



## Health Information Management Association of Australia

### EDITORIAL BOARD TERMS OF REFERENCE

#### 1. Purpose

- 1.1 The Editorial Board of the peer-reviewed Health Information Management Journal (HIMJ) and the professional practice journal, Health Information Management-Interchange (HIM-I) is established by the HIMAA Ltd (HIMAA) Board of Directors under the authority granted the Board of Directors by Rule 71 of the HIMAA Constitution..
- 1.2 The proceedings of the Editorial Board are to conform to the provisions of Rule 71 of the HIMAA Constitution.
- 1.3 The purpose of HIMAA professional journals produced by the Association, such as the HIMJ and HIM-I, is to uphold the academic rigor and standing of the health information management profession as defined by the Association.

#### 2. Composition

- 2.1 The Editorial Board consists of ten to twelve members, as follows:
  - 2.1.1 Five members (at least three of whom are from the health information management discipline and eligible for full membership of HIMAA Ltd whose membership must remain current during their term) are appointed as described in Item 5 below,
  - 2.1.2 A nominee of the Board of Directors of the Health Information Management Association of Australia Limited (HIMAA),
  - 2.1.3 Editor in Chief,
  - 2.1.4 Editor, and
  - 2.1.5 Two to four Associate Editors
- 2.2 In addition, the following are *ex officio* members:
  - 2.2.1 Chief Executive Officer of HIMAA
  - 2.2.2 Managing Editor.
- 2.3 The Editorial Board may appoint officers to assist with the journals and the Editorial Board in an honorary capacity.

#### 3. Accountability

- 3.1 The Editorial Board reports to the HIMAA Board quarterly and annually.
- 3.2 The Chair of the Editorial Board is to provide an annual report to the Board's November meeting per the Annual Performance Measures report (Attachment 1), or as otherwise directed by the Board.

#### 4. Frequency and time of meetings

- 4.1 The Editorial Board and its Planning Sub-Committees meet as frequently as required to fulfil its terms of Reference,

## **5. Functions and responsibilities**

### **5.1 The Editorial Board is responsible for:**

5.1.1 The regular and timely production of HIMJ and HIM-I in order to extend knowledge, improve practice and facilitate communication in the field of health information management and other related areas. Editorial Board members work actively, as appropriate, to:

- 5.1.1.1 solicit contributions,
- 5.1.1.2 identify suitable reviewers,
- 5.1.1.3 participate as reviewers,
- 5.1.1.4 provide input on the content and direction of issues, and
- 5.1.1.5 promote the journals extensively.

5.1.2 The Editorial Review Panel, providing expert advice relating to papers submitted to HIMJ to recommend for peer review.

5.1.3 The Reviewer database, ensuring there are sufficient members, appropriately qualified and experienced, to referee papers.

5.1.4 Ensuring that submissions to the journals are dealt with fairly and objectively and that, in the case of HIMJ, the guidelines for peer review are followed.

5.1.5 Developing editorial policies to guide the content, scope, purpose and style of the journals.

5.1.6 Ensuring that each issue of the HIMJ and HIM-I is reviewed to ensure adherence to these policies.

5.1.7 Regularly reviewing (at least annually) its membership.

5.1.8 In conjunction with annual HIMAA business planning, developing an annual business plan within a given budget for the following financial year. This will include production and governance planning for the year, such as, the planned number of issues for the year and the planned number of Editorial Board meetings for the year.

## **6. Appointment – members of Editorial Board**

6.1 Nominations for membership of the Editorial Board are sought through a transparent process that enables equality of opportunity for HIMAA members. All nominations are received and considered by the Editorial Board which recommends the appointment to the HIMAA Board for ratification.

6.2 The Chair of the Editorial Board is a health information management professional, elected by the Editorial Board from among its members. The office of Chair is held for a three-year term which may be extended for additional terms.

6.3 From the membership of the Editorial Board, the Editorial Board appoints all positions, in accordance with the guidelines below. The following positions are subject to ratification by the HIMAA Board:

- 5.3.1 Editor in Chief,
- 5.3.2 Editor, and
- 5.3.3 Managing Editor (ex officio member).

- 6.4 The Editor in Chief:
  - 5.4.1 Is a health information management professional who is a Full member of HIMAA; and
  - 5.4.2 Has a research and publication profile of international standing.
- 6.5 The Editor:
  - 6.5.1 Is a health information management professional who is a Full member of HIMAA; and
  - 6.5.2 Has exposure to both the academic and the practical application of health information management.
- 6.6 The Managing Editor is recruited and appointed by the Editorial Board through a transparent selection process. The Managing Editor:
  - 6.6.1 Has expertise in editing and journal production and need not be a health information management professional; and
  - 6.6.2 Is responsible for general management of the journals. Details are covered in a Duty Statement.
- 6.7 Associate Editors:
  - 6.7.1 Are health information management professionals who are members of HIMAA; and
  - 6.7.2 Accept responsibility for individual issues of HIM-I. Details are covered in a Duty Statement.
- 6.8 The term of office for all members and office-bearers is three years, which may be extended for additional terms.
- 6.9 Where the terms of two or more long serving (at least one full term) Editorial Board members expire simultaneously, the Chair of the Editorial Board 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 and the out-going member or members.
- 6.10 Members of the Editorial Board are expected to attend at least 75 per cent of meetings. Where this does not occur the Chair may request the member's resignation.

## **7. Appointment – International Advisory Board**

- 7.1 The Editorial Board is responsible for appointing individuals to the International Advisory Board, ensuring there are sufficient participants, appropriately qualified and experienced, to serve the functions established for this Board.
- 7.2 To be eligible for appointment to the International Advisory Board, an individual must be eminent in the health information field (although not necessarily a professional of that field), and be willing to undertake the responsibilities established from time to time for this Board.
- 7.3 Each Board member is initially asked to serve a three-year term, which may be extended for additional terms.
- 7.4 The Editorial Board is responsible for ensuring members of the International Advisory Board are provided with a complimentary journal subscription for the duration of their service; this includes print issues. The Editorial Board is responsible for ensuring International Advisory Board members' names and affiliations are included in all print and digital issues of *HIMJ*, and are included on the *HIMJ* (HIMAA) website.

## **8. Quorum**

- 8.1 A quorum shall be at least 50% + 1 of the Editorial Board members at the date and time of the meeting being held.