New Member Welcome Toolkit
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January 2012

Dear New APIC Member,

APIC Greater New York Chapter 13 would like to extend our warmest welcome to you as a new member. Your experience in this chapter will be educational and collegial. You will have many opportunities to network with other professionals representing varied facilities and expertise in Infection Control within the New York area.

Meetings take place on the third Wednesday of every month at 2:30p (except July and August) at Lenox Hill Hospital located at 100 East 77th Street & Lexington Ave, NY. Monthly meetings are scheduled with qualified speakers on pre-selected topics. You will receive minutes of every meeting, agendas of upcoming meetings, and flier reminders with topics to be presented via email. Meetings take the form of presentation and general question and answer after each presentation. We also have a brief chapter business meeting following the educational presentation. Be sure to sign in when you come to the meetings!

To facilitate your transition into the chapter, we offer you this packet containing useful at-a-glance info. In the packet you will find the mission/vision for our chapter, brief role descriptions of our local chapter board members, a list of board members contact information, the APIC Greater New York Chapter 13 website and more. All of the information included in your packet (and more) can be found at our chapter website (www.apicnyc.org) or the national APIC website (www.apic.org).

If you have any questions please contact us or one of the Board members as listed on the contact sheet.

Sincerely,
Membership Board, 2012
About APIC

APIC’s mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes. The Association’s more than 13,000 members have primary responsibility for infection prevention, control and hospital epidemiology in health care settings around the globe, and include nurses, epidemiologists, physicians, microbiologists, clinical pathologists, laboratory technologists and public health practitioners. APIC advances its mission through education, research, collaboration, practice guidance and credentialing.

The organization, which is based in Washington, DC, is led by an elected board of members who volunteer their time and expertise.

APIC was conceived in 1972 in recognition of the need for an organized, systematic approach to the "control" of infections acquired as a result of hospitalization. Originally called The Association for Practitioners in Infection Control, the name was changed to the Association for Professionals in Infection Control and Epidemiology, Inc. in 1994 to recognize the organization's maturation and evolution into the broader context of health care delivery in this country. This includes the study of non-infectious adverse outcomes and the movement of care outside the traditional health care system, specifically the hospital.

1 Russell B. Excerpt from APIC history. Infection Control and Hospital Epidemiology 1995;16:522-525.

Vision

APIC Greater New York Chapter improves the health and safety of patients, employees, and the members of the Greater NY community by serving as the premier association for devising, communicating and implementing state of the science infection prevention and safety techniques.

Mission

APIC Greater New York Chapter improves the healthcare milieu by reducing risks for the transmission of infection and related adverse outcomes.
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<thead>
<tr>
<th>OFFICE</th>
<th>OFFICER</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESIDENT 2012</strong></td>
<td>Marianne Pavia BS MT(ASCP) CIC</td>
<td>St. Mary’s Hospital for Children</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mpavia@stmaryskids.org">mpavia@stmaryskids.org</a></td>
<td>29-01 216 St., Bayside, NY 11360</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 1-718-281-8532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 1-718-281-8970</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bpr: 1-917-298-6658</td>
</tr>
<tr>
<td>**PRESIDENT-ELECT 2012 &amp;</td>
<td>Rodolfo Simons, Jr. CIC</td>
<td>Montefiore Medical Center – North Division</td>
</tr>
<tr>
<td>PROGRAM COMMITTEE CHAIR</td>
<td><a href="mailto:rsimons@montefiore.org">rsimons@montefiore.org</a></td>
<td>111 East 208, Bronx, NY 10467</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 718-920-4562</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 718-519-9134</td>
</tr>
<tr>
<td><strong>TREASURER 2012 &amp; 2013</strong></td>
<td>Sarah Petrello RN CIC</td>
<td>Lenox Hill Hospital</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:spetrello@nshs.edu">spetrello@nshs.edu</a></td>
<td>100 E 77 St, NY, NY 10021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 1-212 434 3442</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 1-212 434 2574</td>
</tr>
<tr>
<td><strong>SECRETARY 2011 &amp; 2012</strong></td>
<td>Barbara A. Smith BSN CIC MPA</td>
<td>St. Luke’s-Roosevelt Hosp Center-Division of Infection</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:basmith@chpnet.org">basmith@chpnet.org</a></td>
<td>Control &amp; Epidemiology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1111 Amsterdam Ave. Clark 728 NY, NY 10025</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 212-523-2105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 212-523-3931</td>
</tr>
<tr>
<td><strong>PAST PRESIDENT 2011</strong></td>
<td>Barbara Winter RN MSA CIC</td>
<td>Mount Sinai Hospital of Queens</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:barbara.winter@mountsinai.org">barbara.winter@mountsinai.org</a></td>
<td>25-10 30th Avenue, LIC</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Barb217594@aol.com">Barb217594@aol.com</a></td>
<td>Queens, NY 11102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 718-267-4264</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 718-267-0068</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 917-881-9141</td>
</tr>
<tr>
<td><strong>DIRECTOR 2011 &amp; 2012</strong></td>
<td>Patricia A. Montano MS RN CPHQ</td>
<td>New York Institute of Technology</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pmontano@nyit.edu">pmontano@nyit.edu</a></td>
<td>School of the Health Professions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1855 Broadway New York, NY 10023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 212-261-1732;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 516-686.3781</td>
</tr>
<tr>
<td><strong>DIRECTOR 2011 &amp; 2012</strong></td>
<td>Elsa Santos-Cruz BS MT CIC</td>
<td>Mount Sinai Hospital</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elsa.santos-cruz@mountsinai.org">elsa.santos-cruz@mountsinai.org</a></td>
<td>1 Gustave Levy Place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NYC, NY 10029</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 212-659-9468</td>
</tr>
<tr>
<td><strong>DIRECTOR 2012 &amp; 2013</strong></td>
<td>Jocelyn Cesareo RN BSN MN CIC</td>
<td>Coler-Goldwater Specialty Hospital</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jocelyn.cesareo@nychhc.org">jocelyn.cesareo@nychhc.org</a></td>
<td>2134 42nd St. Long Island City, NY 11105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph: 212-848-6980 x6483</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 212-848-6935</td>
</tr>
<tr>
<td><strong>DIRECTOR 2012 &amp; 2013</strong></td>
<td>Marisa M. Robles BSN RN</td>
<td>Mount Sinai Hospital of Queens</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:marissa.robles@mountsinai.org">marissa.robles@mountsinai.org</a></td>
<td>25-10 30th Avenue, LIC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Queens, NY 11102</td>
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<tr>
<td></td>
<td></td>
<td>Ph: 718-267-4264</td>
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<tr>
<td></td>
<td></td>
<td>Fax: 718-932-5950</td>
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<tr>
<td>OFFICE</td>
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<td>CONTACT INFORMATION</td>
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</tr>
<tr>
<td><strong>MEMBERSHIP COMMITTEE CHAIR</strong></td>
<td>Mary Bevan RN MS CIC</td>
<td>Montefiore Medical Center 111 East 210th Street Bronx, New York 10466</td>
</tr>
<tr>
<td></td>
<td>Phone: (845) 282-2467 <a href="mailto:mbevan@AllianceForCompliance.org">mbevan@AllianceForCompliance.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>NOMINATING COMMITTEE CHAIR</strong></td>
<td>Angela Gabasan RN MSN CIC</td>
<td>St. Luke’s-Roosevelt Hosp Center 1111 Amsterdam Ave., Clark 728 New York, NY 10025</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:agabasan@chpnet.org">agabasan@chpnet.org</a></td>
<td>Ph: 1-212-523-4563 Fax: 1-212-523-3931</td>
</tr>
<tr>
<td><strong>GOVERNMENTAL AFFAIRS</strong></td>
<td>George Allen PhD CIC CNOR</td>
<td>SUNY Downstate Medical Center 450 Clarkson Ave. Brooklyn, NY 11203-2056</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:george.allen@downstate.edu">george.allen@downstate.edu</a></td>
<td>Ph: 718-270-2344 Fax: 718-270-3870</td>
</tr>
<tr>
<td></td>
<td>Kathi Mullaney RN BSN CIC MPH</td>
<td>Metropolitan Hospital 1901 First Ave. New York, NY 10029</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kathi.mullaney@nychhc.org">kathi.mullaney@nychhc.org</a></td>
<td>Ph: 212-423-7533 Fax: 212-423-7895</td>
</tr>
<tr>
<td><strong>BYLAWS COMMITTEE CHAIR</strong></td>
<td>Jean-Marie Cannon RN BSN CIC CIC</td>
<td>New York Presbyterian Hospital 1320 York Ave., Apt 16X New York, NY 10021-4858</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jcannon@nyp.org">jcannon@nyp.org</a></td>
<td>Ph: 212-746-1759 Fax: 212-746-8823</td>
</tr>
<tr>
<td><strong>RESOURCE/ORGANIZING COMMITTEE</strong></td>
<td>Marisa M. Robles BSN RN</td>
<td>Mount Sinai Hospital of Queens 25-10 30th Avenue, LIC Queens, NY 11102</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:marissa.robles@mountsinai.org">marissa.robles@mountsinai.org</a></td>
<td>Ph: 718-267-4264 Fax: 718-932-5950</td>
</tr>
<tr>
<td><strong>LONG TERM COMMITTEE CHAIR</strong></td>
<td>Marianne Pavia BS MT(ASCP) CIC</td>
<td>St. Mary’s Hospital for Children 29-01 216 St. Bayside, NY 11360</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mpavia@stmaryskids.org">mpavia@stmaryskids.org</a></td>
<td>Ph: 718-281-8532 Fax: 718-281-8970</td>
</tr>
<tr>
<td><strong>WEBMASTER</strong></td>
<td>Steven Bock RN CIC</td>
<td>NYU Langone Medical Center 545 1st Ave., GBH SC1-132 New York, NY 10016</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:getclean@optonline.net">getclean@optonline.net</a></td>
<td>Ph: 212-263-5454 Fax: 212-263-0523</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:steven.bock@nyumc.org">steven.bock@nyumc.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL PROJECTS CHAIR</strong></td>
<td>Robin Haag RNC MA</td>
<td>Coney Island Hospital 2601 Ocean Pkwy Brooklyn, NY 11235</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:haagr@nychhc.org">haagr@nychhc.org</a></td>
<td>Ph: 1-718-616-3106 Fax: 1-718-616-4698</td>
</tr>
</tbody>
</table>
**Role Description: Past-President**
Term of Office: One year
Primary Function: Serves as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board. Is responsible for special projects that the APIC-GREATER NEW YORK undertakes as decided by the Board.

**Role Descriptions: President**
Term of Office: One year
Primary Function: The President is the official representative and administrative officer of APIC-GREATER NEW YORK.

**Role Descriptions: President-Elect**
Term of Office: One year
Primary Function: Under the advisement of the President, coordinates and oversees activities of the standing committees, and performs other duties as delegated by the President. Becomes familiar with and knowledgeable in the intricate duties and responsibilities of the President. Works closely with the President during the year prior to assuming the office of President.

**Role Descriptions: Recording Secretary**
Term of Office: Two years
Primary Function: Responsibility for accurate record keeping for the Chapter. The duties include: the recording, transcribing and distribution of minutes of all official meetings of the chapter; and the maintenance of chapter correspondence, reports, records, and archives in a permanent file.

**Role Descriptions: Treasurer**
Term of Office: Two years
Primary Function: Responsible for accurate financial record keeping for the Chapter. The duties include: the management of all sources of income and disbursements, preparation of the annual budget, continuous supervision of the Chapter's financial status, and participation in all financial decision-making through active Board membership. Is bonded through the National Association.

**Role Descriptions: Membership Chairperson**
Term of Office: Two years
Primary Function: Responsible for membership recruitment, maintenance of membership roster, and roster updating twice yearly.
Role Descriptions: Nominating Chairperson
Term of Office: Two years
Primary Function: Responsible for recruiting members to become active in the leadership of the chapter.

Role Descriptions: By-Laws Chairperson
Term of Office: Two years
Primary Function: Responsible for participating in the activities of the By-Laws Committee of national APIC. Also responsible for coordinating the local APIC-GREATER NEW YORK chapter By-Laws activities.

Role Descriptions: Legislative Representative
Term of Office: Two years
Primary Function: Serves as the major link between APIC-GREATER NEW YORK chapter and the National Governmental Affairs Committee. Coordinates the various government affairs activities of the Chapter.

Role Descriptions: Board of Directors
Term of Office: Two years
Primary Function: The Board of Directors is the governing body which establishes policy for conducting the business and management functions of Chapter 13 APIC GREATER NEW YORK.

Role Descriptions: Resource Committee Chair
Term of Office: Two years
Primary Function: Serves as the Chapter’s Coordinator of educational and professional resources owned and maintained by the Chapter.

Role Descriptions: Webmaster
Term of Office: Two years, subject to revocation by simple majority vote of Board
Primary Function: Serves as the major link between APIC-GREATER NEW YORK chapter and the chapter membership via chapter website. Maintains chapter website, including software coding, content writing, updating, etc.
Mentors/Consultants - Resource Guide

**Acute Care**
Audrey Adams, RN, MPH, CIC  
Phone: 718-920-4562  
Fax: 718-519-9134  
adams@montefiore.org

George Allen, PhD, CIC, CNOR  
Phone: 718-270-2344  
Fax: 718-270-3870  
george.allen@downstate.edu

Mary Ann MagerL, RN, MA, CIC  
Phone: 845-437-3136  
mmageri@health-quest.org

Saundra Hardy, RN, MA, CIC  
Phone: 212-263 – 5454  
Fax: 212-263 – 0523  
sandra.hardy@nyumc.org

**Ambulatory Care**
George Allen, PhD, CIC, CNOR  
Phone: 718-270-2344  
Fax: 718-270-3870  
george.allen@downstate.edu

Mary Bevan, RN, MS, CIC  
Phone: 845-282-2467  
Fax: 845-282-2467  
mbavan@AllianceForCompliance.org

Lucille Herring, RN, BSN, MS, CIC  
Phone: 917-842 – 5550  
lhcon@aol.com

**AIDS/HIV**
Robin Haag, RNC, MA  
Phone: 718-616 - 3106  
Fax: 718-616 - 4698  
haagr@nychh.org

Karen Jerome  
kjerome@fourwindshospital.com  
karen36@gmail.com

**Behavioral Health (Psychiatry)**
Karen Jerome  
kjerome@fourwindshospital.com  
karen36@gmail.com

**Bioterrorism**
Adebiyi Adeneye, RN, BSN, MPH, CIC  
Phone: 718-904–2850  
Fax: 718-904–2015  
aadeyeye@montefiore.org

Providence Budet, RN, MPH, CIC  
Phone: 718-579-4816  
Fax: 718-579-4816  
Providence.Budet@nychhc.org

**Central Processing**
Cynthia Spry, MA, MS, CNOR, CSIT  
Phone: 646-239-2040  
Fax: 646-239-2040  
CynSpry@aol.com

Mary Ann MagerL, RN, MA, CIC  
Phone: 845-437-3136  
mmageri@health-quest.org

**Construction**
Richard Vogel, MS, CIC  
Phone: 917-842-3261  
Fax: 917-842-3261  
riska@aol.com

Mary Ann MagerL, RN, MA, CIC  
Phone: 845-437-3136  
mmageri@health-quest.org

Providence Budet, RN, MPH, CIC  
Phone: 718-579-4816  
Fax: 718-579-4816  
Providence.Budet@nychhc.org

**Educational Programs**
Barbara Winter, RN, MSA, CIC  
Phone: 718-267–4264  
Fax: 718-932–5950  
barbara.winter@mountsinai.org

Robin Haag, RNC, MA  
Phone: 718 616 - 3106  
Fax: 718 616 - 4698  
haagr@nychh.org

Karen Jerome  
kjerome@fourwindshospital.com  
karen36@gmail.com
Mary Bevan, RN, MS, CIC  
Phone: 945-282-2467  
mbevan@AllianceForCompliance.org

Sandra Hardy, RN, MA, CIC  
Phone: 212-263 – 5454  
Fax: 212-263 – 0523  
sandra.hardy@nyumc.org

Lucille Herring, RN, BSN, MS, CIC  
Phone: 917-842 – 5550  
lhhcon@aol.com

**Immunocompromised Patient Population**

Janet Eagan, RN, MPH, CIC  
Phone: 212-639 – 7492  
Fax: 212-717 – 3752  
eagan@mskcc.org

Providence Budet, RN, MPH, CIC  
Phone: 718-579-4816  
Providence.Budet@nychc.org

**Infection Control Programs (including Management of)**

Audrey Adams, RN, MPH, CIC  
Phone: 718-920 – 4562  
Fax: 718-519 – 9134  
adams@montefiore.org

Janice Patten-Brown, MR, BS, CIC  
Phone: 718-963-7228  
Fax: 718-302-8549  
jpbrown@wyckoffhospital.org

Lucille Herring, RN, BSN, MS, CIC  
Phone: 917-842 – 5550  
lhhcon@aol.com

Mary Bevan, RN, MS, CIC  
Phone: 945-282-2467  
mbevan@AllianceForCompliance.org

Nancy Schoener, RN, NP-C, CIC, COHN-S  
Phone: 718-518-2263  
nschoener@calvaryhospital.org

Anne C. Goonan, BSN, CIC  
Phone: 718-570-7155  
anneegoonanrn@aol.com

**Long Term Care**

Marianne Pavia MT (ASCP), CLS, CIC  
Phone: 212-562-5165  
Fax: 212-562-6530  
marianne.pavia@bellevue.nychc.org

Webbeh A. Webbeh, M.D., CIC  
Phone: 917-373-9036  
Www9004@nyp.org

Nancy Schoener, RN, NP-C, CIC, COHN-S  
Phone: 718-518-2263  
nschoener@calvaryhospital.org

Dr. Jennifer Calder

**NHSN surveillance/reporting**

Audrey Adams, RN, MPH, CIC  
Phone: 718-920 – 4562  
Fax: 718-519 – 9134  
adams@montefiore.org

Mary Bevan, RN, MS, CIC  
Phone: 845-282-2467  
mbevan@AllianceForCompliance.org

Kathleen A. Gase, MPH, CIC  
Phone: 212-417-4913  
Fax: 212-417-4908  
kgat@healthstate.ny.us

Providence Budet, RN, MPH, CIC  
Phone: 718 579-4816  
Providence.Budet@nychc.org

**Occupational Health**

Barbara Winter, RN, MSA, CIC  
Phone: 718-267 – 4264  
Fax: 718-932 – 5950  
barbara.winter@mountsinai.org

Nancy Schoener, RN, NP-C, CIC, COHN-S  
Phone: 718-518-2263  
nschoener@calvaryhospital.org

Karen Jerome  
bjerome@fourwindshospital.com  
karenj36@gmail.com

**Operating Room**

George Allen, PhD, CIC, CNOR  
718-270 2344/Fax 718 270 3870  
george.allen@downstate.edu

Cynthia Spry, MA, MS, CNOR, CSIT  
Phone: 646-239-2040  
CynSpry@aol.com

**Outbreak Investigation**

Audrey Adams, RN, MPH, CIC  
Phone: 718-920 – 4562  
Fax: 718-519 – 9134  
adams@montefiore.org

Steven Bock, RN, CIC  
Phone: 212-263-5454  
Fax: 212-263-0523  
Steven.Bock@NYUMC.ORG

Dr. Jennifer Calder  
Jennifer_calder@nymc.edu  
914-594-3075

**Pediatrics**

Steven Bock, RN, CIC  
Phone: 212-263-5454  
Fax: 212-263-0523  
Email: Providence.Budet@nychc.org

Providence Budet, RN, MPH, CIC  
Phone: 718-579-4816  
Providence.Budet@nychc.org
### Performance/Quality Improvement

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audrey Adams, RN, MPH, CIC</td>
<td>718-920 – 4562</td>
<td>718-519 – 9134</td>
<td><a href="mailto:adams@montifiore.org">adams@montifiore.org</a></td>
</tr>
<tr>
<td>Steven Bock, RN, CIC</td>
<td>212-263-5454</td>
<td>212-263-0523</td>
<td><a href="mailto:Steven.Bock@NYUMC.ORG">Steven.Bock@NYUMC.ORG</a></td>
</tr>
<tr>
<td>Robin Haag, RNC, MA</td>
<td>718-616 - 3106</td>
<td>718-616 - 4698</td>
<td><a href="mailto:haagr@nyuhh.org">haagr@nyuhh.org</a></td>
</tr>
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<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Bevan, RN, MS, CIC</td>
<td>845-282-2467</td>
<td></td>
<td><a href="mailto:mbevan@AllianceForCompliance.org">mbevan@AllianceForCompliance.org</a></td>
</tr>
<tr>
<td>Anne C. Goonan, BSN, CIC</td>
<td>718 570-7155</td>
<td></td>
<td><a href="mailto:anncgoonannr@aol.com">anncgoonannr@aol.com</a></td>
</tr>
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### Tuberculosis

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
<tr>
<td>Sandra Hardy, RN, MA, CIC</td>
<td>212-263 – 5454</td>
<td>212-263 – 0523</td>
<td><a href="mailto:sandra.hardy@nyumc.org">sandra.hardy@nyumc.org</a></td>
</tr>
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</table>
What can you expect to find at the APIC Chapter 13 website?

- **Home page**
  - Find special Chapter notices such as current updates including:
    - Date, time and topic of our next monthly chapter meeting
    - The bi-annual APIC Greater NYC Chapter Conference
    - Other local conferences
    - Member spotlights/awards
    - Information on new reports and materials – just a click away!
    - APIC’s Mission/APIC NY Chapter 12 Vision
    - Speaker’s bureau information

- **Chapter 13 Awards**
  - Find information on our Chapter’s numerous awards

- **Being a Member**
  - Find out about the many benefits of membership and the opportunity to join – Just a click away!

- **Chapter 13 Leadership**
  - Find a listing of current leadership. Download contact information, too!

- **Current Meetings and Programs**
  - Find additional information on the monthly chapter meeting.

- **Past Educational Content**
  - Check out the various topics offered during last year’s chapter meetings.

- **Directions to Chapter 13**
  - We make it easy for you to find us!

- **Chapter 13 Referrals**
  - Find various Chapter 13 documents and directories.

- **Involvement and Support**
  - How can we help you? Would you like to be more involved in your local chapter? A great way to network!

- **NYSACC Chapter Links**
  - Find a listing of other APIC Chapters in New York State.
- **IP Web links**  
  → Want to know who to contact or how to get information on a certain question or topic?

- **Other IP Resources**  
  → Includes updates on CDC Guidelines, reports, magazines, journals and other information related to Infection Prevention.

- **Infection Preventionist Career Opportunities**  
  → Find job opportunities.

- **Chapter Photos – Say CHEESE!**

- **Email Chapter 13**  
  → Have a question...how can we help?

Please visit our website. It’s **AWESOME**, thanks to our own Chapter 13 webmasters!
• Infection Control Resources on the Internet

**NYS / NYC DOH**

NYDOH - New York State Department of Health website - [www.health.state.ny.us](http://www.health.state.ny.us)

NYDOH - New York State DOH - Health Topics & Fact Sheets website - [http://www.health.state.ny.us/healthaz/](http://www.health.state.ny.us/healthaz/)


**APIC & SHEA & ISDA**

APIC - Association for Professionals in Infection Control & Epidemiology, Inc. - [www.apic.org](http://www.apic.org)

APIC Internet Resource Link site, including lists to over 20 other APIC chapter websites and numerous other internet resources - [www.apic.org/AM/Template.cfm?Section=Links](http://www.apic.org/AM/Template.cfm?Section=Links)

APIC - Long Island Chapter website (established 03-2005) is at [www.apic-longisland.com](http://www.apic-longisland.com).

American Journal of Infection Control (AJIC) - [www.apic.org/AM/Template.cfm?Section=AJIC&Template=/CM/HTMLDisplay.cfm&ContentID=1520](http://www.apic.org/AM/Template.cfm?Section=AJIC&Template=/CM/HTMLDisplay.cfm&ContentID=1520)

Society for Healthcare Epidemiology of America (SHEA) - [www.shea-online.org](http://www.shea-online.org)

Infectious Disease Society of America (ISDA) - [www.idsociety.org/](http://www.idsociety.org/)

Infectious Disease Society of America (ISDA) Practice Guidelines - [click here](http://www.idsociety.org/)

**CDC & OSHA**

The Centers for Disease Control (CDC) main homepage - [www.cdc.gov](http://www.cdc.gov)

CDC - Health Topics Fact Sheets - [www.cdc.gov/health/diseases.htm](http://www.cdc.gov/health/diseases.htm)

CDC - Morbidity & Mortality Weekly Report - [www.cdc.gov/mmwr](http://www.cdc.gov/mmwr)

CDC - Influenza News - [www.cdc.gov/flu/news.htm](http://www.cdc.gov/flu/news.htm)

CDC - USGS (US Geological Survey) - [http://diseasemaps.usgs.gov](http://diseasemaps.usgs.gov). This site has interactive maps of the USA displaying the number of cases of various arboviral diseases. It includes clear and comprehensive fact info about each of 6 diseases (West Nile Virus, St. Louis Encephalitis, Eastern Equine Encephalitis, Western Equine Encephalitis, La Crosse Encephalitis, & Powassan Virus).
CDC - Influenza Gallery with vaccine information, flyers, posters, handouts, etc. in English & Spanish - www.cdc.gov/nip/flu/gallery.htm

CDC - Radiation Emergency Preparedness & Response, a large collection of topical articles, fact sheets, and provider information dealing with preparing for and responding to a wide variety of radiation-based emergencies - www.bt.cdc.gov/radiation/index.asp

CDC - Public Health Image Library (PHIL), online collection of health and disease related photos that can be copied and used for professional activities - http://phil.cdc.gov/phil/default.asp

CDC - Hoax and Rumor website (debunks internet and other health-related hoaxes) - www.cdc.gov/doc.do/id/0900f3ec80226b9c

CDC Division of Healthcare Quality Promotion (formerly Hospital Infections Program) - www.cdc.gov/ncidod/dhqp/index.html

Occupational Safety & Health Administration (OSHA) bloodborne pathogens regulation website - www.osha.gov/SLTC/bloodbornepathogens/index.html

**JCAHO**

The main homepage of the Joint Commission on Accreditation of Healthcare Organizations - www.jcaho.org. There is a lot on their site, of course, so you may want to look around there. But to make things a bit easier, below are several important parts of their website:

To sign up for newsletters and other info-emails from JCAHO, click here.

Read JCAHO's monthly newsletter at: www.jcaho.org/about+us/news+letters/this+month+/index.htm

To see what JCAHO has for educational opportunities, click here. Then look at the list on the left side of the screen to see the program and seminar details, video & audio conferences, web-based training, and their at-a-glance calendar of educational offerings.

**Other**

National Foundation for Infectious Diseases Fact Sheets - www.nfid.org/factsheets

The University of South Carolina School of Medicine has an absolutely amazing and useful online textbook of Microbiology & Immunology. You can read summaries, chapters-full of info, or find photomicrographs of a multitude of useful topics. To check it all out, click here.

The US Food & Drug Agency (FDA) has prepared a number of videos you can watch online or download to your computer on the topic of medication safety. This part of the larger "patient safety" movement may be a topic for some ICPs as they move from the traditional infection control role into a larger patient safety management role. To see what videos the FDA has prepared, visit www.ismp.org/tools/fdavideos.asp (there are more than 45 videos from which to choose!).

Premier Safety Institute offers a periodic email newsletter on Patient Safety called Premier Safety Share. The materials offered are thorough and very useful to ICPs in a variety of settings. To see what is available all over this huge website, go to http://www.premierinc.com/all/safety/index.jsp. To subscribe, go to - http://classic.premierinc.com/pubapps/safety/safety_frame.htm.
Immunization Newsbriefs is an information-packed email newsletter available each Monday, Wednesday, and Friday. Published by the National Network for Immunization Information (NNii) of Bethesda, MD, this resource covers both domestic and international immunization topics. Surf to www.immunizationinfo.org to learn more and to subscribe.

See our website for more resources: www.apicnyc.org