

JOB TITLE: Program Director, Health Information Management

FLSA: Exempt

DEPARTMENT: Career & Technical Education

LEVEL: Faculty

REPORTS TO: Dean of Career & Technical Education and/or Vice President of Academic Affairs

DATE EFFECTIVE: 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Health Information Management (HIM) program at the main campus following the guidelines established by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The HIM Program Director position has responsibilities for the day-to-day oversight of the program operations at the main campus location. The program director will be given adequate release time to devote to curriculum development and evaluation, counseling of students, program management, and administrative duties within the institution. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall HIM program activities at the Union campus locations, as well as online activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent staff on campus.
- Ability to communicate and work collaboratively with HIM faculty, local sending schools, and Professional Practice Experience (PPE) site supervisors.
- Collaborate with potential employers (healthcare industry partners) to develop the needed program competencies and entry level positions' job skills requirements.
- Identify consultants to support program and curriculum development as needed.
- Secure and maintain meaningful PPE contracts with local and distant PPE sites. Oversee scheduling and student assignments to PPE sites.
- Maintain student and faculty compliance records for PPE.
- Provides oversight and management of the PPE functions to include: safety; orientation for students and site supervisors; maintain PPE calendar; student evaluations of PPE sites and site supervisor evaluations of students; maintain PPE guidelines, policies, and procedures.
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Assist the Dean in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities as required.
- Organize and lead two (2) Advisory Committee meetings in an academic year.
- Perform as a resource for all HIM faculty.
- Mentor new faculty, as required, and provide feedback to faculty through the program evaluation process.
- Mentor faculty in use and development of online virtual lab activities.
- Assist the Dean with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Assist the Dean with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Provide academic advisement to HIM students in conjunction with ECC Academic Advisors.
- Conduct periodic program review and maintain appropriate assessment records.
- Review assessment activities and complete the CAHIIM Annual Program Assessment Report (APAR).
- Serve as liaison with program accrediting body CAHIIM.
- Assist Vice President of Academic Affairs and/or Dean to secure and maintain articulation agreements with bachelor's degree programs.

- Oversee and participate in local events related to student recruitment and any other activities related to the HIM program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee.
- Participate in instructional institutional planning and budget processes; attend HIM program meetings and divisional meetings as scheduled

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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