



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 Rule 71 of the Company's Constitution.

The proceedings of the Education Committee are to conform to the provisions of Rule 71 of the Company's Constitution.

2. Function

The functions of the HIMAA Education Committee are to:

- a. Act as the Board's delegate in academic governance over the journey of lifelong learning of HIMAA members as provided for by the association;
- b. Regularly review the education and training environment for health information professionals to provide timely and strategic advice on opportunities, risks and issues to the Board;
- c. On behalf of the Board, develop policies and standards relevant to the delivery of education and training for health information managers and clinical coders;
- d. Oversee the implementation of elements of the HIMAA Strategic Plan relating to education and training and continuing professional development, in the context of the lifelong learning journey of the HIM professional;
- e. Support the Board in providing strategic leadership nationally and internationally on the setting of standards and curriculum, and the delivery of education and training, for the health information profession.
- f. Oversee the development and continued refinement of competency standards for health information management (HIM) and clinical coding (CC) in the context of a lifelong professional's curriculum framework;
- g. Identify and, where appropriate, engage strategically with other stakeholders involved in education and training relevant to health information professionals;
- h. Ensure the academic development and delivering of suitable qualifications of authoritative standing for health information professionals at the vocational, tertiary and postgraduate levels of education and training;
- i. Approve educational programs, courses and their providers for HIMAA membership categories and professional development purposes;
- j. Develop international reciprocal recognition of HIM and CC qualifications;
- k. Oversee the evaluation and monitoring of performance of HIMAA and HIMAA-accredited and –approved education and training in the health information professions;
- l. Maintain a structure of three Sub-Committees with membership of suitable expertise to deliver Education Committee functions in the three education and training levels of vocational, tertiary and post-graduate professional development; and
- m. Evaluate and review its performance, including of its Sub-Committees, on an annual basis at its November meeting.

3. Membership

3.1 The Education Committee consists of:

- a. The Chairs from each Sub-Committee of the Education Committee (or delegate);
- b. At least three HIMAA member representatives, other than those in 3.a above;
- c. At least one member of the HIMAA Board, who is not involved in teaching in any one of the HIMAA or HIMAA-accredited or –approved education and training activities, to Chair the Committee;
- d. HIMAA Chief Executive Officer or delegate;
- e. At the Education Committee’s discretion (and endorsed by the HIMAA Board) a person with general education expertise who is external to the HIM profession;
- f. The HIMAA Education & Training and Professional Development Managers (observer status); and
- g. At the Education Committee’s discretion, individuals or representatives of institutions granted observer status.

3.3 The Chairperson is to be elected by the committee from 3.1b or 3.1c, above.

3.4 The Chair of each Sub-Committee in 3.1a represents the Education Committee on that Sub-Committee and vice versa.

3.5 The Education 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 Education Committee but members of the Working Party would not have voting rights.

3.6 To maintain the rigour and robustness of the Committee’s approval and accreditation processes, 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, including the Chair (or Acting Chair).

5. Appointment

5.1 Members, other than representatives of HIM and CC education and training organisations and the Chief Executive Officer, will be selected and appointed by the Education Committee, subject to ratification by the Board.

5.2 Appointment will be for a term of two years, with unlimited provision for re-appointment and capacity for the negotiation of half-term extensions in the interests of maintaining “corporate memory” within the committee.

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

6. Frequency of Meetings

6.1 The committee will meet at least quarterly. The committee may schedule additional meetings

as it sees fit. Meetings may be held by teleconference, or face – to – face.

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

7. Reporting Responsibility

7.1 The committee reports to the HIMAA Board. It Sub-Committees report to the Committee

7.2 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 Calendar 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.

Attachment 1

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

Performance Measure	Assessment			
	1	2	3	Comments
Act as the Board's delegate in academic governance over the journey of lifelong learning of HIMAA members as provided for by the association.				
Regularly review the education and training environment for health information professionals to provide timely and strategic advice on opportunities, risks and issues to the Board.				
On behalf of the Board, develop policies and standards relevant to the delivery of education and training for health information managers and clinical coders.				
Oversee the development and continued refinement of competency standards for health information management (HIM) and clinical coding (CC) in the context of a lifelong professional's curriculum framework.				
Identify and, where appropriate, engage strategically with other stakeholders involved in education and training relevant to health information professionals.				
Ensure the academic development and delivering of suitable qualifications of authoritative standing for health information professionals at the vocational, tertiary and postgraduate levels of education and training.				
Develop international reciprocal recognition of HIM and CC qualifications.				
Oversee the evaluation and monitoring of performance of HIMAA and HIMAA-accredited and -approved education and training in the health information professions.				
Maintain a structure of three Sub-Committees with membership of suitable expertise to deliver Education Committee functions in the three education and training levels of vocational, tertiary and post-graduate professional development.				
Support the Board in providing strategic leadership nationally and internationally on the setting of standards and curriculum, and the delivery of education and training, for the health information profession.				
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 at the Committee's November meeting in preparation for submission to the Board's first meeting of the Calendar Year, or at such other time as Committee and Board determine.