



A Strategic Asset®

**Health Information Management
Association of Australia Pty Ltd**

HIMAA Accreditation Council

Terms of Reference

Document Information

This is a document controlled by the Chair of the HIMAA Accreditation Council.

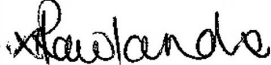
Version History

The following outlines the high-level changes that have been made to each version of this document and who made them.

Version Notes Changes made by Date

1. Version 1 of these Terms of Reference finalised by the HIMAA Board 08/09/2018.
2. Version 2 of these Terms of Reference developed by the Accreditation Council and submitted to the HIMAA Board for endorsement on 18/10/2021.

SIGN OFF



Endorsed by: Dr Stella Rowlands

Chair

HIMAA Accreditation Council

Date: 08 November 2021



Approved: Cheens Lee

President

Health Information Management Association of Australia

Date: 08 November 2021

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1) Background

- 1.1 The Board of Health Information Management Association of Australia (HIMAA) has established the HIMAA Accreditation Council (the Council) as part of its governance framework under Rule 71 of the HIMAA Constitution. Under this rule, the Council acts as a committee of the HIMAA Board in terms of the authority delegated to it by the HIMAA Board.
- 1.2 This document establishes the authority and responsibility of the Council such that it may function effectively as part of the governance framework of the Association.
- 1.3 The Council will report to the Board annually or as required.

2) Purpose

- 2.1 The HIMAA is the official accrediting body for all Health Information Management courses in Australia.
- 2.2 HIMAA also undertakes formal review and accreditation of Health Information Management courses internationally, upon request from individual countries and universities.
- 2.3 Accreditation of the degree courses is linked directly to graduate Health Information Managers' eligibility for full graduate membership of HIMAA.
- 2.4 The Council is responsible for ensuring the process of accreditation of Health Information Management courses is seen as robust and transparent, and grounded in principles of quality assurance, ethical conduct and fairness.

3) Functions

- 3.1 The role of the Council is to create robust standards for the process of accreditation and oversee the implementation of these standards in the process of accrediting courses and qualifications. This shall be achieved through the development of procedures including but not limited to:
 - Applicant eligibility.
 - Application process.
 - Accreditation timeline.
 - Selection of accreditors.
 - Code of conduct/ethics for accreditors.
 - Formation of a course accreditation team.
 - Course and qualification review process by accreditation team.
 - Accreditation review outcome.

- Appeals process.
- Evaluation of process for quality control, assurance and improvement purposes, and reporting of this.

3.2 The Education Committee will provide the Council with Health Information Manager (HIM) Competency Standards.

4) Composition

4.1 Chair / Deputy Chair

4.1.1 The Chair and Deputy Chair shall be appointed by the HIMAA Board through an Expression of Interest, which shall be open to all financial members of HIMAA.

4.1.2 Initial appointments will be for two years with the option to extend for an additional two years.

4.1.3 Responsibilities

4.1.3.1 Chair

4.1.3.1.1 Provide leadership in the direction and facilitation of Council processes, including outcomes of and actions arising from Council meetings.

4.1.3.1.2 Take a lead role in communication between the HIMAA Board, Education Committee and Council.

4.1.3.1.3 Consult with the HIMAA Chief Executive Officer on matters that have a financial implication.

4.1.3.2 Deputy Chair

4.1.3.2.1 Assume the responsibilities of the Chair in their absence.

4.1.3.2.2 Provide support to the Chair in formulating and actioning work plans.

4.1.3.3 Secretariat

4.1.3.3.1 The Secretariat will be responsible for the preparation, under the Chair's direction, and circulation of the meeting agenda and associated papers and minuting meetings.

4.1.3.3.2 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are securely stored in a regularly backed-up.

5) Membership

- 5.1 Membership is open to all financial members of HIMAA with at least five years recent concurrent experience in a health information management role.
- 5.2 The membership where possible shall be representative of the industry profile of the health information management workforce.
- 5.3 The membership where possible shall include at least one member with recent academic experience.
- 5.4 As required the Accreditation Council with co-opt financial members of HIMAA to a Health Information Management Course Review Panel.
- 5.5 Initial appointments will be for two years with the option to extend for an additional two years.
- 5.6 Membership shall be sought through an Expression of Interest.
- 5.7 The HIMAA Board will appoint a Board Liaison Representative as a non-voting member.
- 5.8 The Council consists of a minimum eight members and a maximum of 10 including the Chair and Deputy Chair and excluding the Board Liaison Representative.
- 5.9 Induction of new members
As a form of induction, it is the responsibility of the Chair to provide new members with a copy of the following documents prior to their first meeting:
 - The Terms of Reference (if not already supplied).
 - Any governance framework and documents.
 - The minutes of the last three meetings of the Council as available.

6) Meetings

- 6.1 A quorum shall be at least 50% + 1 of the decision-making Council members at the date and time of the meeting held.
- 6.2 The Council shall meet as regularly as required to fulfil the terms of reference.
- 6.3 The Minutes shall be distributed no longer than two weeks following the meeting.
- 6.4 The Minutes must record the following:
 - Date of the meeting.
 - Attendees, apologies and absentees.
 - Amendments.
 - Items discussed.
 - Actions items (including responsibility and timeframe).
 - Decisions made by the Council (including rationale).

6.5 Minutes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of outstanding action items.

6.6 The minutes shall be signed by the Chair.

6.7 The Deputy Chair will assume responsibility for the conduct of the meeting in the absence of the Chair. The meeting will be rescheduled if both the Chair and the Deputy Chair are unavailable.

7) Accountability

7.1 Reports

7.1.1 Minutes are reported to the HIMAA Board as required but are otherwise maintained in strictest confidence and are not for circulation outside the Council.

7.1.2 Liaison between the Council and HIMAA's Education Committee in the interests of the quality of HIMAA professional accreditation are to be recorded in reporting minutes.

