



**HEALTH INFORMATION MANAGEMENT ASSOCIATION
OF AUSTRALIA**

TERMS OF REFERENCE

**NATIONAL PRIVATE HOSPITAL
SPECIAL INTEREST GROUP**

1. Purpose

National Private Hospital Special Interest Group is structured as a forum for the Health Information Management Association of Australia (HIMAA) to discuss issues of common interest, to share information and to promote best practice that relates to particular areas of employment in private hospitals. The SIG provides an opportunity for networking and enhancing knowledge through professional development. The SIG also provides members with opportunities for interaction and a platform to contribute to relevant HIMAA national and state dialogue and strategy development.

This SIG is formed on a national basis and functions as a constituent of the HIMAA National Board.

2. Composition

HIMAA recognises the diverse needs of members and encourages members to participate in a SIG that addresses their specific needs. Membership is open to current financial members of HIMAA who are:

Full, Senior Associate or Associate members

Students currently enrolled in an accredited Health Information Management degree or equivalent or an HIMAA Clinical Coding Course (? OTEN NSW)

The Convenor of this SIG must be a current financial member of HIMAA.

A quorum will be 4 members.

3. Accountability

This SIG is to provide a brief quarterly report to the HIMAA National Board as appropriate.

The Convenor of this SIG is responsible for compiling this report.

4. Frequency and time of meetings:

This SIG will meet every 4 months, however an initial meeting and a further meeting will be held prior to the National Conference on 7-9 October, 2014.

5. Functions and responsibilities:

All the members of this SIG must be active participants in meetings and to nominate topics for the agenda. Members are encouraged to submit apologies prior to meetings if unable to attend.

6. Convenor

The Convenor is allocated through an expression of interest from the members. The member acting as the Convenor may act in this position for no more than two terms. However if the SIG agree that it is in the best interests of the members for the convenor to fill this role for another term, HIMAA National Board is to be advised of this decision.

The Convenor is responsible for:

Organising and facilitation meetings

Confirming the agenda

Advice of meeting

Circulating the agenda at least one week prior to a meeting

Organising any presentations or events

The Convenor may delegate any of these functions if deemed appropriate

7. Recording and distribution of minutes of meetings:

Minutes of the meetings must be taken and must be confirmed at the subsequent meeting

8. Out of pocket expenses:

HIMAA may cover funding for refreshments for a meeting if the host hospital is unable to provide. The Convenor is responsible for negotiating funding with the HIMAA National Board. Financial records relating to expenditure must be provided to HIMAA CEO.

9. Provision of advice:

This SIG must inform the HIMAA National Board of any issues the members have concerns about relevant to the private hospital health information debate. The HIMAA National Board, on the other hand, may request the SIG to review and make recommendations concerning issues of current interest of the SIG. The SIG will not have a public voice and the HIMAA National Board will make the appropriate media releases.