

MANCHESTER COMMUNITY COLLEGE

INCUMBENT:

CLASSIFICATION: CC Associate Professor

FUNCTION CODE: 2081-058

IN-HOUSE TITLE: Associate Professor,
Health Information Management

DATE ESTABLISHED: 11/4/08

POSITION #: 43530

DATE OF LAST AMENDMENT: 4/13/10

SCOPE OF WORK: To educate students and to assist in the development of Health Information Management courses. Contribute to the on-going development of the Allied Health curriculum and to participate in departmental and/or institutional activities that support the mission of the college. This position shall report to the Chairperson of the Allied Health Sciences Department at MCC.

ACCOUNTABILITIES:

- Teaches courses and develops curricula in the Health Information Management (HIM) and related programs as assigned to be in compliance with the guidelines for accreditation for the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Teaches classes following an established schedule of courses according to an approved syllabus.
- Serves as Director/Program Coordinator of the HIM program:
 - Completes annual AHIMA reports
 - Notifies AHIMA of all curriculum and faculty changes
 - Coordinates and completes the Self-Study for program accreditation; ensures payment of accreditation dues to CAHIIM and AHIMA
 - Develops competency checksheets for AHIMA accreditation documentation
 - Maintains AHIMA competency and content areas documentation of AHIMA review
- Coordinates the activities of the HIM program to include curriculum development, program organization and scheduling, guidance of HIM faculty in course preparation, arranging internships and establishing Memoranda of Understanding, recruiting and recommending new faculty and acting as a liaison with community contacts.
- Performs laboratory preparations and maintains laboratory equipment requisitioning equipment, supplies and classroom materials when necessary.
- Prepares instructional materials that integrate theory with applications and clearly outline course and program goals and requirements and comply with established course content.
- Establishes sound classroom practices and management that responds to diverse academic needs and maintains accessibility and availability to assist students with their learning needs.
- Observes all academic policies and procedures and institutional rules and regulations.
- Oversees student learning activities and academic progress and maintains accurate records of student progress and accomplishments, and interprets these to students.
- Participates in departmental activities and supports departmental operations by attending meetings, maintaining educational equipment and spaces, preparing requisitions for instructional equipment, supplies or classroom materials, participating in course and

program reviews, contributing to departmental initiatives, and maintaining contact with business and industry within the specialized field of instruction.

- Participates in college sponsored recruitment and retention activities by attending admissions events, student orientations, and award ceremonies, and/or advising student activity groups.
- Remains current within the specialized field of instruction through participation in relevant professional associations and educational and training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Establishes and maintains an active Advisory Committee.
- Works cooperatively with the Running Start Coordinator and serves as a faculty partner as appropriate.
- Demonstrates ethical and professional behavior.
- Serves on college or system committees, as assigned.
- Complies with all system, college, state and federal rules and regulations including, but not limited to, health and safety policies, the State of NH Policy on Sexual Harassment, administrative rules, civil rights laws, etc.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with major study in health information management, or other subject area closely related to the health field. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the health information field.

Experience: Five (5) years of teaching experience in health care administration or health information management, or five (5) years of business or industry experience directly related to the field of health information preferably in a hospital setting.

OR

Education: Bachelor's degree from a regionally accredited college or university with major study in health information management, or other subject area closely related to the health field. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the health information field.

Experience: Six (6) years of teaching experience in health care administration or health information management, or six (6) years of business or industry experience directly related to the field of health information preferably in a hospital setting.

License/Certification: Must have a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) license/certification.

RECOMMENDED WORK TRAITS: Thorough knowledge of teaching methods and materials, problems and subject matter as relates to course of instruction. Considerable knowledge of the principles, methods, techniques, materials, tools and equipment used in postsecondary teaching. Knowledge of educational standards and procedures in the Technical

