



HIMAA WORKFORCE COMMITTEE

TERMS OF REFERENCE

DOCUMENT INFORMATION

This is a document controlled by the Chair of the Workforce Committee.

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them.

Version Notes Changes made by Date

1. Version 1 of these Terms of Reference finalised by the Workforce Committee on 30/08/2018 for submission to the HIMAA Board for approval.
2. Submitted to HIMAA Board for approval 23/10/2019
3. Board approved 23/10/2019

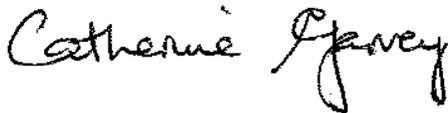
SIGN OFF

Julie Brophy

Chair

HIMAA Workforce Committee

Date: 21 August 2018



Approved: Catherine Garvey

President

Health Information Management Association of Australia

Date: 23 October 2018

REVIEW DATE

This document will be reviewed biennially from date of approval.

TABLE OF CONTENTS

Contents

WORKFORCE COMMITTEE TERMS OF REFERENCE.....	4
1. BACKGROUND.....	4
2. PURPOSE.....	4
3. MEMBERSHIP	5
4. MEETINGS.....	6
5. AGENDA AND MINUTES.....	6
6. SECRETARIAT	7
7. INDUCTION OF NEW MEMBERS	7
8. ANNUAL REVIEW	7
Annual Performance Measures	8

Health Information Management Association of Australia WORKFORCE COMMITTEE TERMS OF REFERENCE

1. BACKGROUND

1.1 The Board of the Health Information Management Association of Australia (HIMAA) has established the Workforce Committee as part of its governance framework to take forward the work originally undertaken by the previous Workforce Working Group.

1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively as part of the governance framework of the Association.

1.3 The Committee will report to the Board quarterly or as required.

2. PURPOSE

The key purpose of the committee is to oversee and provide advice to the HIMAA Board on the implementation of Strategic Priorities 1.3.1 and 2.3.1 of the 2017-22 HIMAA Strategic Plan, and on emerging issues relevant to the HIM workforce as one of two foundations of HIMAA's Strategic Framework.

2.1 Role

The role of the Committee is to assist HIMAA in positioning the HIM profession to ensure:

- a) Delivery of Strategic Priorities 1.3.1 and 2.3.1 of the 2017-22 HIMAA Strategic Plan
- b) Underpinning of the role of HIM workforce as one of two foundations of HIMAA's Strategic Framework;
- c) Analysis of the state of the existing HIM Workforce to identify capabilities, capacity, skills and gaps, and any changes in these that HIMAA may need to address;
- d) Advocacy for the HIM Workforce to and on behalf of the HIMAA Board;
- e) Identification and promotion of workforce initiatives, successes and champions;
- f) Advice is provided to the HIMAA Board on education and professional development needs that emerge or are insufficiently addressed in the HIM Workforce;
- g) Progress on changes that support development of the profession through system levers including professional classifications (eg. ANZSCO), industrial awards, job classifications, certification, accreditation, capability frameworks and career pathways;
- h) other relevant issues as identified by the Committee are addressed.

2.2 Responsibilities

The responsibilities of the Committee are to:

- a) Liaise with the HIMAA Board and its governance committees, working groups and special interest groups (SIGS) to ensure that HIM workforce issues are addressed as one of two foundations of HIMAA's Strategic Framework;
- b) Ensure the Board, its governance committees, working groups and SIGS, and the membership are informed as required on the current state of workforce in the HIM profession, including workforce needs;

- c) Advise the HIMAA Board on issues related to HIM Workforce and on workforce policies required to address these issues for Board endorsement;
- d) Oversee implementation of the strategic priorities of the HIMAA Strategic Plan relevant to HIM Workforce;
- e) Monitor and promote HIMAA advocacy on workforce needs on behalf of the HIM profession;
- f) Advise and, where possible, report on engagement with stakeholders relevant to implementation of the HIMAA Workforce Strategy;
- g) Provide advice on the HIM profession's workforce to the Board as requested, particularly for the preparation of policy and advocacy submissions;
- h) Provide Committee reporting to the Board on a quarterly basis, as well as for inclusion in HIMAA's Annual Report; and
- i) Undertake tasks to assist in development and delivery of Committee objectives as delegated.

2.3 Role of the Chair

The Chair is responsible for:

- Organising and facilitating meetings;
- Ensuring committee members are provided with at least a weeks' notice of meetings, preferably to an annual schedule of meetings;
- Developing the Agenda;
- Ensuring circulation of the Agenda and meeting documents by at least 3pm on the Friday prior to a meeting so that members have sufficient time to consider any Agenda items;
- Reviewing Draft Unconfirmed Minutes in a timely fashion;
- Ensuring meetings record decisions and actions with appropriate formality such that minutes can reflect these for reference in perpetuity;
- Organising any presentations to or at events on behalf of the Committee; and
- Delegating these functions to Committee members as they see fit.

3. MEMBERSHIP

3.1 HIMAA recognises the diverse needs of members and encourages members to participate in the Workforce Committee. Membership is open to financial HIMAA members, who are:

- Fellow, Full, Senior Associate or Associate members
- Students currently enrolled in an accredited Health Information Management degree or HIMAA Clinical Coding Course
- Life members

3.2 The Chair of the committee must be a HIMAA member, and is appointed by the HIMAA Board either through an Expression of Interest process or by Board selection, as the Board deems appropriate.

3.3 A Deputy Chair is appointed by the Chair and/or the Committee, as desired, to chair meetings when the Chair is unavailable, or needs to stand aside from the Chair for consideration of a conflict of interest.

- 3.4 Member representation on the Committee is encouraged from government, health (public and private) and education sectors, private industry and the HIM student population, as well as representatives from state and territory jurisdictions.
- 3.5 Membership will include a Board Liaison representative.
- 3.6 The Committee will consist of no more than 8 members and no less than 4.
- 3.7 A term of membership will be for 2 years, with an option to renew for up to a total of 4 continuous terms. There is no limit on the number of discontinuous terms. Return to Committee membership by former experienced members is encouraged.
- 3.8 Members who are not Board appointments are selected by the Chair of the Committee on Expression of Interest (Eols). Calls for Eols are arranged as required through the Office of the CEO.

4. MEETINGS

- 4.1 The Committee will meet quarterly or as required by the Chair.
- 4.2 Meetings will be conducted by teleconference.
- 4.3 Meetings will be conducted on a formal basis and are to be minuted.
- 4.4 A quorum consists of the Chair (or Deputy Chair) plus sufficient committee members to equal or exceed half of the total membership of the Committee.
- 4.5 If a meeting does not achieve a quorum within five minutes of commencement, the meeting can proceed but will be unable to make decisions that can be minuted or implemented. Should a quorum be achieved at any stage during such a meeting by the attendance of sufficient members, the meeting can resume decision-making and minuted status.
- 4.6 If the Deputy Chair is not able to attend a meeting they are delegated to chair, it is their responsibility to ensure a Committee member is able to act as Acting Chair at the meeting as their delegate.
- 4.7 It is the responsibility of whichever Committee member chairs a meeting to review Draft Unconfirmed Minutes of the meeting, preferably within 5 working days of the meeting, for distribution to the Committee as Unconfirmed Minutes.

5. AGENDA AND MINUTES

- 5.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, preferably by 3pm on the Friday prior to the meetings.
- 5.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.
- 5.3 Draft Unconfirmed Minutes will be submitted to the Chair, preferably within 5 working days of a meeting.
- 5.4 The Minutes must record the following:
- Date of meeting;
 - Attendees, apologies and absentees;
 - Amendments as described
 - Agenda items discussed;

- Action items (including responsibility and timeframe);
- Decisions taken (including rationale for decisions).

5.5 Once approved by the Chair, Draft Unconfirmed Minutes are distributed to the Committee as Unconfirmed Minutes, so that Committee members may pursue actions from the meeting.

5.6 Unconfirmed Minutes are confirmed by the Committee at the meeting following the meeting minuted.

5.7 Confirmed Minutes are approved under signature of the Chair and filed with the Office of the CEO in a nominated location containing the agenda and papers for the meeting minuted. The Chair's signature can be administered electronically.

6. SECRETARIAT

6.1 Secretariat support will be provided by the Office of the CEO.

6.2 The Secretariat will be responsible for the preparation, under the Chair's direction, and circulation of the meeting agenda and minuting meetings, and for the lodgement of meeting papers on the Workforce Committee's closed-access document management website.

6.3 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are stored in a regularly backed-up central file.

7. INDUCTION OF NEW MEMBERS

7.1 As a form of induction, it is the responsibility of the Chair to provide new Members with a copy of the following documents prior to their first meeting:

- the Terms of Reference (if not already supplied);
- any governance framework and documents;
- the minutes of the last three meetings of the Committee available.

8. ANNUAL REVIEW

8.1 Each November the HIMAA Board will undertake a review of the operation and functioning of the Committee with particular reference to the extent to which the Committee has discharged its role and responsibilities. Where appropriate, the review should make recommendations for improvements.

8.2 An annual performance self-assessment is to be provided by the Committee to the HIMAA Board for the purpose of 8.1 using the template in Attachment 1 to this document.

Attachment 1

**Annual Performance Measures
for the
HIMAA WORKFORCE COMMITTEE**

Performance Measure	Assessment			
	1	2	3	Comments
Advice to HIMAA Board on HIM workforce issues				
Analysis of existing state of the HIM workforce				
HIM workforce advocacy on behalf of Board				
Promotion of workforce initiatives, successes and champions				
Advice to Board on emerging or unaddressed education and PD needs				
Progress in supporting industrial development of profession eg. awards, job classifications, certification, career etc.				
Liaison with other Board committees to address workforce issues				
Information on current state of workforce to Board's committees, working groups and SIGS, and to the membership				
Advice and report of stakeholder engagement per HIMAA Workforce Strategy				
Advice provided to Board for preparation of policy and advocacy submissions				
Overall performance of the Committee				
Performance of the Chair				
Effectiveness of meetings				
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 Committees' November meeting in preparation for submission to the Boards' first meeting of the next calendar year, or at such other time as the Committee and Board determine.