



**CERTIFIED HEALTH<sup>TM</sup>  
INFORMATICIAN  
AUSTRALASIA**

**External Event  
CPD Endorsement**

## Welcome to the CHIA External Event CPD Endorsement Program

The following information has been written to guide you through the application process.

- *Have you developed educational events suited to the health informatics profession?*
- *Do health informaticians ask if your educational events offer CHIA CPD points?*
- *Can you demonstrate your ability to deliver high quality and relevant CPD for health informatics?*



The CHIA CPD External Event Endorsement program offers external providers recognition and endorsement of CPD events and activities, you will gain permission to use our CHIA logo as well as promotion on our website.

Providers may choose to seek endorsement from CHIA for a single activity such as a conference, workshop, seminar, webinar and podcasts.

If you wish to seek endorsement for any CPD activity you are planning, please read the following guidelines carefully and complete the application form.

## External Event Endorsement

Part of the CHIA Recertification Program is the allocation of CPD points, which assists members in reaching and maintaining their professionally recognised status as a Certified Health Informatician of Australasia (CHIA).

CHIA has extended this service to educational events external to HISA, HIMAA or ACHI to allow CHIAs to account for their participation in such events.

Partner providers can apply to have their events endorsed by CHIA for a fee. Endorsement means that a partner provider's event meets the educational principles, aims and outcomes that underpin the high standards and criteria that all CHIA accredited activities must meet.

A CPD activity needs to enhance health informatics knowledge, skills and abilities through active learning. A CPD activity can include a conference, workshop, seminar, webinar and podcasts. The endorsement process is the same regardless of the mode of delivery.

All endorsed activities must meet the high standards of the CHIA Program to receive endorsement. Providers are encouraged to participate in the endorsement process as set out below in a prompt and timely manner.

The endorsement process is undertaken by HISA and the Examination Committee (EC) (if needed), who adjudicate applications against CHIA Recertification Program standards and criteria.

If the proposed endorsed activity meets the relevant standards and criteria it will be endorsed and the provider will be advised. Applications must be submitted at least 6 weeks in advance of the activity date.

## The Competencies

Your activity must provide health informatics knowledge in one of the CHIA Competencies:



Further information on the competencies can be read on the [CHIA website](#).

## Continuing Professional Development(CPD) Points

Calculation of CPD points for event endorsement is based upon clock hours, with one (1) CPD point awarded for each 60 minutes of participation or 0.5 CPD point for 30 minutes of participation.

Points can only be allocated to the educational components of an event: refreshment breaks, registration, drinks/networking sessions, exhibition browsing etc do not accrue points.

CHIA recognises and allocates points to activities in alignment with the requirements of its own CPD CHIA Recertification Policy.

## Cost of Endorsement

- HISA or HIMAA organisational member health informatics events: Free
- Health informatics events provided by not-for-profits organisations: Free
- Health informatics events (that don't fit into the above options): \$500.00 per event

## Application Process

- Complete the [form](#) and agree to the terms and conditions (noted below) of endorsement
- Within 4 weeks, the provider will be notified in writing if we will accredit the event, and advise how many hours we will allocate to the event
- HISA will send the CPD points logo to the provider for the endorsed activity
- Once confirmed, HISA will list the event on the [calendars](#)
- CHIA candidates can then register for the event to earn CPD points

### After the event concludes

- Provider to send out a certificate of attendance to the CHIA graduate
- Provider to send HISA a list to attendees

## Terms and Conditions

Promotional seminars for specific brand product(s) are generally not considered for endorsement; however, in assessing if a course would be endorsed, we would expect that no more than 20% of course time would focus on product information or efficacy. If you consider the content to be significantly educational in content, applications can be submitted for consideration.

The event should contain some form of participant evaluation to ensure that the educational objectives have been met.

CHIA does not endorse courses after they have been conducted. Use of the CHIA trademarks in relation to unendorsed courses is not permitted, and may result in future applications for endorsement being rejected, contracted compensation costs or prosecution for breaches of copyright.