s) open to all health care sectors.**

### **Time Period**

This Letter of Cooperation will take effect on the date it is signed by the parties and shall continue in effect until either of the parties agrees to terminate this agreement.

### **Process for Review and Amendment**

The agreement may be reviewed and amended at any time with the mutual consent of the parties.

### **Responsibilities**

**PICNS** is responsible for:

- Assisting with registration of attendees
- Distribution of promotional materials and program registration forms electronically or via fax through PICNS contact database
- Advertisement of the event through appropriate Ministry of Health or Regional Health Authority websites with a link to the CHICA-SASKPIC website
- Co-authoring of the Education Event Evaluation Report

**CHICA- SASKPIC** is responsible for:

- Initiating and maintaining a Conference Planning Committee
- Providing CHICA-SASKPIC logos for use on promotional materials and program brochures
- Soliciting industry participation in a trade show

- All financial transactions through the CHICA-SASKPIC Treasurer, including:
  - registration fees related to the event (delegate and exhibitor)
  - hotel costs and other expenses related to the event
  - recovery of outstanding registration fees
  - payment of any debt associated with the conference
  - maintaining financial records of the event
- Advertising the event on the CHICA – SASKPIC and CHICA-Canada websites, including the provision of registration forms, flyers/posters and handouts
- Co-authoring of the Education Event Evaluation Report
- Utilizing profits from the annual education event to:
  - Finance future CHICA-SASKPIC education initiatives for health care providers across the continuum of care
  - Support educational activities of the members of CHICA – SASKPIC through grants to attend educational events

**ADDITIONAL RESPONSIBILITIES:**

The following may vary depending on the event. For each event, indicate responsibility:

Activity	Responsibility		N/A
	PICNS	SASKPIC	
Overseeing the development of the education program			
Booking of the facility and communicating registration numbers for the purposes of nutrition planning			
Production of promotional materials and program brochures			
Preparing a press release			
Summarizing evaluations			

\_\_\_\_\_  
CHICA-SASKPIC President

\_\_\_\_\_  
PICNS Representative Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date