



**CERTIFIED HEALTHTM
INFORMATICIAN
AUSTRALASIA**

Recertification and Continuing Professional Development Guide

Recertification and Continuing Professional Development Guide
Edition 1.6
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The processes around CHIA recertification were determined by the CHIA Examination Committee and finalised in August 2016. This Recertification Guide was produced for the CHIA community. Any future changes will be determined by the Examination Committee and new versions of this Guide will be produced as a consequence.

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1 Purpose

The CHIA Recertification Program gives assurance that certified professionals have undertaken maintenance activities to demonstrate sufficient and ongoing CHIA competence.

For the purposes of recertification, the CHIA Exam Committee further defines maintenance activities as follows:

Completion of educational programs that provide updated training and skills to allow continued competence in healthcare informatics by earning the required number of continuing professional development (CPD) points in any of the CHIA content domains.

The purpose of this CHIA Recertification Guide is to provide a comprehensive resource guide for certified health informaticians, so that they can continue to retain the currency of their CHIA certification.

2 CHIA Practitioner Definition

The Certified Health Informatician Australasia is an individual who has demonstrated broad expertise in, knowledge of and the ability to apply health informatics principles, concepts, methods and skills. The certification covers a wide range of topics, with 52 competencies across six major areas of competence considered essential to a health informatician in Australasia.

CHIA is a unique credentialing program in health informatics. CHIA is a way for those working in health informatics and e-health to have their knowledge and skills formally recognised. An individual becomes certified by successfully completing an exam.

The CHIA certification exam aims to test whether a candidate has the knowledge and skills that are identified in Australia's Health Informatics Competencies Framework to perform as a health informatics professional.

Health informaticians work in collaboration with healthcare sector stakeholders and healthcare services professionals to improve clinical care, quality and patient safety, productivity and health outcomes through:

- Fostering and facilitating the best practice application and use of information and communications technologies (ICT)
- Designing, developing, adopting, managing and supporting robust fit-for-purpose ICT solutions which leverage value for consumers, clinicians and the business
- Working with clinicians
- Participating in decision making focused on leveraging ICT as an enabler for innovation and improving service delivery models, whilst also lowering service delivery risks
- Promoting and assisting with the incorporation and maintenance of ethical policies, principles, guidelines and practices for the capture, collection, validation, storage, management, analysis, reporting, dissemination and exchange of data and information; and
- Promoting and assisting with the incorporation and maintenance of appropriate and consistent standards for all aspects of ICT, data and information

3 Maintaining Your CHIA Credential

Health informatics is a dynamic field. Maintaining the currency of health informatics knowledge, skills and experience is as important as gaining it in the first place.

Accordingly, the Certified Health Informatician Australasia (CHIA) credential holds for a three-year period only, after which it is either renewed or it lapses.

Maintaining your CHIA credential means:

- Demonstrating your ongoing commitment to professionalism, a dedication to quality healthcare, and a need to establish high standards in managing healthcare information, clinical and management systems.
- Offering ongoing value to your profession and employer through continuation of your personal education, allowing you to maintain your expertise and contribute at the highest levels.
- Having an edge over non-certified peers. The CHIA credential signifies experience and current knowledge, and validates professional competence for employers, peers, and yourself.

3.1 Why Renew?

- Return on investment from the high value of being a CHIA
- Professional prestige helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in health informatics
- The growth and support of CHIA by individuals benefits the profession and industry as a whole through recognition of the health informatics profession
- Networking opportunities with your peers who share your level of expertise
- Continue to use your certification credentials – without recertification, you must cease to use your CHIA credential after your expiration date
- Avoid needing to re-sit the CHIA exam (failure to renew by your expiration date will require re-sitting the CHIA exam to maintain your CHIA credential)

4 Recertification Process

Recertification may be achieved either through continuing professional development activities or by re-taking and passing the CHIA Exam when applicable¹.

To keep your CHIA current you must:

1. Obtain 60 CPD points during your three-year recertification cycle by participating in professional education activities
2. Document and maintain a record of your activity
3. Report your CPD points to the CHIA Program Officer and ensure your recertification fee is paid before your expiration date

5 Recertification CPD Cycle

Recertification must be completed every three years to maintain your CHIA certification.

You are required to obtain 60 CPD points during your three-year recertification cycle.

For the majority of CHIAs, you have three years to collect enough CPD points to maintain your CHIA status.

The exception to this is CHIAs who obtained their certification during the first year of CHIA (between January 2014 and December 2014) who have four years to complete their CPD activities to maintain certification. Your exact date of expiry will be communicated directly to you by the CHIA program officer.

Date of Attainment of Certification	Expiry of Certification Period
Between 1 January 2014 - 31 December 2014	Between 1 January 2018 - 31 December 2018
Between 1 January 2015 - 31 December 2015	Between 1 January 2018 - 31 December 2018
Between 1 January 2016 - 31 December 2016	Between 1 January 2019 - 31 December 2019
Between 1 January 2017 - 31 December 2017	Between 1 January 2020 - 31 December 2020
Between 1 January 2017 - 31 December 2018	Between 1 January 2020 - 31 December 2021

The recertification cycle for CHIA is every three years, with expiration on the last day of the month in which your certification expires². Your recertification application must be submitted at least eight weeks before the last day of the month expiration date on your certificate to allow time for your application to be processed before your certification expires.

¹ CHIAs can request in writing to the Examination Committee if they would like to be granted approval to sit the CHIA Exam in lieu of CPD activities. They will be considered on a case-by-case basis.

² CHIAs who obtained their certification during the first year of CHIA (between January 2014 and December 2014) will have four years to complete their recertification.

For example:

Date of certification (as per your certificate)	Recertification expiry date	Recertification application due 8 weeks prior to expiry
15 March 2016	31 March 2019	31 January 2019
4 June 2016	30 June 2019	30 April 2019

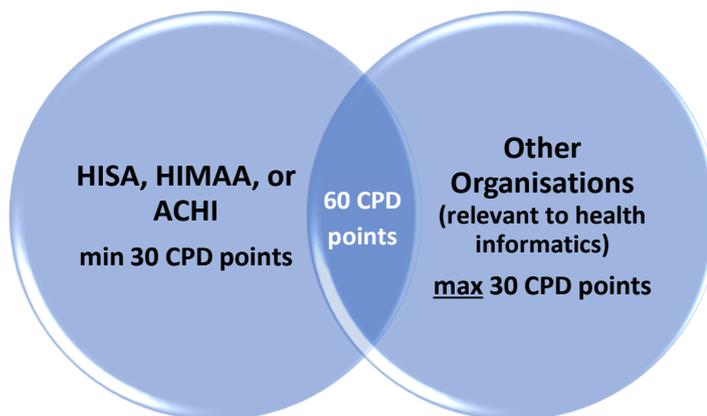
6 Points Allocation Framework

60 CPD points must be earned within the certification period (every three years).

A minimum of 50% of CPD points must be earned through relevant HISA, HIMAA or ACHI activities.

Calculation of CPD points is based upon clock hours, with one CPD point awarded for each 60 minutes of participation.

Over time, CHIA will build a list of CHIA-endorsed organisations and CPD activities and these will be published on the CHIA website. CHIAs are encouraged to promote the opportunity to earn CHIA CPD points with other organisations, that may not be aware of the program.



- A minimum of 30 CPD points must be obtained from HISA, HIMAA or ACHI activities
- A maximum of 30 CPD points can be obtained from activities from other providers

Credential	Total Number of CPD points Required	HISA, HIMAA or ACHI activities	Other Providers
CHIA	60 CPD points	Minimum of 30	Maximum of 30

7 Qualifying Continuing Professional Development Activities and Calculation of CPD points

7.1 Continuing Professional Development Content

CPD points must be earned within your recertification cycle and must be relevant to the health informatics field as presented in the CHIA Health Informatics Competencies Framework to be eligible for continuing professional development credit. Activities must demonstrate a process of improving and increasing capabilities, educate the candidate by providing a learning platform to improve their knowledge and/or skills. Activities relating to within the normal parameters of an individual's position description or business responsibilities cannot be claimed.

7.2 Calculation of CPD points

Calculation of CPD points is based upon clock hours. One CPD point is awarded for each 60 minutes of attendance or participation. Fractional parts of an hour in duration will be considered for partial credit points. The calculation is defined as the number of minutes engaged in relevant activity divided by 60. Common equivalencies are provided in the table below.

Minutes of Education	Eligible CPD points
30 minutes	0.5 CPD points
60 minutes	1.0 CPD points
90 minutes	1.5 CPD points
120 minutes	2.0 CPD points

7.3 Qualifying CPD Activities

CHIA recognises seven categories of CPD activities:

Category 1: CPD Points through event participation

Category 2: Academic and Vocational Education

Category 3: Presentations

Category 4: Publication and/or Research

Category 5: Professional Service

Category 6: CHIA Exam Question Writing

Category 7: Reviewing Publications

Category 1: Participation in Educational Events	CPD Points
<p>Participation in educational events including conferences, seminars, webinars, workshops, short courses on topics relevant to health informatics, as follows:</p> <ol style="list-style-type: none"> 1. Educational portions of HISA/HIMAA/ACHI educational events 2. Educational portions of events hosted by related organisations (held nationally or internationally) on topics targeting health informatics. <p><i>Audit:</i> If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the completion certificate(s) showing the date(s), title, number of continuing professional development points, hosting organisation etc. In addition, you may be required to provide evidence of the applicability of the activity to CHIA.</p>	<p>1 CPD point per hour (or part thereof)</p>

Category 2: Participation in Academic and Vocational Education	CPD Points
<p>Participation in formal educational programs of study that address relevant health informatics subject areas, as follows:</p> <ol style="list-style-type: none"> 1. Post-secondary courses attended for credit, including guided independent study and regular vocational or university courses. Courses taken in pursuit of health informatics relevant baccalaureate, masters, or doctorate degrees are included. All coursework and final exams must be completed by your recertification cycle end date. 2. Relevant non-credit adult education courses, including attendance at a college or university course with permission and following regulations, without completing necessary requirements for full formal credit. Course must be completed by your recertification cycle end date. 3. Massive Open Online Courses (MOOCs) with successful completion of assessment 4. Massive Open Online Courses (MOOCs) with documents showing participation (no assessment completed) 5. Relevant courses not specific to health informatics, but where the learnings can be applied to health informatics (for example Prince2, TOGAF, Agile.). Course must be completed by your recertification cycle end date. <p><i>Audit:</i> If your recertification application is selected for an audit, you will be required to submit supporting documents such as transcript(s) showing the number of academic credits, hosting organisation etc. In addition, you may be required to provide evidence of the applicability of the course content to CHIA.</p> <p>For face-to-face courses, a contact hour is defined as time spent in a classroom. For online courses, a contact hour is defined as half of the advertised studying hours. For example, if an online course advertises as 10 hours per week, then this would equate to around 3-5 contact hours per week.</p>	<p>1 CPD point per contact hour</p> <p>1 CPD point per contact hour</p> <p>1 CPD point per MOOC</p> <p>0.5 CPD point per MOOC</p> <p>0.5 CPD point per contact hour, capped at 10 CPD points during the 3-year recertification cycle</p>

Category 3: Delivering Presentations	CPD Points
<p>Delivery of presentations, relevant to health informatics professionals, to an audience as follows:</p> <ol style="list-style-type: none"> 1. Speaker at an educational program 2. Panel participant at an educational program 3. Guest lecturer for a vocational/university course 4. Primary author of content related to health informatics utilised in e-learning and/or other media presentations. 5. Presenter of a poster at an education program <p><i>Audit:</i> If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, email accepting your abstract, or an email inviting you to speak, and evidence that you actually presented the topic e.g. thank you letter on official letterhead, social media feed, photograph.</p>	<p>1 CPD point per 15 minutes of podium time</p> <p>1 CPD point per 60 minutes of podium time</p> <p>1 CPD point per 15 minutes of podium time</p> <p>1 CPD point per 15 minutes of presentation time</p> <p>1 CPD point per poster</p>

Category 4: Publication and/or Research	CPD Points
<p>The development and publication of original work, relevant to the health informatics profession, reproduced by written or electronic means for general dissemination to the public (unless required as part of work responsibilities), including:</p> <ol style="list-style-type: none"> 1. Author or co-author of a book related to health informatics. 2. Editor or co-editor of a book related to health informatics. 3. Author or co-author of a book chapter related to health informatics. 4. Author or co-author of an article published in a peer-reviewed journal related to health informatics. 5. Article or blog published in a professional industry publication. <p><i>Audit:</i> If your recertification application is selected for an audit, you will be required to submit supporting documents such as a copy of the table of contents or other applicable content with the title, publication date and your name.</p>	<p>20 CPD points</p> <p>15 CPD points</p> <p>15 CPD points</p> <p>5 CPD points</p> <p>3 CPD points</p>

Category 6: CHIA Exam Question Writing	CPD Points
<p>CHIAs who are interested in writing questions for the CHIA exam need to send an email to the Examination Committee Chair stating their interest in doing so and which competencies you would like to write for. The EC will supply you with material to guide question development and you will be asked to submit three preliminary questions for the EC's consideration. Based on the strength of those questions, the EC will determine how many questions in total will be submitted and the number of CPD points allocated to this task.</p> <p><i>Audit:</i> If your recertification application is selected for an audit, you must submit the official email from CHIA acknowledging your participation and the number of CPD points earned and the date earned.</p>	<p>1 CPD point for every 3-5 questions written</p>
Category 7: Reviewing Publications	CPD Points
<p>The reviewing and examination of original work, relevant to the health informatics profession, reproduced by written or electronic means for review by experts in preparation for conference presentation, journal publications or thesis grading.</p> <ol style="list-style-type: none"> 1. Review Panel for health informatics conference presentation (e.g. HIC, Health Data Analytics, HIMAA, MedInfo, Medical Informatics Europe, AMIA etc). (note: Abstracts and full papers viewed the same if the number of them is equal) 2. Review Panel for health informatics/health information management journal publications. 3. Editorial Panel for a health informatics/health information management journal. 4. Review of Masters or Doctoral thesis <p><i>Audit:</i> If your recertification application is selected for an audit, you will be required to submit supporting documents such as an email confirming your role as a reviewer.</p>	<p>0.5 points per panel per year (max two panels can be claimed)</p>

7.4 Non-Qualifying Continuing Professional Development Activities

CPD systems address lifelong learning and improvement of your knowledge and skills. CPD activities refer to the form not the function. Activities that do NOT qualify for CPD points are those that fall within the normal parameters of an individual's position description or business responsibilities as these activities do NOT give candidates continuing learning. Activities that do not qualify include, but not limited to:

- attendance at staff meetings
- participation in grand rounds
- preparation for and/or participation in accreditation and licensure surveys
- preparation of procedure, policy, or administrative manuals
- conducting tours
- participation in career day activities
- development of employee and staff training materials
- development of published materials and/or presentations as a direct part of an individual's employment
- instructing or teaching a class
- instructing or teaching an internal workshop for colleagues
- summarising articles or video
- attending social events
- exhibiting at a conference/event

8 How to Renew



8.1 Keeping and Recording Your CPD Points

CHIAs must keep their own CPD record capturing the information provided. A template in Excel is available for your use and can be downloaded from the [CHIA website](#). A copy of this journal must be submitted as evidence of having undertaken the requisite amount of relevant CPD activity. Further documentation may be requested to validate the journal entries.

We are investigating options to enable this recording to be fully electronic / online. When an appropriate tool is identified, you will be notified.

8.2 Planning and Reflection

CHIAs are encouraged to plan ahead for their self-development and to reflect upon how each CPD activity strengthens their development in the six domains of expertise demonstrated by health informaticians.

More detailed information on the CHIA competencies framework can be found here:



<http://www.healthinformaticscertification.com/competency-framework/>

9 Reporting Your CPD Points

To renew your certification, you must report your CPD points and pay the recertification fee online. You will be sent a reminder at 12 months, six months and one month prior to expiry of your certification.

9.1 When to Report

You may report your CPD points to CHIA as early as six months prior to your recertification cycle end date. You will receive instructions via email from the CHIA Program Officer.

Failure to report your CPD points by the expiration date on your certificate will revoke your CHIA status. You will receive instructions via email from the CHIA Program Officer.

9.2 Recertification Fee

ACHI, HISA or HIMAA Member Fee³ - \$175; Non-Member Fee - \$250

10 Reinstatement of Credential

Individuals whose credential has been revoked or expired may only be reinstated through re-taking and passing the CHIA exam.

11 Audits

A percentage of recertification applications are randomly selected for audit each year. Individuals selected for audits will be notified via email. If you are selected for audit you will be required to provide documented proof⁴ of all CPD activity reported on the CHIA Recertification Form within 30 days of notification. If you are unable to provide documented proof within 30 days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CPD points is accounted, you will be notified that your recertification is valid and will be issued an updated certificate within two weeks of your notification of validity. If it is determined that some CPD points are not applicable, you may be granted additional time to submit or earn additional replacement CPD points.

³ Applicable membership categories for HISA/ACHI - FACHI, MACHI, Ordinary, Organisational, Honorary

Applicable membership categories for HIMAA - Full, Fellow, Senior Associate, Associate, Life, Organisational

⁴ Documented proof will be via email or upload online. You will be notified by CHIA of the process at the time.

12 Extensions and Waivers

12.1 Waiver of Continuing Professional Development Requirements

The CHIA Exam Committee may for good cause waive or reduce the CPD requirement. Individuals may request a temporary waiver by submitting a written request to the CHIA Exam Committee for consideration. A Temporary Waiver may waive or reduce your recertification requirement due to extenuating circumstances and/or hardships (for example, financial hardship, illness, unforeseen circumstances, and natural catastrophes).

12.2 Extensions for Completion of CPD Requirements

The CHIA Exam Committee may grant an extension of time to complete the number of CPD points required for a recertification cycle. An extension of time shall not relieve the individual of the responsibility for completion of the CPD requirements. Individuals may request an extension by submitting a written request to the CHIA Exam Committee for consideration.

Requests for waivers or extensions must be made no less than three months prior to your scheduled recertification date.

Requests for waivers or extensions should be sent to: certification@hisa.org.au

13 Frequently Asked Questions

Q1. Why should I keep my CHIA current?

You've done the hard-yards by studying for and successfully passing the CHIA exam. Don't let your success be short-lived. Continuing professional development is important because it assures you continue to be competent as a health informatician and especially given the rapid pace of change of technology and digital health innovation. Maintaining your CHIA credential delivers a bundle of benefits:

- Return on investment from the high value of being a CHIA
- Professional prestige that helps you remain competitive in a tough job market
- Demonstration of your ongoing commitment and competence in health informatics
- Growth and support of CHIA by individuals benefits the profession and industry as a whole through recognition of the health informatics profession
- Networking opportunities with your peers who share your level of expertise

Plus, without recertification you must cease to use your CHIA credential after your expiration date. As long as you don't let your credential lapse, you will avoid needing to re-sit the CHIA exam. Failure to renew by your expiration date will require re-sitting the CHIA exam to re-instate your CHIA credential.

Q2. How can I earn CPD points?

HISA, HIMAA and ACHI offer many opportunities to earn CPD points through conferences, meetings, events, webinars and other activities that qualify for CPD points. Look for the CHIA CPD logo on the relevant schedule of events.



Q3. Can I use CPD points earned through organisations other than HIMAA, HISA and ACHI?

Yes. The CHIA Exam Committee will accept CPD points earned through other organisations provided they are valid CPD activities and are relevant to health informatics.

Q4. What are some examples of how I can earn CHIA recertification points by CPD activity?

CPD Category	Provider / Source	Activity Description	CPD Points
1. Event Participation	HISA	Australian Telehealth Conference – attended both days	12
3. Presentations	HIMAA conference	Guest speaker on information management in aged care provision (60 minutes)	4
4. Publications and /or Research	ACHI	Authored an article published in e-Journal of Health Informatics on the use of health ICT to manage medications in a primary care setting	5
1. Event Participation	HISA	Attended a two-hour seminar on the fundamental elements of clinical decision support systems	2

Q5. How can I find out how many CPD points I have earned so far?

Individuals must track their own CPD points earned during a CPD cycle. CHIA does not track your participation in professional development activities.

Q6. When do I renew?

Your CHIA credential must be renewed every three years. The CHIA Program Officer will contact you to request your confirmation of completion of the necessary CPD points and payment of renewal fees. We will send you reminders at 12, six and one month prior to expiration of your certification.

Q7. What should I do with my CPD documentation?

You are NOT required to submit your full CPD documentation at the time of renewal. You are required to submit your CPD journal only and your accompanying fee.

However, you must save your CPD records and associated evidence documentation in a safe place in the event you are contacted for an audit.

Q8. Do CPD points carry over from one triennium to another?

No. You can only claim CPD points earned during your current three-year recertification cycle.

Q9. What if I do not have enough CPD points to renew and maintain my certification?

If you do not have the required CPD points by the end of your CPD period, your certification will be revoked. Once your certification is revoked, you are no longer certified and your certification can only be reinstated by re-taking and passing the CHIA exam. The CHIA Exam Committee provides the opportunity to request an extension or waiver in extenuating circumstances.

Q10. What happens if I do not renew on time?

If you fail to renew on time, your certification will be revoked. Once your certification is revoked, you are no longer certified and your certification can only be reinstated by re-taking and passing the CHIA exam.

Q11. What happens if I'm audited?

In order to ensure high standards of competency and continuing professional development, CHIA will conduct random audits. If audited, you will be required to provide documented proof of all CPD activity within 30 days of notification. If you are unable to provide documented proof within 30 days, your certification will be considered revoked.

If all documents are complete and the appropriate number of CPD points is accounted, you will be notified that your recertification is valid and will be issued an updated certificate within two weeks of your notification of validity. If it is determined that some CPD points are not applicable, the CHIA Exam Committee may allow additional time for you to submit or earn additional replacement CPD points.

Q12. What are some examples of evidence I should retain?

Evidence	Example
Proof of attendance at a conference	An official confirmation of registration Copy of a completed attendance register Certificate of attendance
Delivered a presentation	An official program or agenda URL to conference proceedings

Q13. Is there a cost to retain my certification?

Renewal fees will be invoiced to CHIAs and must be paid within the due date specified to avoid lapsed certification. Fees are: ACHI, HISA or HIMAA Member Fee⁵: \$175, Non-Member Fee: \$250

14 Further Questions and/or Feedback

If you have any further questions or feedback, please contact us via certification@hisa.org.au.

⁵ Applicable membership categories for HISA/ACHI - FACHI, MACHI, Ordinary, Organisational, Honorary. Applicable membership categories for HIMAA - Full, Fellow, Senior Associate, Associate, Life, Organisational