

Vision. Advocacy. Collaboration.

[McMaster Continuing Education](#) has inspired people to discover and achieve through lifelong learning since 1931.

Students value our quality programming vetted by industry experts and the flexibility and convenience of courses offered in multiple delivery formats. As one of Canada's largest and leading providers of academic certificate and diploma programs, professional development education, and corporate training, MCE's purpose is to develop and realize the potential of both individuals and society by providing the education to thrive in a dynamic world.

Many MCE programs have established advisory committees to contribute diverse experience and expertise from a cross-section of occupations and disciplines.

Position Description:

Recently McMaster has created a new online program which will enable professionals to achieve their CHIM designation in less time and cost than other degree and diploma pathways. This new program is called the Certificate in Health Information Fundamentals.

Developed using the Canadian College of Health Information Management's Health Information Fundamentals Curricular Standards the Certificate in Health Information Fundamentals allows degreed professionals who meet the University's admission requirements to be on the path to their CHIM designation in as little as six courses.

Join us in supporting new professionals in the growing and changing field of Health Information Management.

Accountabilities:

The roles and responsibilities of an Advisory Committee member will address one or a combination of roles and responsibilities:

- Assist MCE to develop, monitor, assess and change the program of study.
- Assist MCE to validate measurable learning outcomes of a program of study.
- Advise MCE on skills and characteristics of graduates required by business and industry.
- Advise MCE on industry/business developments, trends, and future directions.

Membership Selection:

Criteria for appointment include:

- Knowledge, skills, and experience related to the Health Information Management sector relevant to the program of study
- CHIM designation and member of CCHIM in good standing

Members will be selected to ensure a diversity of industry experience and knowledge.

This is a volunteer position. Hours of service count towards CCHIM CPE as per CCHIM's Contenting Professional Education Program Policy.

Time Commitment:

- Meetings will be held twice per academic year in Oct through May
- Meeting will be held virtually for a period of approximately 1.5 hours

Interested applicants:

Send resume and cover letter to McMaster Continuing Education (Instructor email account), instrapp@mcmaster.ca. Please indicate "HIM – Program Advisory Committee" in the subject line. In your cover letter please state:

- Why do you want to volunteer on the program advisory group?
- What area(s) of expertise do you bring to an advisory in Health Information Management?

Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

Job applicants requiring an accommodation to participate in the hiring process should contact the [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247) to communicate accommodation needs.