

TO: AHIMA Certified Professionals

FROM: Commission on Certification for Health Informatics and Information Management (CCHIIM)

RE: Nominations for CCHIIM At-large Commissioners

DATE: August 21, 2009

What: The Commission on Certification for Health Informatics and Information Management (CCHIIM) seeks highly qualified nominees for consideration and potential appointment to CCHIIM as At-large Commissioners, in accordance with the new CCHIIM operating code.

Timeline: Please note the following deadlines for the nomination and appointment process:

September 11 th :	Deadline for receipt of nomination materials
September 11 th – 18 th :	CCHIIM nomination committee reviews, and if necessary, interviews nominees
September 22 nd :	CCHIIM appoints new At-large Commissioners
September 25 th :	Inform selected appointees; signed acceptance must be received on or before close of business on Friday, September 25 th
October 26 th :	Attend CCHIIM Orientation Meeting (in-person; Chicago)
October 27 – 28 th :	Attend CCHIIM Fall Meeting (in-person; Chicago)

Term start date: Successfully appointed, At-large Commissioners will begin their term formally during a mandatory, in-person CCHIIM orientation meeting, scheduled for Monday, October 26th in Chicago.

Term duration: The initial terms of appointed, At-large Commissioners will vary between one and three years. All CCHIIM Commissioner terms, regardless of term duration, conclude on December 31st.

Essential requirements for nominees:

1. All nominees must acknowledge their availability to participate in CCHIIM activities as follows (note: Approved expenses for travel to all in-person meetings is covered, including airfare, hotel, and meals):
 - Monthly: CCHIIM conference calls (as needed), 1-2 hour per month
 - Quarterly: CCHIIM conference calls (as needed), 1-2 hours per month
 - Bi-annually:
 - Q1: in-person CCHIIM Meeting (Chicago) – 2.5 days (approximate)
 - Q4: in-person CCHIIM Meeting (Chicago) – 2.5 days (approximate)
 - Optional/Additional time commitments may include:
 - Job Analysis Task Force Participation (as assigned, consisting of one in-person meeting (Chicago) and approximately 2 – 4 conference calls (1-2.5 hours each) during a 4-6 month period);
 - Exam Development Committee Meeting (as assigned; dates vary by exam, consisting of one in-person meeting (Chicago) and approximately 3 – 6 conference calls (1-2.5 hours each during a 4-6 month period);
 - CCHIIM Initiatives / Projects (as assigned; variable time commitment throughout year)
2. All nominees must sign the AHIMA / CCHIIM conflict-of-interest and non-disclosure agreement (provided as part of the application form).

3. Qualifications – Any AHIMA Certified Professional who meets all of the following shall be eligible for nomination as an At-large CCHIIM Commissioner (note: The following qualifications are codified in the current CCHIIM Operating Code):

(a) ***UNDERSTANDINGS FOR NOMINATION AND SERVICE***

- (i) Participation: Potential nominees understand and agree to abide by CCHIIM prescribed standards for participation and conduct with respect to all CCHIIM activities.
- (ii) Ethics and Conduct: Potential nominees understand that if appointed or elected, part of the obligation in fulfilling the fiduciary responsibilities to CCHIIM will be to adhere to all CCHIIM governance policies and procedures. This includes reviewing, attesting, and signing all CCHIIM documentation with respect to confidentiality, conflict(s) of interest and disclosure, sexual harassment, and intellectual property rights, as applicable, and as set forth in the policy and procedures.

(b) ***REQUIREMENTS FOR NOMINATION***

- (i) Health Informatics and Information Management (HIIM) Competence: Currently AHIMA-certified in good standing and has been AHIMA-certified continuously for a minimum of five years or more;
- (ii) HIIM Work Experience:
 - 1) HIIM-relevant work (direct): Currently performs HIM-relevant work on a full-time basis, and has a minimum of five years or more of full-time experience performing HIIM-relevant work; OR
 - 2) HIIM-relevant work (supervisory capacity): Currently directly supervises, on a full-time basis, and has a minimum of five years or more of full-time experience directly supervising others that perform a majority of their daily responsibilities conducting HIIM-relevant work; OR
 - 3) Currently has a minimum of five years or more of combined (direct + supervisory capacity) full-time HIIM-relevant work experience.
- (iii) Leadership Experience: Has documented successful volunteer leadership experience at the Board of Director (or equivalent) level. Examples include: Chair, President, Vice President, Director/Commissioner/Board Member, etc.
 - 1) Volunteer leadership experience can be demonstrated through participation in both HIIM and other, non-HIIM organizations or associations;

2) An individual's participation on any standing or ad hoc committee as a member, without codified leadership accountability / responsibility does NOT fulfill this requirement.

(c) **EXCLUSIONS TO NOMINATION** – Any AHIMA Certified Professional who currently performs or represents any of the following exclusions, even though they may meet all of the aforementioned requirements, will be deemed temporarily ineligible for nomination to CCHIIM, until such time that the exclusion can be deemed no longer active.

(i) Currently holds an elected or appointed leadership position or office (e.g., Chair, President, Vice President, Board Member, etc.), or is a paid staff member, for any AHIMA Component State Association (CSA), or similar regional or local associations.

(ii) Currently serves on the AHIMA Board of Directors.

(iii) Currently serves on the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) Board of Directors, or is a paid staff member.

(iv) Currently holds an elected or appointed leadership position or office (e.g., Chair, President, Vice President, Board Member, etc.), or is a paid member of staff, for any organization or association with primary competing interests to those of CCHIIM.

How do I apply? Interested nominees may request a CCHIIM nomination checklist, along with the aforementioned conflict-of-interest and non-disclosure forms, by sending an e-mail request to:

Heather Rich
Certification Coordinator
Heather.Rich@AHIMA.org

What do I submit? Interested nominees must submit:

1. Current resume;
2. Completed CCHIIM nomination checklist;
3. Signed and dated conflict-of-interest and non-disclosure forms;
4. Brief essay (single-page maximum; double-spaced; 1-inch margins, 12-point font – approximately 350-400 words) describing your interest and potential contributions to CCHIIM.

Who is CCHIIM? CCHIIM, a standing commission of AHIMA, is empowered with the sole and independent authority in all matters pertaining to both the initial certification and ongoing recertification (certification maintenance) of HIIM professionals.

Mission Focus

- Through certification, CCHIIM assures the competency of professionals practicing health informatics and information management worldwide

Values-based Leadership

CCHIIM values:

- The application of evidence-based best practices for certification;
- The validation of workforce competence through professional certification;
- The commitment to ongoing professional development, lifelong learning and workforce excellence, and
- The recognition of CCHIIM-certified professionals' role in maintaining and enhancing quality health information for the safety of the public and the improvement of health care.

Purpose-driven

- CCHIIM serves the public by establishing, implementing and enforcing standards and procedures for certification and recertification of health informatics and information management (HIIM) professionals.

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