



Health Information Management
Association of Australia Pty Ltd

HIMAA EDUCATION COMMITTEE

Terms of Reference

Document Controls



Document Versioning

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Document Endorsement

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Document Approval

Name/Position	Signature	Date
Dr Kerin Robinson, Chair, Education Committee		24/3/2022
Cheens Lee, President, Health Information Management Association Australia		19/04/2022

Document Review

This document will be reviewed biennially from date of approval.

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1. Purpose

The purposes of the HIMAA Education Committee ('the Committee') are to:

- 1.1 Provide expert advice to the HIMAA Board of Directors ('the Board') on all educational matters;
- 1.2 Provide informed, strategic direction and support for a dynamic learning culture across the whole of the HIMAA membership; and
- 1.3 Research and prescribe educational standards and related requirements.

2. Functions

2.1 Functions and Responsibilities

The responsibilities and role(s) of the Committee are to:

- 2.1.1 Provide academic governance to support the lifelong learning of HIMAA members.
- 2.1.2 Provide strategic advice to the Board on:
 - All matters concerning education of health information management professionals including opportunities, risks and issues; and
 - The higher education landscape.
- 2.1.3 Keep abreast of developments and trends in the healthcare sector that impact upon the profession and its knowledge base or that require HIMAA members to acquire updated professional skills and knowledge.
- 2.1.4 Research, create and maintain currency of HIMAA's educational standards, informed by contemporary practice and theory including for the purposes of course accreditation surveys.
- 2.1.5 Disseminate and socialise updated educational standards to the HIMAA Accreditation Council, key university stakeholders and the body of the profession on a regular basis.
- 2.1.6 Act in the capacity of a Course Advisory Committee in providing support and educational advice to the academic management of HIMAA's formal, AQF-ranked clinical coding courses.
- 2.1.7 Inform, manage and support HIMAA's:
 - Engagement with higher education providers and other stakeholders in health information-related formal education; and
 - Continuing Professional Development (PD) program, in collaboration with the HIMAA's operational management.
- 2.1.8 Inform the model for HIMAA's Professional Credentialing Scheme (PCS).
- 2.1.9 Provide representation to other HIMAA committees, as required.
- 2.1.10 Develop international reciprocal recognition of HIM, Clinical Coder, Clinical Coding Auditor, Clinical Documentation Integrity Specialist and Health Data Analyst qualifications and recommend appropriate recognition to the Board.
- 2.1.11 Provide advice to universities, as needed, on establishing a Competency Standards-compliant curriculum.

2.2 Scope

2.2.1 The Committee has carriage of health information management and university-level, professional educational, and workplace performance-level competency standards. These include related educational requirements and content across the membership and within the health information industry relating to the following categories:

- (i) Professional,
- (ii) Paraprofessional, and
- (iii) Skilled Occupation.

2.2.2 These standards and requirements reside within the arenas of:

- o Tertiary education (higher education; vocational education and training [VET], but excluding HIMAA's VET-level clinical coding courses),
- o Professional practice, and
- o Professional development.

2.2.3 These educational standards and requirements, and professional competencies and associated work and outputs, inform and underpin HIMAA's (a) tertiary-level course accreditation, (b) sub-tertiary, short course and micro-credentialing course approval, and (c) continuing professional development programs.

2.3 Key Committees

In order to fulfill the requirements of its Terms of Reference, the Committee establishes and has oversight of key sub-committees, working groups and working parties, specifically the:

- 2.3.1 Professional Development Sub-committee (PDSC);
- 2.3.2 Clinical Coder (Performance Standards) Working Group (CCWG);
- 2.3.3 Clinical Documentation Integrity Competency Standards Working Group (CDIWG);
- 2.3.4 Health Data Analytics Competency Standards Working Group (HDAWG);
- 2.3.5 Health Informatics Competency Standards Working Group (HIWG);
- 2.3.6 Professional Credentialing Scheme Revision Working Group (PCSWG);
- 2.3.7 Course Promotion Working Party (CPWP); and
- 2.3.8 Other education-related sub-committees, working groups and working parties as required or as requested by the Board.

2.4 Key Relationships

In order to support the HIMAA accreditation program, the Committee maintains effective, open communications with the Accreditation Council via one (1) or more conjoint meetings, annually.

3 Composition

3.1 Member Categories

The Committee membership constitutes three member-categories: Full Members, *Ex-officio* Members, and Invited Observers.

3.1.1 **Full members** of the Committee fall within the following categories:

- 3.1.1.1 Chair, appointed by the HIMAA Board for a three (3) year period, extendable.
- 3.1.1.2 Deputy Chair and Secretariat, each drawn from the membership.
- 3.1.1.3 Members, drawn from the HIMAA membership, who have extensive experience

in health information management and related practice, and a minimum of five (5) years' experience since graduation in their profession-entry degree.

3.1.1.4 Members, drawn from the pool of former: health information management Course Co-ordinators; Heads of Discipline (Health Information Management); and other senior academic appointments.

3.1.1.5 A member/attendee, invited by the Chair and at the Committee's discretion and approved by the Board, who has appropriate tertiary education expertise and experience and who may be external to the profession, attending for a specified period.

3.1.2 **Ex-officio members**, who have no voting rights, fall within the following categories:

3.1.2.1 A nominated liaison who is a member of the HIMAA Board.

3.1.2.2 The HIMAA Chief Executive Officer (CEO).

3.1.3 **Invited Observers**, who have no voting rights, fall within the following categories:

3.1.3.1 The Director-HIMAA Education Services, invited to attend, seek advice, and provide an education-focused progress report of the status of, and any academic issues concerning, the HIMAA coding courses.

3.1.3.2 The Course Co-ordinators of HIMAA-accredited courses, limited to one representative per university, invited to attend for specified agenda items.

3.2 Membership Appointments and Responsibilities

3.2.1 All appointed members of the Education Committee are appointed for a minimum of three (3) years at the discretion of the Committee.

3.2.2 The office of Chair is held for a three-year term which may be extended for one additional term and further terms.

3.2.3 *Ex-officio* members are appointed for a period of time determined by the Board.

3.2.4 Where the terms of two or more long serving (at least one full term) Committee members expire simultaneously, the Chair may invite members to participate, *ex officio*, for a period of hand-over. The duration of that hand-over is at the discretion of the Chair.

3.3 The Committee consists of a minimum of six and a maximum of 10 full members. The members of the Committee:

3.3.1 Must be eligible for full membership of HIMAA and be financial.

3.3.2 Are appointed for three (3) years with unlimited provision for re-appointment.

3.3.3 Are experienced Health Information Managers or experienced, former health information management academics with a minimum of five (5) years of experience since graduation.

3.3.4 An exception to 3.3.1, 3.3.2 and 3.3.3 applies to any higher education expert-member invited to provide informed, specialist advice to the Committee.

3.3.5 Must not be in paid full-time or paid part-time academic positions involving the delivery or oversight of health information management, clinical coding, health data analytics or digital health education.

3.3.6 The exceptions to 3.3.5 are sessional (casual) lecturers or tutors, members of Course Advisory Committees or research teams, and Professional Practice placement and coding clinic supervisors.

3.4 Recruitment and Selection

- 3.4.1 Members are generally selected via written Expression of Interest and a Selection Panel comprising members of the Committee who apply pre-determined criteria to enable competitive selection in a transparent, best practice recruitment process.
- 3.4.2 The decision of the Selection Panel is considered and voted on by the Committee, with the Chair having the casting vote.
- 3.4.3 All such recommendations for appointment are referred to the HIMAA Board for formal endorsement.
- 3.4.4 Appointments cannot be made until Board endorsement has been confirmed to the Committee Chair.

3.5 Secretariat

- 3.5.1 Formal Minutes or Notes must record each meeting ensuring all matters are captured objectively and factually.
- 3.5.2 The Minutes or Notes of meetings shall be distributed as soon as practicable after the meeting.
- 3.5.3 Minutes or Notes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of the outstanding action items.
- 3.5.4 The Minutes or Notes must be signed by the Chair. An electronic signature is acceptable
- 3.5.5 Once approved, the Minutes or Notes of the meeting will be available to all Education Committee members and to the Board, upon request.

3.6 Induction of new members

- 3.6.1 New members are provided with the Terms of Reference and Workplan, and Minutes from the most recent four (4) meetings.

4 Meetings

- 4.1 A quorum shall be at least 50% + 1 of the Full Members of the Committee at the date and time of the meeting being held.
- 4.2 The Committee meets as frequently as required to achieve its objectives, but no less than eight (8) times per calendar year.
- 4.3 Where the Chair is unavailable for any meetings, s/he must appoint a Deputy Chair. If both the Chair and the proposed Deputy Chair are not available at the meeting time, the meeting will be re-scheduled.

5 Accountability

5.1 Reports

- 5.1.1 The Committee reports to the Board annually and otherwise as determined by the Board, e.g. reporting of annual Workplan to the Strategic Plan Socialisation meetings.
- 5.1.2 The Chair of the Committee is to provide an annual report to the Board's Annual

General Meeting and for the HIMAA Annual Report.

5.2 Review of Terms of Reference

5.2.1 The Terms of Reference of the Education Committee must be reviewed by the Committee, and subsequently endorsed by the Board, each two years.
