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Executive Search Consultants

Position Specification
Chief Executive Officer_____

CAHIIM™

The Organization

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is an independent, non-profit 501(c)(3) accreditation organization, that strives to provide the public with effective and consistent accreditation standards and quality monitoring of health informatics and health information management academic programs.

The CAHIIM Mission is to serve the public interest in advancing the value of health informatics and health information management through quality education by:

- Establishing and enforcing accreditation Standards
- Recognizing programs that meet the Standards
- Assessing student achievement
- Respecting educational innovation and diversity
- Recognizing academic institutions' autonomy
- Emphasizing the principle of volunteerism and peer-review
- Embracing a culture of continuous quality improvement

On March 1, 2005, CAHIIM separated from the Commission for Accreditation of Allied Health Education Programs (CAAHEP), formally became CAHIIM, and incorporated on January 3, 2011. CAHIIM has two Member organizations, the American Health Information Management Association (AHIMA) and the American Medical Informatics Association (AMIA). AHIMA is the HIM premier association which has more than 103,000 health information management professionals. In 2015, the American Medical Informatics Association (AMIA) joined CAHIIM as an organizational member AMIA, is the leading professional association for informatics professionals, is the center of action for 5,400 informatics professionals from more than 65 countries.

CAHIIM serves the public interest by establishing quality Accreditation Standards for Health Informatics (HI) and Health Information Management (HIM) educational programs, and formally accredits programs that achieve these standards. CAHIIM is recognized by the Council for Higher Education Accreditation (CHEA) and is a member in good standing of the Association of Specialized and Professional Accreditors (ASPA), the International Network of Quality Assurance Agencies in Higher Education (INQAAHE), AMIA's Academic Forum, and the International Medical Informatics Association (IMIA). CAHIIM also participates with AHIMA's Council for Excellence in Education (CEE) and the Assembly on Education (AOE).

The CAHIIM Board of Directors is made up of 11 volunteers. AHIMA and AMIA each nominate one board member. The remaining members represent the professions of CAHIIM, academia, healthcare and the public.

The Commission on Accreditation for Health Informatics and Information Management Education ensures that students of health information management or health informatics receive the highest quality of education and the best chance at long-term career success after graduation. Health informatics and health information management are rapidly evolving fields. With the growing demand for professionals educated in these areas, colleges and universities are continually expanding their degree program offerings. Not surprisingly, the number of CAHIIM accredited academic programs have grown to almost 350 at an annual rate of 20 to 30 new programs.

For more information about CAHIIM visit: https://www.cahiim.org/

The Position
Key Reporting and Working Relationships
The CEO reports directly to the CAHIIM Board of Directors through its Chair. The CEO is an ex-officio member of the CAHIIM Board of Directors with no vote, and ex-officio staff to the CAHIIM Accreditation Councils.

In order to be successful, the CEO will need to establish and maintain effective working relationships with a variety of persons and groups. These include: the CAHIIM Board, CAHIIM Accreditation Council members, the Peer Reviewers, CAHIIM Member Organizations, CAHIIM's Accredited Programs and program leadership, regulatory bodies that govern accreditation, and thought leaders in both the academic world and association communities.

Responsibilities
The CEO is primarily responsible for leading CAHIIM in executing its vision and mission of quality education and promotes the role of accreditation as the standard of excellence for continuous quality improvement of HIM and HI academic programs.

The CEO has a major role in insuring the financial viability and continued success of CAHIIM, leads development activities and the accreditation process. The CEO oversees the operations of CAHIIM, including management of the operating budget, effectively communicating to the CAHIIM Board current issues and trends in the accreditation field, and ensuring strategic and operational support to the CAHIIM Board of Directors, the CAHIIM Accreditation Councils, the Peer Reviewers, the CAHIIM Member organizations, and all CAHIIM Board-appointed committees.

Additional responsibilities of the CEO of CAHIIM in the areas of Strategy and Leadership include:

- Managing the external affairs and oversee the internal functions of CAHIIM.
- Manage CAHIIM Board functions and relationships; keep the Board current on issues and trends in the accreditation field.
- Assure that representation on the CAHIIM Board and Councils is inclusive of the major constituencies of CAHIIM program accreditation, the professions, employers and the public.
- Ensure that the functions of CAHIIM corporate communications, constituent relations and public affairs are provided with internal and external resources.

- Provides leadership to strategic planning of CAHIIM with emphasis on development and implementation of actionable strategies to achieve long-range goals.
- Manage the anticipated growth of the organization, from space to staff to site reviews, and develop resources to move CAHIIM in the right direction.
- Explore new revenue sources through future-focused business planning, added training and workshop offerings, and possible advisory partners and vendors.

Additional responsibilities and objectives of the CEO in external relations will include:
- Develop and effectively communicate the value proposition of accreditation with CAHIIM's various constituencies, especially its current and potential accredited programs and Members.
- Establish and ensure positive rapport between these constituencies and CAHIIM.
- Explore potential new organizational members to join CAHIIM.
- Ensure that program directors, faculty and other constituents of CAHIIM are informed regarding the activities of CAHIIM.
- Communicate with and advise academic programs and help them deal with accreditation issues without putting CAHIIM at risk.
- Devise and implement programs for communication of accreditation policies and procedures through workshops, newsletters and other media.
- Be attuned to higher education influence and to possible Federal intervention with accreditation;
- Represent CAHIIM on Member organization committees and at other meetings where applicable.

Additional responsibilities and objectives of the CEO in operations will include:
- Ensure compliance with the Standards, regulations, procedures and practices required of CHEA, ASPA, and related accreditation agencies.
- Provide accreditation leadership and counsel to HIM and HI educators.
- Manage the volunteer network of over 75 volunteers providing appropriate resources, training programs, and technology to facilitate the work of the CAHIIM Board of Directors, the Accreditation Councils (HIMAC and HIAC), and the Peer Reviewers for programmatic reviews, site visits and accreditation action decisions.
- Assure that site visit teams are well informed regarding accreditation issues and perspectives, and regularly participate on site visits to ensure consistency in accreditation practices.
- Adhere to due process and the legalities of the accreditation process. Work closely with CAHIIM legal counsel to address and resolve legal issues and complaints regarding accredited programs or the accreditation processes.
- Provide management leadership to programs and staff in planning and conducting the accreditation application and candidacy stages.
- Continue to secure the necessary funds for CAHIIM strategies, sustainability and growth.
- Oversee and manage CAHIIM's finances, including development of the operating budget and business plans.
- Manage CAHIIM staff of five plus contractors and office operations, and oversight of services and service agreements, including the Service Level Agreement with AHIMA, and align resources to accomplish CAHIIM's goals.
- Execute and manage CAHIIM contracts for outsourced services and the CAHIIM Accreditation System technology.

- Travel as needed, to conduct site visits, attend national conferences of constituents and accreditation organizations, and hold conference calls and face-to-face meetings with CAHIIM stakeholders and the CAHIIM Board and Councils.

Location
The CAHIIM offices are presently located in Chicago, Illinois where they rent space from AHIMA. Chicago is the third largest city in the United States, with a population of nearly three million people. The area is home to many health and medical related national associations, some of which have working relationships with CAHIIM and its partner organizations.

Located on 26 miles of lakefront on the shores of Lake Michigan, the city is also known as the City of Big Shoulders or the Windy City. With more than 200 theaters, 200 art galleries, 552 parks and dozens of cultural institutions, Chicago is rich in architecture, neighborhoods and history. The city offers numerous attractions, including educational museums, excellent shopping, eclectic restaurants and a bustling nightlife. The City of Chicago includes 77 diverse neighborhoods just north and south of the loop. Each features its own style of art, shop collections, cultural cuisines, and rich history. Chicago is a major transportation hub. The city is served by two major airports, and is the main rail hub of North America. Mass transit in much of the Chicago metropolitan area is managed through the Regional Transportation Authority, which provides transportation services through three subordinate agencies: the Chicago Transit Authority, Metra, and Pace.

For information about Chicago, visit: https://www.cityofchicago.org/

Opportunity
This is a wonderful opportunity to manage the increasing demands of the organization and continue the innovative and transformative development and growth of a highly-regarded health informatics and health information management education accrediting organization. For a highly-motivated individual, this is a chance to make a difference and take CAHIIM to the next level.

Compensation
The CEO will be offered a competitive compensation and benefit program. If relocation is necessary, the final candidate will be eligible for moving benefits and relocation assistance.

Education/Certifications
A degree in Health Information Management, Health Informatics, Health Care, Health Sciences or a relevant field is required. While a terminal, doctoral degree would certainly demonstrate an appreciation for the importance of research and scholarship, it is preferred and not required.

Professional Qualifications
The successful candidate will be a leader who understands and appreciates the business of accreditation and academia, the fields of HIM, and HI. This is a highly visible and influential position in healthcare accreditation. The CEO must enjoy working with and presenting to diverse constituencies. The ideal candidate could come from academia, other accrediting bodies or associations or be a senior practitioner in the healthcare field. Ideally, the successful candidate will have a demonstrated fundamental understanding of accreditation, certification, and professional organizations.

Other professional skills and characteristics sought in candidates include:

Skills
- A strong leader;
- Excellent communication skills (written and verbal);
- Experience with academic accreditation and working with corporate or volunteer boards.
- Ability to build and strengthen relationships between CAHIIM and its stakeholders;
- Ability to build effective relationships with Board and partners organizations;
- Adept at understanding and talking with CAHIIM's constituencies: academia, professional community and associations;
- An appreciation for the regulations (i.e. CHEA) that govern accreditation-not only understand them, but abide by them;
- A strategic thinker and innovator;
- A business acumen, able to manage budgets and effectively work with computer applications design and use;
- Comfortable with the inherent uncertainty and rapid changes currently in health information management, health informatics and higher education.

Personal Characteristics
- Ability to effectively communicate with various constituencies and articulate what CAHIIM stands for;
- Excellent public speaking skills;
- Able to be a true advocate and champion for the Mission of accreditation;
- Collaborative decision maker, open to new ideas, good listener;
- Team builder;
- Inspires others and can motivate them to work at a high level of excellence;
- Receptive to new ideas and approaches;
- Integrity;
- Mission focused and driven;
- Politically savvy, a true Ambassador;
- Ability to effectively communicate with different audiences, e.g., faculty, other accrediting organizations and partners;
- Organized;
- Personable;
- Warm, Welcoming and Genuine – Accessible to others;
- Trustworthy;
- High degree of humility;
- Able to roll sleeves up and do what needs to be done;
- Patient; Calm in the face of challenges;
- Natural leader;
- Consensus driven;
- Flexible;
- Collaborative management style;
- Relationship builder;
- Strong self-esteem;
- Able to understand and effectuate delegation.

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