



## **HIMAA Tertiary Education Sub-Committee**

### **Terms Of Reference**

#### **1. General**

The HIMAA Tertiary Education 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 Rule 71 of the Company's Constitution.

#### **2. Function**

The functions of the HIMAA Tertiary Education Sub-Committee are to:

- a. Provide strategic advice to the Education Committee on changes emerging in the tertiary education environment of interest or concern to HIMAA, particularly in relation to health information management;
- b. Advise the Education Committee on and, on behalf of the Committee, develop policies on matters related to tertiary education and training in the areas of expertise of health information managers;
- c. Oversee the development and continued refinement of tertiary and postgraduate competency standards for health information management;
- d. Review and recommend to the Education Committee accreditation of tertiary education programs in health information management as requested or required;
- e. Monitor and evaluate HIMAA tertiary accreditation processes and policies and recommend improvements to the Education Committee as necessary;
- f. Provide quality improvement support to providers of tertiary education in health information management as requested;
- g. Liaise, where appropriate, with other organisations involved in tertiary education relevant to health information management in order to provide an academic forum for stakeholders;
- h. Support the Education Committee in developing international reciprocal recognition of HIM qualifications.
- i. Review its performance annually according the KPIs in Appendix 1 in time for reporting to the Education Committee in November each calendar year.

#### **3. Membership**

3.1 The Tertiary Education Sub-Committee consists of:

- a. One representative from each of the Australian universities providing HIM tertiary level degree/s. Representatives will represent not more than 50% of voting membership of the Committee;
- b. An equivalent number of HIMAA member representatives to those in 3.1a above;
- c. At least one member of the HIMAA Board, who is not involved in teaching in any of the university courses;

- d. HIMAA's Chief Executive Officer, or delegate;
- e. At the Sub-Committee's discretion (and endorsed by the Education Committee) a person with general tertiary education expertise who is external to the HIM profession;
- f. At the Sub-Committee's discretion, a representative of a university that is in the process of establishing a new HIM degree; and
- g. At the Sub-Committee's discretion, individuals or representatives of institutions granted observer status.

3.2 The Tertiary Education Sub-Committee may, from time to time, establish Working Parties for specific purposes that will include individuals who are not members of the Education 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 not have 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 50%, including at least one (1) of the members identified under 3.1b above, and the Sub-Committee Chair or delegate.

#### **5. Appointment**

5.1 Members, other than representatives from each of the Australian universities providing HIM tertiary level degree/s (clause 3.1a above), the Chair and HIMAA's Chief Executive Officer, will be selected and appointed by the Tertiary Education Sub-Committee, subject to ratification by the Education Committee.

5.2 Selection of Committee members must be through a transparent process that enables equality of opportunity for HIMAA members.

5.3 Appointment will be for a term of two or three years, as negotiated between the appointee and the Board, with the aim of maintaining "corporate memory" within the sub-committee.

5.4 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 Tertiary Education Sub-Committee is to provide quarterly reports to the Education Committee and an annual report against the Annual Performance Measures (per Attachment 1) to the November meeting of the Education Committee in each Calendar Year, 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**

Performance Measure	Assessment			
	1	2	3	Comments
Provide strategic advice to the Education Committee on changes emerging in the tertiary education environment of interest or concern to HIMAA, particularly in relation to health information management.				
Advise the Education Committee on and, on behalf of the Committee, develop policies on matters related to tertiary education and training in the areas of expertise of health information managers.				
Oversee the development and continued refinement of tertiary and postgraduate competency standards for health information management.				
Review and recommend to the Education Committee accreditation of tertiary education programs in health information management as requested or required				
Monitor and evaluate HIMAA tertiary accreditation processes and policies and recommend improvements to the Education Committee as necessary.				
Provide quality improvement support to providers of tertiary education in health information management as requested.				
Liaise, where appropriate, with other organisations involved in tertiary education relevant to health information management in order to provide an academic forum for stakeholders.				
Support the Education Committee in developing international reciprocal recognition of HIM qualifications.				
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.

Reviewed by the Sub-Committee's in time for the Education Committee's November meeting in each Calendar Year, or at such other time as the Committee may determine