

HIMAA Education Committee

Terms Of Reference

1. General

The HIMAA Education Committee is established by the HIMAA Board of Directors under the authority granted the Board of Directors by Article 82 of the Company's Articles of Association.

The proceedings of the Education Committee are to conform to the provisions of Article 82 of the Company's Articles of Association.

2. Function

The functions of the HIMAA Education Committee are to:

- a. Regularly review and accredit tertiary education programs in health information management.
- b. Oversee the development and continued refinement of competency standards for health information management.
- c. Advise the HIMAA Board, and on behalf of the Board, develop policies on matters related to tertiary education and training in the areas of expertise of health information managers.
- d. Liaise, where appropriate, with other organisations involved in tertiary education relevant to health information management.
- e. Advise the HIMAA Board on matters relating to Professional Development, and on behalf of the Board, provide oversight and governance of HIMAA's Professional Development program.
- f. Develop international reciprocal recognition of HIM qualifications.

3. Membership

The Education Committee will consist of:

- a. One representative from each of the Schools of HIM in Australia. Representatives will represent not more than 50% of voting membership of the Committee;
- b. At least four HIMAA member representatives, other than those in 2.A, above;
- c. At least one member of the HIMAA Board,
- d. Chief Executive Officer, HIMAA or delegate;
- e. HIMAA PD Officer (observer status); and
- f. At the Board's discretion, a representative external to the HIM profession.

The Chairperson is to be elected by the committee from 3.b or 3.c, above.

To maintain the soundness and value of the approval process all those involved must be alert to

current developments in education and health information management, to the effectiveness of current practices and policies and to the evidence of the need for change.

4. Quorum

A quorum will consist of 60% of the membership of the committee.

5. Appointment

Members, other than representatives of Schools of HIM and the Chief Executive Officer, HIMAA will be appointed by the Board.

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 committee. Provision exists for re-appointment.

6. Frequency of Meetings

The committee will meet at least twice per year. The committee may schedule additional meetings as it sees fit. Meetings may be held by teleconference, or face – to – face.

The HIMAA Board may direct the committee to meet at other times.

7. Reporting Responsibility

The committee reports to the HIMAA Board .

The Chair of the Education Committee is to provide the Annual Performance Measures report (per Attachment 1) to the Board at the first Board meeting of each new Financial Year, or as otherwise directed by the Board.

8. Review

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

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

| Performance Measure | Assessment | | | |
|--|------------|---|---|----------|
| | 1 | 2 | 3 | Comments |
| Regularly review, report and make recommendations to the HIMAA Board regarding the accreditation of tertiary education programs in health information management. | | | | |
| Oversee the development and continued refinement of competency standards for health information management. | | | | |
| Advise the HIMAA Board, and on behalf of the Board, develop policies on matters related to tertiary education and training in the areas of expertise of health information managers. | | | | |
| Liaise, where appropriate, with other organisations involved in tertiary education relevant to health information management. | | | | |
| Advise the HIMAA Board on matters relating to Professional Development, and on behalf of the Board, provide oversight and governance of HIMAA's Professional Development program. | | | | |
| Develop 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.