Australian Health Informatics Education Council

Governance

Approved 20 Sept. 2011

Mission

AHIEC exists to ensure a coherent, comprehensive approach to quality health informatics education and training in Australia, so that the health workforce is able to leverage advances in health informatics to improve health service delivery.

AHIEC's areas of focus include:
- identifying the needs for health informatics education and training in the health system
- identifying current and emerging competencies required in health informatics
- encouraging a high quality health informatics education delivery system
- building recognition of the importance of health informatics

AHIEC's role in these areas of focus comprise coordination of a diverse set of activities:
- to analyse and forecast education and training requirements and strategies
- to develop policy proposals
- to provide leadership and advocacy
- to liaise with key agencies such as Health Workforce Australia, the Australian Department of Health and Ageing, the Australian Department of Education, Employment and Workplace Relations and training providers

Governance Structure

AHIEC has a Steering Committee and Working Committee/s.

Steering Committee

The Steering Committee governs the activities of AHIEC including (but not limited to):
- Endorsing and directing the work program and outputs of AHIEC
- Liaising with peak agencies involved in education and health informatics
- Communicating with the community on behalf of AHIEC
- Ensuring sufficient resources to support the efficient and effective activities of AHIEC
- Setting and monitoring of internal governance and processes
- Representing the interests of AHIEC to government and other relevant bodies

Membership

To harness the power of health informatics in the Australian community the Steering Committee membership is based on existing organisations involved in health informatics and health informatics education.

The Steering Committee comprises one nominated representative from each of:
- Australasian College of Health Informatics (ACHI)
- Australian Computer Society (ACS)
- Health Information Management Association of Australia (HIMAA)

- Health Informatics Society of Australia (HISA)
- HL7 Australia

These organisations are referred to as the auspicing organisations.

Invited observer organisation/s:
- Department of Health and Ageing
- National E-Health Transition Authority

Working Committee chairs will be invited to attend Steering Committee meetings as observers, when necessary, to report and advise on Working Committee discussions and activities.

Operational Processes

Chair - A meeting chair will be determined at each meeting for the following meeting, rotating among the auspicing organisations.

Frequency - Meetings will be held on a regular basis (initially every 3 months)

Outputs of AHIEC will be published after endorsement by the auspicing organisations, with their logos in addition to the AHIEC logo.

Documents will be reviewed using a comment collection form, and all comment dispositions will be documented.

The Steering Committee appoints the chair of Working Committee/s.

Quorum will be 50% + 1. This currently means that a quorum will be 3.

The Secretariat will be provided by the auspicing organisations on an agreed basis and rotated amongst the auspicing organisations annually (per financial year).

Liaison

The Steering Committee will liaise with the following organisations and any other organisations required to support the mission of the Council:
- Health Workforce Australia (HWA)
- Department of Education, Employment and Workplace Relations (DEEWR)
- Chief Information Officers Forum (CIO's Forum) – Jurisdictional Health Department CIO's

Working Committee/s

Working Committee/s of AHIEC undertake work as directed by the Steering Committee.

Meetings of the Working Committee/s are open to all individuals and representatives of organisations.

All participants of Working Committee/s contribute their expertise but their input will not be construed as endorsement by their organisations.

Each Working Committee reports, escalates issues and provides outputs to the Steering Committee.

Working Committee/s shall not claim to represent AHIEC.

At each Working Committee meeting the name, contact details and organisation (if relevant) will be recorded.

Intellectual Property

The intellectual property associated with any AHIEC output is deemed to be vested in all the auspicing organisations.