



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	Education Strategy and Plan		
EFFECTIVE DATE:	October 1998	REVISION DATE:	May 2011

Purpose: In keeping with the VHIMA Mission to leadership excellence in the management and use of health information, the VHIMA will plan and actively participate in the area of Education and Professional Development.

Authority: The VHIMA has overall responsibility for supporting and executing the Education Strategy. The Education Strategy Chairman and Committee have the responsibility for the direction and implementation of the Education Plan.

Scope: The Education Strategy addresses issues that impact health information management educators, practitioners, students, curriculums, health care facilities, certification, publications, seminars and conventions.

1. VHIMA Educators and Practitioners
 - a) Plan to conduct VHIMA sponsored education-practitioner workshops that will provide an opportunity for educator-practitioner exchange of ideas and issues and to strengthen ongoing collaboration. This could be either a specific workshop sponsored by the VHIMA or an educator-practitioner concurrent session at the VHIMA Annual Meeting.
 - b) Consider opportunities to train the trainer. A mechanism for teachers to spend time in facilities, depending on the need, would be desirable. The most realistic option would be to schedule one or two days for the trainer/teacher in a specific facility to “shadow” a Department Director or other specified leader of a function. *(Example of what to observe: How facilities are adapting and implementing Management of Information Standards or how coding practices may or may not differ from facility to facility.)*
 - c) Encourage frequent (bi-annual) conferences between educators and practitioners to discuss educational and practice site needs and opportunities. This could become a standard part of the VHIMA Annual Convention. (See Section 1-a.)
 - d) Support practitioner involvement on advisory committees for educational programs and in planning processes.



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2. Curriculum

- a) Support the incorporation of the AHIMA Assembly on Education's Model Curriculum into Virginia based programs. Since the curriculum is already being incorporated, VHIMA members should be informed of the Model Curriculum, how it started and what it means for the future. Include on program for the Annual Meeting or other workshops.
- b) Consider expansion of curriculum to support the emerging HIM domain. *(Example: Shifts in care delivery, use of technology not only for patient records but for critical business decision making.)* Consider possible emerging roles for Health Information Management.

3. Clinical Practice and Internships:

- a) Encourage practitioners and educators to work together to identify student weaknesses, to coordinate course content and syllabus with on-site experiences.
- b) Participate in clinical site selection processes and encourage practitioner participation. Assure that there is a mechanism to make sure that sites are pertinent and efficient and will provide the appropriate opportunity for a student.

4. Information Clearing House for Educational Opportunities

- a) Use of FORE Data Bases
FORE Library Catalog and Health Planning and Administration - \$24 per year for AHIMA members. There is a 7 day a week access to both databases. It contains citations of more than 600,000 non-clinical administrative journal articles dating from 1975 to present.
- b) Use of Internet Resources
Develop and present ideas on how to network through the Internet. The AHIMA website offers many links to pertinent resources.

5. Career Ladder Development

- a) Suggest newsletter publication of programs that have progression programs in place.



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- b) Design distance learning education curriculums for students pursuing a degree in Health Information Technology.

6. Recruitment

- a) Conduct HIM Careers Workshops or a Career Fair.
- c) Invite HIM students to participate in recruitment efforts.

7. Money for Program of Excellence

- a) Consider VHIMA funding for programs or scholarships. (Refer to VHIMA Scholarship Guidelines).
- b) Involve regional HIMA's in supporting the implementation of the Educational Strategy.

8. Student interaction with VHIMA activities

- a) Try to arrange Annual Convention and Workshop dates to coincide with student availability.
- b) Invite student participation on committees and in contributing to the newsletter.
- c) Consider a student representative for the VHIMA Board.
- d) Consider student presentations at the VHIMA Annual Meeting.