



HIMAA Professional Development Sub-Committee

Terms Of Reference

1. General

The HIMAA Professional Development Sub-Committee is established by the HIMAA Education Committee under the authority granted the Board of Directors by Rule 71 of the Company's Constitution.

The proceedings of the HIMAA Tertiary Education Sub-Committee are to conform to the provisions of Rule 71 of the Company's Articles of Association.

2. Function

The functions of the HIMAA Professional Development Sub- Committee are to:

- a. Provide strategic advice to the Education Committee on changes emerging in the health information management profession's postgraduate education, quality and practice improvement and credentialing environment of interest or concern to HIMAA;
- b. Advise the Education Committee on and, on behalf of the Committee, develop policies on matters related to professional development in the areas of expertise of health information managers, clinical coders and other professionals who qualify for HIMAA membership;
- c. Implement elements of the HIMAA Strategic Plan as these pertain to continuing professional development and professional credentialing;
- d. Support the use of professional development workshops to connect, build and promote stronger professional networks for Health Information Managers, Clinical Coders and other health information professionals;
- e. Review and recommend to the Education Committee improvements to professional development standards for health information management based on the principles of quality assurance and continuing quality improvement;
- f. Oversee the implementation, evaluation and ongoing development of HIMAA's credentialing scheme of professional certification such that it continues to meet the developing needs of participants;
- g. Monitor and evaluate HIMAA's member certification and program provider approval processes and policies for (d) and recommend improvements to the Education Committee as necessary;
- h. Provide quality improvement support to providers of professional development in health information management as requested;
- i. Liaise, where appropriate, with other organisations involved in professional development relevant to health information management in order to provide a quality improvement forum for stakeholders;
- j. Support the Education Committee in developing international reciprocal recognition of HIM continuing professional standing.
- k. Evaluate the quality of its performance for Education Committee review at its November meeting each year (or as otherwise directed by the Committee).

3. Membership

3.1 The Professional Development Sub- Committee consists of:

- a. One representative from each of HIMAA's Branch Committees, this being their Professional Development Officer or equivalent;
 - b. At least one member of the HIMAA Board, who is not involved in any commercial provision of professional development for health information managers and practitioners;
 - c. HIMAA's Chief Executive Officer, or delegate (non-voting status);
 - d. At the Sub-Committee's discretion (and endorsed by the Education Committee) a person with general professional development expertise who is external to the HIM profession;
 - e. HIMAA's professional development manager (non-voting status).
- 3.2 The Professional Development Sub-Committee may, from time to time, establish Working Parties for specific purposes that will include individuals who are not members of the Sub-Committee but who have relevant experience, expertise and/or qualifications. A Working Party would report regularly, and make recommendations, to the Sub-Committee but members of the Working Party would have no voting rights.
- 3.3 The Chairperson of the Sub-Committee is its representative on the Education Committee, and vice versa;
- 3.4 The Chair is elected from the Sub-Committee membership.

4. Quorum

A quorum will consist of 60% of Sub-Committee members including the Chair or delegate and Chief Executive Officer or delegate..

5. Appointment

- 5.1 Appointment will be for a term of two years, as negotiated between the appointing Branches and Committee with the aim of maintaining "corporate memory".
- 5.2 Selection of Committee members must be through a transparent process that enables equality of opportunity for HIMAA members.
- 5.3 Provision exists for re-appointment.

6. Meetings

- 6.1 The sub-committee will meet at least quarterly. The sub-committee may schedule additional meetings as it sees fit. Meetings may be held by teleconference, or face-to-face.
- 6.2 The Education Committee may direct the sub-committee to meet at other times.
- 6.3 Meetings will be conducted on a formal basis and minuted
- 6.4 Secretariat will be provided by the CEO or delegate.

7. Reporting Responsibility

The Chair of the Professional Development Sub-Committee is to provide quarterly reports to the Education Committee and an annual report against the Annual Performance Measures report (per Attachment 1) to the November meeting of the Education Committee, or as otherwise directed by the Committee.

8. Review

These Terms of Reference are to be reviewed biennially by the HIMAA Education Committee.

**Annual Performance Measures
for the
HIMAA Education Committee**

To be reviewed in time for submission to the Education Committee's November meeting each year.

Performance Measure	Assessment			
	1	2	3	Comments
Provide strategic advice to the Education Committee on changes emerging in the health information management profession's environment of interest or concern to HIMAA,				
Advise the Education Committee on and, on behalf of the Committee, develop policies on matters related to professional development in the areas of expertise of health information managers, clinical coders and other professionals who qualify for HIMAA membership.				
Support the use of professional development workshops to connect, build and promote stronger professional networks for Health Information Managers, Clinical Coders and other health information professionals				
Review and recommend to the Education Committee improvements to professional development standards for health information management based on the principles of quality assurance and continuing quality improvement.				
Oversee the implementation, evaluation and ongoing development of HIMAA's credentialing scheme of professional certification such that it continues to meet the developing needs of participants.				
Monitor and evaluate HIMAA tertiary accreditation processes and policies and recommend improvements to the Education Committee as necessary.				
Monitor and evaluate HIMAA's member certification and program provider approval processes and policies for 2.d above and recommend improvements to the Education Committee as necessary.				
Provide quality improvement support to providers of professional development in health information management as requested.				
Liaise, where appropriate, with other organisations involved in professional development relevant to health information management in order to provide an quality improvement forum for stakeholders.				
Support the Education Committee in developing international reciprocal recognition of HIM continuing professional standing.				
Attendance at meetings.				
Frequency of meetings.				
Reporting to Board.				

1 = poor, 2 = average, 3 = above average

Where a performance Measure is not met this is to be reflected in the Comments column with a clarifying comment.