



HIMAA MEMBERSHIP AWARDS PROGRAM

The Health Information Management Association of Australia recognises membership contribution to the Association and the profession through a range of annual awards and certifications.

This range consists of:

- Service and Achievement Awards
- Professional Credentialing Certificates
- Life Membership

These awards are offered at Branch and National level except Life Membership, which is awarded only by the association's Board of Directors.

Service and Achievement Awards

HIMAA recognises member service to the Association and/or significant achievements on behalf of the Association or the health information management profession in two categories:

- Student
- Practitioner

Awards in these two categories are conferred at two levels:

- Branch
- National

Branch Level

Each year, HIMAA Branches, through the Branch Convenor, call for nominations for two service and achievement awards:

- Branch Student of the Year
- Branch Practitioner of the Year

The call is issued to branch members on behalf of the Convenor. The initial notification will be advertised in HIMAA Matters, further notifications will be made through social media and e-Alert by HIMAA's Membership Officer. Nomination forms will be emailed directly to the Convenor via the branch email address.

Student of the Year

Student members eligible for consideration by a branch as **Student of the Year** with that branch are students who are nominated by their supervisor in a work placement, or by a branch member who experienced a positive engagement with such a student during work placement, such that if given the opportunity upon graduation they would employ them. Nominees for branch Student of the Year are assessed by the branch executive on the basis of the following criteria.

Branch Student of the Year criteria (at least one of the following):

- active involvement in HIMAA events and committees,

HIMAA MEMBERSHIP AWARDS PROGRAM



- papers or posters submitted to branch PD events or the national HIMAA annual conference or at HIM Week,
- Workplace placement:
 - initiative
 - attendance and punctuality
 - recommendation by the Supervisor that the student would be employable upon graduation

A branch Student of the Year is conferred this award in a manner determined by the Branch Convenor, with a modest value add to the award certificate also as determined by the Branch Convenor.

Nomination forms for branch Student of the Year are available [HERE](#). These should be submitted at least **two months** prior to the HIMAA Annual General Meeting.

Practitioner of the Year

Members eligible for nomination as **Practitioner of the Year** must have been financial HIMAA members for all of the immediately preceding financial year in the categories of Fellow, Full, Senior Associate and Associate Member. They must also still be HIMAA members at the time of award presentation or conferral. Any financial HIMAA member or Life Member is able to **nominate** a member in their branch in either or both of the above categories.

Members who have been awarded a service and achievement award **in the preceding five years** are **not eligible** for nomination except in extraordinary circumstances. The decision for admitting such a nomination rests with the Branch Convenor, in consultation with the Branch's Awards Panel.

Practitioner of the Year **nomination forms** are available [HERE](#).

Nominations forms will be received by the Branch Convenor via the branch email, for review by the Branch's Awards Panel. Membership of this panel is drawn by the Branch Convenor from the Branch Committee or Executive or, if there is neither, then from the Branch membership. There is no limit to the number of members of a Branch Awards Panel. The Branch Award Panel's recommendation to Branch President or Convenor is final. The Branch Convenor's decision in response to the recommendation is final.

Criteria for assessment of nominations include:

- Longevity of continuous HIMAA Membership
- Length of service
- Range of service (e.g. PD or Conference presentations, papers published)
- Offices held in service (e.g. committee or working group, chair)
- Impact of service
- Nature of achievement(s)
- Number of achievements



HIMAA MEMBERSHIP AWARDS PROGRAM

- Impact of achievements
- Member testimonials

Branch Awards should be **nominated** at least **two months** prior to the next HIMAA AGM. The HIMAA Membership Officer is notified of successful nominees as soon as the award decision is made by the Branch Convenor.

The Awards are **presented** in a manner determined by the Branch and at the HIMAA annual conference.

It is noted that the Branch Convenor also has the prerogative of awarding individual service and achievement awards at their discretion to Branch members whose service and or achievements merits particular recognition.

National Level

The HIMAA Board is notified of successful Branch award recipients of Student of the Year and Practitioner of the Year in each Branch. The nomination documentation for each recipient is tabled at the Board's penultimate meeting prior to the AGM and the Directors selects from these recipients two national awards, one in each category:

- National Student of the Year
- National Practitioner of the Year

These two awards are presented at the HIMAA AGM, after the presentation of Branch awards.

At its discretion, the Board may develop its own processes for choosing the **National Practitioner of the Year** award recipients. It may for instance, form a working group of the Board, or utilise a Membership Committee. The Board's decision-making process is its prerogative, and its decision is final. The criteria used by the Board, however, are the same as those applied by the Branches above.

Students eligible for nomination as **National Student of the Year** must be a HIMAA member who has completed either a HIMAA-accredited degree course or a HIMAA Approved Program. Completion needs to have been during the immediately preceding financial year.

The relevant course coordinator will be approached to provide a reference for the nominated student on a voluntary basis and may be asked to approach the students to accept the award.

The student, if they agree to accept the award, will be offered either free registration to the next HIMAA Conference, at which they will be conferred their award, or free New Graduate membership of HIMAA. New Graduate membership is, by definition, only for the first year upon graduation.

HIMAA MEMBERSHIP AWARDS PROGRAM



Professional Credentialing Scheme Certificates

Throughout the year, members are encouraged through the range of HIMAA communication to enrol in the association's quality assurance and quality improvement program for health information management professionals, the HIMAA Professional Credentialing Scheme. Through submission of an application form, and a completed diary template demonstrating attainment of 75 points in HIMAA-recognised continuing professional development (CPD) activity over the preceding 12 months, HIMAA members can become recognised as Certified Health Information Managers (CHIMs) or Certified Health Information Practitioners (CHIPs) depending on their membership category.

A CHIM or a CHIP then has to submit a diary demonstrating participation in at least 150 points of HIMAA-recognised CPD activity every two years to maintain currency of this credential.

At HIMAA's AGM, the National President of the organisation names the recipients who have successfully joined the PCS in the preceding 12 months, as well as those renewing CHIMs and CHIPs, in acknowledgement of their ongoing commitment to the profession.

Life Membership

Each year, at its discretion, HIMAA awards one Life Membership to a Full Member, Senior Associate or Fellow Member who, in the opinion of the Board, has rendered distinguished service to the health information management profession.

The Award is presented at the Association's Annual General Meeting AGM.

Ten (10) weeks prior to the HIMAA AGM, a Call for Nominations is communicated to HIMAA's financial membership (including existing Life members). This communication stipulates that a nomination needs to include the following information regarding the nominee:

- **Service to HIMAA**
 - National Board
 - National Committees
 - Editorial Board
 - Board Working Groups
 - Branch
 - HIMAA representative on external committees/boards/panels
- **Professional History**
 - Appointments
 - Contributions in professional capacity
- **Peer testimonials** from fellow HIMAA members
- Any additional information that may be of assistance to the Board

The communication also stipulates that to be eligible for consideration, both the proposer of the nomination and the nominee needs to be a current financial member of HIMAA. It is also clear that the nominee is not to be approached in relation to their nominee, either by the proposer or any of the peers providing information or testimonials to support the nomination.

HIMAA MEMBERSHIP AWARDS PROGRAM



Nominations received are tabled at the penultimate HIMAA Board meeting before the HIMAA AGM. At this Board meeting, a selection is made by the Board, based on the information sought in the Call for Nominations, of one of those nominated for the award of Life Membership at the HIMAA AGM. If the Board does not feel it has received any nominations meriting the award, it is at the Board's discretion to make no award for that year.

As a result of the Board's decision at this meeting, the CEO is instructed to in confidence approach the successful nominee and seek their acceptance of the award. This approach is generally made by phone. If the nominee accepts, the CEO will then offer the nominee appropriate support in attending the AGM in order to receive the award. The CEO advises the nominee that the award must remain confidential until the HIMAA AGM.

Upon acceptance of the nomination, the CEO notifies the proposer of the nomination, advising them that the award remains confidential until the HIMAA AGM. At the AGM, the national President of HIMAA presents the Life Membership award to the successful nominee as the climax to HIMAA award presentations at the meeting. The Life Member is offered an opportunity to respond.