



**HEALTH INFORMATION MANAGEMENT
ASSOCIATION OF AUSTRALIA PTY LTD (HIMAA)
PRACTICE QUALITY AND
SAFETY STANDARDS COMMITTEE

TERMS OF REFERENCE**

DOCUMENT INFORMATION

This is a document controlled by the Chair of the HIMAA Practice Quality and Safety Standards 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

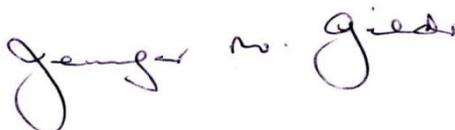
1. Initial Draft Jennifer Gilder, Director HIMAA Board September 2014
2. Reviewed and revised by the HIMAA Board 6 October 2014
3. Accepted by the Practice Quality & Safety Standards Committee 25 November 2014
4. Reviewed by the Practice Quality and Safety Standards Committee January 2016 and Version 2 recommended to Board 17 May 2016.
5. Version 2 endorsed by the HIMAA Board 25 May 2017

SIGN OFF

Endorsed by: Jenny Gilder

Chair

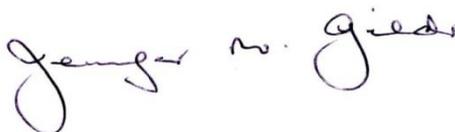
HIMAA Practice Quality and Safety Standards Committee



Date: 17 May 2016

Approved: Jenny Gilder

President: HIMAA



Date: 25 May 2016

REVIEW DATE

This document will be reviewed as changes in the Committee's role require.

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1. BACKGROUND

1.1 The Board of the Health Information Management Association of Australia(HIMAA) has established the Practice Quality and Safety Standards Committee as part of its governance framework.

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 National Board as required.

2. PURPOSE

The development of standards and guidelines for professional practice in order to establish and maintain a national benchmark for the profession on quality and safety in practice, and to underpin negotiations undertaken by the profession on industrial awards and conditions.

3. ROLE

3.1 Contribute to the development and implementation of HIMAA's strategic plan as it relates to quality practice and safety standards by:

- a) Delineation and identification of the HIM professional from other functional roles within the health system;
- b) In consultation with the Education Committee, develop a practice -based framework for competency standards for Health Information Managers (HIMs) and Clinical Coders (CC)
- c) Describe a range of occupations associated with the emerging, expanding and diversified health industry; the descriptions to act as a template for what constitutes a professional practitioner in health information management.
- d) Develop a process by which HIM practitioners are recognised and authorised as a member of the profession, including mentoring support for entry and supervision for non-compliance.
- e) Revisit the Code of Ethics for HIMs and CCs and develop Codes of Ethics in other occupations involved in health information management.
- f) Develop a practice-based framework and standards for quality assurance and quality control in the profession, based on the praxis of quality improvement, a professional credentialing system and the common practice of audit.
- g) Ensuring Work Health and Safety (WHS) principles and legislation, as it relates to HIMs and CCs are disseminated, with particular emphasis on emerging professional "hot spots" including remote coding.
- h) Outlining the legislation governing the profession including privacy legislation.
- i) The development of guidelines for the applications of standards including:

- Qualifications recognition and development to reflect the range and hierarchy of occupations in the HIM profession.
- Guidelines for employers and contractors for recruitment and advertising for HIM and CC professionals.
- Positioning the profession industrially with both unions and employers.
- National job classifications for HIMs and CCs and other professions within the health information management space.
- National award structures for HIMs and CCs and other professions within the health information management space.

4. MEMBERSHIP

4.1 Membership of the Committee consists of the following:

- HIMAA Board-appointed Chair
- HIMAA Board Director (Deputy Chair)
- HIMAA Members with HIMAA endorsed qualifications who are eligible for Senior Associate or Full membership of HIMAA

In attendance

- Chief Executive Officer (CEO), HIMAA

4.2 It is a requirement that a deed of confidentiality is to be signed by all members of the Committee before participating in any Committee activity.

4.3 A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement.

4.4 The Committee will advertise for new members through the HIMAA web site as required.

4.5 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) the Deputy Chair will act as Chair.

4.6 Membership of the Committee is endorsed by the HIMAA Board.

4.7 Each HIMAA Member will be appointed for a period of 2 years, at which time a re-nomination process will occur.

5. MEETINGS

5.1 The Committee will meet quarterly or as required by the Chair.

5.2 Meetings will be conducted by teleconference.

5.3 Meetings will be conducted on a formal basis and be minuted.

5.4 A quorum consists of a total of half of the membership of the committee plus one.

6. AGENDA

6.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, not less than 48 hours prior to a meeting.

6.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

6.3 Financial or risk concerns from this committee are to be referred to the Finance and Risk Management (FARM) Committee.

7. MINUTES

7.1 Minutes of the meeting will be forwarded to members within 2 weeks following the meeting.

7.2 The Minutes must record the following:

- Date of meeting
- Attendees, apologies and absentees
- Agenda items discussed
- Action items (including responsibility and timeframe)
- Decisions taken (including rationale for decisions)

7.3 Minutes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of the action items outstanding.

7.4 Draft Unconfirmed Minutes must be approved by the Chair.

7.5 Once approved, the Unconfirmed Minutes of the meeting will be circulated to all committee members by email.

8. REPORTS

8.1 The following report (known as Standing Reports) will be tabled regularly:

- Deliver a report to the HIMAA Board as required
- Deliver an annual report to the HIMAA Board

9. SECRETARIAT

9.1 Secretariat support will be provided by HIMAA staff.

9.2 The Secretariat (in liaison with the CEO) will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.

9.3 The CEO will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers & minutes) are stored in central file that is backed up.

10. INDUCTION OF NEW MEMBERS

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

- the Terms of Reference (if not already supplied)
- any relevant frameworks
- the minutes of the last three meetings of the Committee

11. ANNUAL REVIEW

11.1 Each November the HIMAA National 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 roles and responsibilities. Where appropriate the review should make recommendations for improvements.

11.2 A copy of the review report is to be provided to the Committee and performance recommendations to the HIMAA Board for annual business planning.