

# CHIMA Mandatory Continuing Professional Education Credits Policy

## Policy Statement

All certified Health Information Management (HIM) professionals, must participate in the mandatory Continuing Professional Education (CPE) program, as defined by the governing regulations, in order to continue to use their professional designation. The Canadian Health Information Management Association requires all certified members be involved in CPE activities as an integral part of their membership.

## CHIMA's Mandatory Continuing Professional Education (CPE) Credit Assignment

Education credits may not be accumulated until a person is a certified HIM professional. The initial HIM program of study is not allowable as continuing education credits. Credit accumulation will start following the national exam.

### Clock hour

One credit will be assigned to every clock hour (60 minutes) of instruction and rounded-up to the closest 30 minutes increment (0.5 credit) (e.g., a 20 minute session will be worth 0.5 credits; a 74 minute session will be rounded up to 1.5 credits).

## 1. HIM professional association education programs and activities

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|----|--|--------------------------------|
| a. | Attendance at CHIMA annual conference and/or AGM                 | <b>1 credit per clock hour</b> |
| b. | Attendance at Provincial, International, or AHIMA HIM conference | <b>1 credit per clock hour</b> |
| c. | Attendance at CHIMA in person education sessions                 | <b>1 credit per clock hour</b> |
| d. | Attendance at provincial HIM association education session       | <b>1 credit per clock hour</b> |
| e. | CHIMA educational session  | <b>As assigned</b>             |
| h. | Active membership of provincial HIM association                  | <b>2 credits per year</b>      |

## 2. Formal HIM-related education programs of study

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|----|---|---|
| a. | University/college courses attended for credit, including distance, on-line, guided independent study, and regular college and university courses that address subject areas relevant to the health information | <b>15 credits per semester for each semester successfully completed</b> |
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management profession. Examples of relevant programs include healthcare, biomedical sciences, business, administration, technology, Douglas College's coding refresher course, etc. (Course must be successfully completed by end of semester.)

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| b. | Auditing of university/college courses attended for credit, including distance, on-line, guided independent study, and regular college and university course that address subject areas relevant to the health information management profession. Examples of relevant programs include healthcare, biomedical sciences, business, administration, technology, etc. (Course must be successfully completed by end of semester.) | <b>10 credits per semester for each semester successfully completed</b> |
| c. | Technical school, CHA, or online certification courses, e.g. Computer courses such as Excel, Crystal Training, Access, Management courses, etc.   | <b>5 credits per certificate</b>  |

### 3. Other association/vendor educational sessions/workshops/user groups on topics relevant to HIM\*

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|----|--|----------------------------------|
| a. | Attendance at CIHI, Infoway, COACH, or NIHI workshops, teleconferences, or webinars                          | <b>1 credit per clock hour</b>   |
| b. | CIHI e-learning courses (online and interactive with an assessment and certificate provided upon completion) | <b>5 credits per certificate</b> |
| c. | Attendance at American or Canadian Cancer Registry workshops   | <b>1 credit per clock hour</b>   |
| d. | Attendance at User group meetings and workshops  | <b>1 credit per clock hour</b>   |
| e. | Attendance at regional workshops/ education/ networking days   | <b>1 credit per clock hour</b>   |
| f. | Attendance at Ministry of Health workshops/ education/ networking days                                       | <b>1 credit per clock hour</b>   |

\*Other related HIM activities, association, or vendors include, but are not limited to, the following:

- Canadian Cancer Registry
- eHealth
- Ontario Health Informatics Standards Council (OHISC)
- Healthcare Information and Management Systems Society (HIMSS)
- ARMA International
- User group meetings
- Society of Clinical Research Associates (SOCRA)

- North American Association of Central Cancer Registries (NAACCR)
- Stats Canada
- National Cancer Institute of Canada (NCIC)

#### 4. Informal (including facility-specific) education programs related to HIM

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| a. | Attendance at Hospital/Grand rounds, other lectures related to HIM core areas  | <b>1 credit per session/<br/>maximum of 5 per year</b>                                 |
| c. | Attendance at regional workshops/ education/ networking days   | <b>1 credit per clock hour</b>   |
| e. | Formal employer/facility study groups* devoted to topics relevant to HIM   | <b>1 credit per clock hour</b>   |
|    | *A formal study group is an organized group that meets on a regular or semi-regular basis, meetings are scheduled, there is an agenda, learning outcome(s), and a sign in sheet that includes the preceding information as well as total time of session in minutes, lists participants by name, and is witnessed by a supervisor. |  |
| f. | Computer courses (resulting in certificate) offered in house   | <b>5 credits</b>   |
| g. | Presenter of HIM in-house education session  | <b>1 credit per clock hour/<br/>maximum of 6 credits for<br/>the same presentation</b> |

#### 5. Professional and Association promotional activities specific to HIM

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| a. | Participation in HI&T week  | <b>1 credit per day</b>  |
|    | Participation in HI&T week can include preparing a booth, poster, table, and/or manning it for a minimum of 30 minutes. |  |
| b. | External promotion of the HIM profession and educational opportunities  | <b>1 credit per presentation/<br/>maximum of 6 credits for<br/>the same presentation</b> |

#### 6. Activities related to CHIMA recognized HIM programs

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| a. | Advisory/Steering committee for HIM program | <b>1 credit per meeting</b>        |
| b. | Preceptorship for HIM student               | <b>1 credit per clock hour per</b> |

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|  | <i>student/ maximum of 5 credits per year</i>              |
| c. Director/Manager responsible for acceptance and scheduling of CHIMA recognized HIM program  | <i>1 credit per student/ maximum of 5 credits per year</i> |
| d. Education Consultant for CHA HIM program  | <i>1 credit per student/ maximum of 5 credits per year</i> |
| e. Acceptance of one exam question from assigned section to CHIMA following completion of the Item Writing Workshop or previous exam writing experience (prior approval must be granted) | <i>1 credit per accepted question</i>                      |

## 7. Publication/Presentation of material relevant to HIM

- a. A publication is the development of original work, relevant to the HIM profession, which has been reproduced by written or electronic means for general dissemination to the public.

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| • Author of a textbook, workbook, or manual  | <b>30 credits</b> |
| • Author of a chapter in a textbook or PPB   | <b>10 credits</b> |
| • Reviewer of a chapter in a textbook or PPB   | <b>2 credits</b>  |
| • Author of an article in a refereed research journal  | <b>15 credits</b> |
| • Author of an educational article (including textbook or journal article reviews) in a professional or trade journal (example: The CHIMA eConnection, Provincial newsletters) | <b>2 credits</b>  |
| • Editor of a textbook, workbook, or manual  | <b>20 credits</b> |
| • Editor of a professional or trade journal  | <b>5 credits</b>  |
| • Reviewer of book manuscripts prior to publication  | <b>3 credits</b>  |
| • Reviewer of journal or newsletter article prior to publication   | <b>1 credit</b>   |

- b. A presentation is the development and presentation of original work delivered to an audience.

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| • Speaker at an education program (e.g., conference)           | <b>2 credits for each 15 min of podium time</b>     |
| • Panel participant at an education program (e.g., conference) | <b>2 credits for each clock hour of podium time</b> |
| • Poster presentation (e.g., conference)                       | <b>2 credits</b>                                    |

## 8. Association or related committees relevant to HIM

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| a. Member of National Board of Directors or Council on Education and Professional Practice | <b>5 credits per year</b> |
| b. Member of Provincial Executive  | <b>5 credits per year</b> |
| c. Chair of Committee/Task Team/Working Group  | <b>3 credits per year</b> |
| d. Member of Committee/Task Team/Working Group (Member excludes Chair – see 8c.)           | <b>2 credits per year</b> |

## 9. Other non-HIM\* related activities (Maximum 20% content – 7 credits - in 3 year cycle)

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| a. Team building, stress relief workshops  | <b>1 credit per clock hour</b>                       |
| b. Professional development courses with certificate (e.g., LEAN or communications workshops/seminars) | <b>1 credit per clock hour</b>                       |
| c. University/College program/course unrelated   | <b>7 credits per semester successfully completed</b> |

\*Non-HIM related university/college courses that is not attached to an HIM related degree program.

## Non-Qualifying Continuing Education Activities

Examples of activities that do not qualify for CPEs are as follows. The list is illustrative and not intended to be all-inclusive.

- Responsibilities that fall within the normal parameters of an individual's job description, including, but not limited to, the following: (1) staff meetings; (2) preparation for and/or participation in accreditation; (3) preparation of procedure, policy, or administrative manuals; (4) conducting tours; (5) development of employee and staff training materials
- Published materials and/or presentations developed as a direct part of an individual's employment
- Instructing or teaching a class (as a paid position)