**www.himss.org ● 33 W Monroe Street, Suite 1700 ● Chicago, IL 60603**

Chapter Starter Kit

Clinical Informatics Committee

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**Section 1**

**Welcome and Introduction**

Welcome to the HIMSS Clinical Informatics Committee Starter Kit.

As members of a HIMSS Chapter, we invite you to consider forming a committee that focuses on issues and needs related to the practice of Clinical Informatics (medical, nursing, and pharmacy). HIMSS is pleased to provide you with an existing organizational structure that promotes and supports the formation of such a committee. More importantly, it provides the opportunity to become actively involved on both a local and national level, in one of the leading healthcare information societies comprised of a diverse membership of healthcare informatics professionals.

This starter kit provides information that can simplify the startup of a Clinical Informatics Committee as a part of your local HIMSS Chapter.

**Section 2**

**What is a HIMSS Chapter Clinical Informatics Committee?**

A Clinical Informatics Committee is a standing committee of a local HIMSS Chapter that provides an emphasis on issues of interest and concern to Clinical Informatics. The link with an existing local HIMSS chapter provides an opportunity for a closer working relationship with other leading health IT professionals, clinicians, academia, vendors and consultants on a local and national level.

**Section 3**

**Mission and Objectives of a Chapter**

**Clinical Informatics Committee**

The primary mission of a HIMSS Chapter Clinical Informatics Committee is to provide critical networking and educational opportunities that enhance the practice of clinicians working in informatics. Integration and active involvement with other healthcare professionals and health IT leaders is also maximized.

Objectives:

* To provide an opportunity for sharing information, viewpoints and experiences
* To provide structured educational opportunities to provide opportunities for informaticists to actively participate in HIMSS activities and network with informatics professionals
* To facilitate the emergence and growth of informatics topics within the industry
* To support current professional initiatives within the various clinician disciplines of informatics
* To effectively communicate with and support the initiatives and efforts of other approved clinician specific informatics organizations
* To support the of advancement and awareness of Clinical Informatics leaders and roles

**Section 4**

**Guidelines for a Clinical Informatics Standing Committee**

**Criteria:**

1. Refer to chapter bylaws for specific details for committee formation and appointing/electing positions.
2. Members are HIMSS Chapter members.
3. Recommend that members are Clinical Informatics Committee members.
4. HIMSS membership is encouraged.
5. The committee submits an annual progress report and active membership list to the HIMSS Chapter Board of Directors.
6. Submission of annual activity report to HIMSS Clinical Informatics via [informatics@himss.org](mailto:informatics@himss.org). .

**Committee Composition:**

1. The Clinical Informatics Committee will consist of a Chair and at least one other committee member.
2. Membership is comprised of but not exclusively limited to clinicians who are HIMSS Chapter members.
3. Other IT or clinical professionals closely involved with informatics interests and have a direct working relationship with clinical informatics may be included if desired. Open membership to students/new health IT professionals interested in Clinical Informatics is encouraged.

**Role:**

1. The role of a Clinical Informatics Standing Committee is to provide an organizational structure within a local HIMSS Chapter that allows clinical informatics members an opportunity to: Share information, viewpoints and experiences with other HIMSS members
2. Develop educational programs pertinent to the various clinical disciplines of Informatics
3. Identify special interests and enhance collaboration with other clinician specific informatics non-profit organizations, as approved by HIMSS
4. Identify special interests and enhance collaboration with HIMSS initiatives and membership groups
5. Encourage member-initiated development of new activities and services
6. Develop opportunities to actively participate in HIMSS activities
7. Broaden the knowledge base and information exchange pertinent to health IT
8. Develop more effective representation of Clinical Informatics interests and leaders within HIMSS
9. Support the of advancement and awareness of Clinical Informatics leaders and roles

**Functions:**

**Meetings**:

Work with the Chapter Board of Directors to schedule meetings and educational sessions. Topics are determined by the level of interest based on membership feedback. An attempt to schedule meetings in conjunction with HIMSS Chapter meetings is strongly encouraged. Clinical Informatics Committee members should also attend Chapter meetings and events. An invitation for other HIMSS members to participate is encouraged.

**Educational Programs:**

The provision of locally held, educational opportunities should be a priority goal of the committee. The steering committee should consider developing an annual programming budget request for the upcoming year and submit to the Chapter Board and membership. If approved, the budget should be managed by the steering committee. Budgetary requests should support committee objectives and chapter board strategies.

**Involvement in Annual Conference:**

Clinical Informatics Committee members are encouraged to attend the HIMSS National Symposia and pre-conference events for clinicians in Informatics; such as the Nursing Informatics Symposium and the Physician IT Symposium.

**Involvement with other Informatics Organizations and Associations:**

Collaborations with like-minded non-profit organizations assist to broaden the reach of the chapter. Ensure all collaborations are approved by HIMSS prior to engaging.

**Section 5**

**Clinical Informatics Committee Leadership and Structure**

**Steering Subcommittee:**

The steering subcommittee should be comprised of a Chair and at least one other committee member (Vice Chair). The Chair should also serve on the Chapter Board of Directors.

The Vice Chair will resume leadership of the subcommittee upon retirement of the Chair. The subsequent vice chair is to be elected by committee members.

Other optional positions may include:

Membership

Secretary

Programming

**Qualifications:**

* Steering subcommittee members must be a current member of HIMSS (local or national).
* Members must demonstrate strong leadership skills, business acumen and a commitment to perform all duties of the role in an orderly and responsible manner.

**Terms of Office:** 1 Year

**Responsibilities of the Chair:** (required)

The Chair is the leader of the Clinical Informatics Committee and is responsible for calling and presiding at committee meetings as well as providing direction and coordination to other committee members.

* Preside at all regular committee and steering subcommittee meetings
* Establish the agenda and schedule for all committee meetings
* Work with the steering subcommittee to set goals, objectives and measurable results for the Clinical Informatics Committee
* Assist in identifying and organizing programming and educational needs
* Serve as liaison with the HIMSS Chapter Board
* Conduct business portion of committee meetings
* Present updates on committee functions to chapter members
* Facilitate the annual committee self-evaluation and audit of activities
* Perform any other non-specified duties necessary to further the business of the committee as duly authorized by the steering subcommittee and chapter board

**Responsibilities of the Vice Chair:** (required)

The Vice Chair will assist and fill-in for the Chair, as needed. The Vice Chair assumes the position of Chair upon retirement or resignation of the Chair in order to ensure a smooth leadership transition.

* Assist the Chair in conducting the business affairs and activities of the committee through special assignments and duties delegated by the Chair or leadership subcommittee
* Attend all meetings of the Clinical Informatics committee and presides in the event of the Chair’s absence

**Responsibilities of the Secretary:** (optional)

The Secretary maintains the records and rosters for the committee in addition to coordinating the materials related to all committee meetings.

* Attend all regular and special meetings of the committee and steering subcommittee Notify the committee Chair if unable to attend so that an interim Secretary can be assigned
* Make necessary arrangements for conducting meetings, whether held in person or by conference call
* Record, prepare, and distribute the minutes to members via e-mail or on chapter website
* Work with the chapter webmaster to maintain information on the Clinical Informatics Committee Maintain a permanent binder containing notices, agendas, and related materials, in addition to the signed and approved minutes
* Prepare or assist in the preparation of an annual newsletter
* Maintain a Secretary’s Book of chapter records, correspondence and activities to be transferred to the incoming Secretary

Submission of annual report to National Clinical Informatics via [informatics@himss.org](mailto:informatics@himss.org)

## **Responsibilities of the Program Chair**: (optional)

The Program Chair leads the Clinical Informatics steering subcommittee in developing and implementing educational and professional offerings to Clinical Informatics committee members.

* Attend all regular meetings and special meetings of the committee and steering subcommittee Provide leadership to the Clinical Informatics Committee in the design, creation and implementation of educational opportunities annually
* Collaborate with the Chapter Board to develop the revenue and expense budgets for any planned annual educational events
* Work with membership committee and HIMSS Chapter to market and publicize educational offerings

**Responsibilities of the Membership Chair:** (optional)

The committee Membership Chair provides leadership in developing member recruitment and retention activities, maintaining an active member roster and evaluating member satisfaction.

* Attend all regular meetings and special meetings of the committee and steering subcommittee Collaborate with committee and steering subcommittee and membership to recruit committee members
* Prepare regular membership reports and present to the Clinical Informatics Committee Chair
* Ensure that a membership recruitment and application packet is available
* Maintain files of membership list plus any other pertinent correspondence or materials
* Use list for committee purposes only following all chapter policies and procedures.

**Section 6**

**Membership**

Membership is comprised of but not exclusively limited to clinicians who are HIMSS Chapter members. Other IT and clinical professionals closely involved with informatics interests and have a direct working relationship with clinical informatics may be included if desired. Open membership to students/new health IT professionals interested in Clinical Informatics is encouraged.

Types of Membership:

Membership in the Chapter Clinical Informatics Committee is dependent upon joining HIMSS via one of the following HIMSS membership routes:

* **National Membership Chapter-only Membership**

**Student Membership**

**Process membership, dues billing and collection:**

Membership is processed through HIMSS National per Chapter Operating Guidelines, policies and procedures.

# Marketing materials:

The HIMSS Clinical Informatics staff can provide clinician specific information, education and resources. Contact HIMSS Clinical Informatics to be included in the specific community of interest at [informatics@himss.org](mailto:informatics@himss.org).

# Tips for Improving Recruitment Efforts:

* Have prospective committee member sign-up sheets available at all chapter programs attended by non-members
* Hold “member recruit a member” drive with prizes for member who recruit the most new members.
* Designate a specific time of year for an annual membership drive and kick it off with festivities.
* Ask members and Board members to provide the membership committee with a list of referrals for a recruitment referral.

**Section 7**

**Tips for Getting Started**

Organize a Clinical Informatics Committee by utilizing the existing organizational status of your Local HIMSS Chapter. (As a standing committee of the chapter, you are not required to develop separate By-laws of Incorporation or file for non-profit tax status from the IRS). As a result, you can immediately begin to address the other responsibilities and tasks required in starting a new group.

**Evaluate your potential membership pool**

Questions to consider:

Will the Chapter be willing to support your efforts?

Does your community have the resources to supply new members?

Are there enough interested people in your immediate area to accomplish the goals of improved communications, education and cooperation?

Will other professionals be allowed to participate in the committee?

Will your Chapter help cover the cost of providing services such as meeting announcements, meeting places, continuing education credits and educational speakers?

**Evaluate the formation of a Clinical Informatics Committee with the Local HIMSS Chapter Board of Directors and HIMSS**

It is extremely important to obtain the interest and majority support of the Chapter Board of Directors. The ability of a Clinical Informatics Committee to recruit a more diverse membership can provide distinct benefits to the Chapter. Recruiting a member of the Board, or creating a new Clinical Informatics Liaison, to serve on the Clinical Informatics Committee is strongly recommended.

We suggest working with the Chapter Membership Chair in order to identify and contact current HIMSS members that are clinicians. New incoming Chapter members can also be identified as potential participants.

A reasonable approach in determining interest and support is to suggest planning a special HIMSS program that incorporates topics of interest to existing members as well as clinical informaticists and clinical informatics leaders. If the chapter is interested, use current HIMSS members to help recruit appropriate coworkers and professional contacts.

**Identify and pursue effective methods of communication and recruitment:**

* Develop educational offerings to utilize as a method to promote the formation of the Committee

Distribute informational emails (include mission and initial objectives)

Include current HIMSS members, administrators and CIO’s in all communications to encourage interest in and support for participation of their staff

* Write informational articles for existing clinician newsletters and publications
* Advertise educational offerings in existing publications of various organizations

**During the first meeting or educational program:**

* Discuss the mission and initial objectives for the committee
* Verify interest in pursuing the establishment of the committee
* Identify the most appropriate meeting schedule and location (encourage ongoing participation and coordination with HIMSS chapter meetings if at all possible)
* Gather participant demographic information and areas of interest
* Distribute questionnaire for topics of interest and willingness to serve
* Recruit initial Steering Subcommittee members from group
* Develop an educational program framework
* Encourage program attendance and support by existing HIMSS chapter members

**Ongoing efforts:**

* Have HIMSS Chapter Board President establish the Clinical Informatics Committee as a standing committee of the Chapter and include documentation in meeting minutes

Continue to actively cooperate and participate in all HIMSS chapter initiatives

* Provide active ongoing membership recruitment
* Maintain close communication with initial contacts from existing outside organizations
* Submit informatics updates and articles of interest to interested organizations for publication
* Initiate frequent steering subcommittee phone conferences to enhance personal relationships, commitment to organization and initiate successful planning and programming efforts
* Enhance working and networking relationship with other IT professionals and HIMSS members
* Provide evaluation forms for all educational programming
* Offer CA/CPHIMSS CEU’s
* Develop an annual survey to determine organizational effectiveness and avenues for improvement
* Send your committee communications (letters, emails, meeting announcements, etc.) to [chapters@himss.org](mailto:chapters@himss.org) and [informatics@himss.org](mailto:informatics@himss.org) to keep HIMSS updated on your progress and record your activity
* Take advantage of the support services offered by HIMSS during the ongoing committee development or educational program planning

**Section 8**

**HIMSS Support Services**

**National HIMSS Support:**

**Headquarters**

33 W Monroe St

Chicago, IL 60611

(312) 664-4467

[himss@himss.org](mailto:himss@himss.org)

[www.himss.org](http://www.himss.org)

**Chapter Relations**

[chapters@himss.org](mailto:chapters@himss.org)

**Member Services**

[membership@himss.org](mailto:membership@himss.org)

**Clinical Informatics**

[informatics@himss.org](mailto:informatics@himss.org)

Tammy Kwiatkoski, MBA

Director, Clinical Informatics

tkwiatkoski@himss.org

**Chapter Website:**

* Showcase the Clinical Informatics Committee on chapter’s website
* List events on the specific chapter’s website and HIMSS events calendar
* Contact HIMSS for assistance

**Publications:**

* Access to enewsletters including *Clinical Informatics Insights* - a provider's source for timely and comprehensive articles on effective integration of informatics across the continuum of care. Published the second Monday of every month, this complimentary e-newsletter highlights improvements in clinical quality and support of health IT practices, policies and tools[www.himss.org/clinicalinformaticsinsights](http://www.himss.org/clinicalinformaticsinsights)

**Programming, Resources & Education:**

* **Access to Speakers**: If you need assistance in finding a speaker for an event, please email [chapters@himss.org](mailto:chapters@himss.org). Speaker Fee Assistance: HIMSS has a limited number of scholarships to help defray the cost of providing quality educational speakers
* **Annual Conference:** National HIMSS membership qualifies for reduced registration and the ability to submit a call for proposal
* **Collaborate with clinician stakeholders** Join HIMSS Clinical Informatics’ national programs as a key stakeholder with academic programs in your area, such as [Partners in E](http://www.himss.org/partnersine), a pharmacy informatics curriculum program, and [TIGER,](http://www.thetigerinitiative.org/) a one-stop online health IT education portal for academic professionals, students, adult learners, and clinical educators.
* **Connect your clinician members to exclusive resources**
* [What is Nursing Informatics?](https://www.himss.org/get-involved/community/nursing-informatics) Compilation of landmark studies and publications on data, information, knowledge, and wisdom in nursing practice.
* [Physician Webinar Series](http://www.himss.org/physician) featuring industry experts explore payment reform models health IT implementation-to-optimization and population health.
* Town Hall virtual webinar series for [Health Technology Management professionals](http://www.healthtechnologyalliance.org/), and [Pharmacy Professionals](http://www.himss.org/ResourceLibrary/TopicList.aspx?MetaDataID=2929), and [Enterprise Imaging Specialists](https://www.himss.org/library/clinical-informatics/enterprise-imaging).

##### Participation in HIMSS National Public Policy Initiatives:

HIMSS Government Relations Office was founded in February 2000 and focuses on expanding the visibility of the Society’s mission on Capitol Hill, with the Administration, and with state legislatures. Members of HIMSS Government Relations staff also educate interested stakeholders including individual HIMSS members, corporations, and collaborating organizations to coordinate and advance healthcare IT and management systems through advocacy and public policy initiatives. Advocacy and Public Policy legislative and regulatory actions are guided by the HIMSS Public Policy Principles.

**Section 9**

**Document Samples and Templates**

**Sample: Member Recruitment E-mail**

**Subject**: Formation of a (INSERT CHAPTER NAME) Clinical Informatics Committee

**Please help**!

**There is a group of clinicians interested in forming a local Clinical Informatics Committee as part of (INSERT CHAPTER NAME). Please read the following and forward to anyone you believe may be interested in participating.**

**Thank you!**

Today’s healthcare administrators, educators, and clinicians are being challenged to address information technology solutions in order to improve business, student, and patient care outcomes. Constant change in this relatively new and evolving field requires significant knowledge and strong leadership in order to avoid poor decisions and costly errors.

The role of the clinician in the use of technology to improve the delivery of patient care has evolved. Today, clinicians are leading change in the development and adoption of interoperable systems across the nation, showing quantifiable impact on population health. **There is current interest in establishing a clinical informatics group to provide networking and educational opportunities to prepare and support (INSERT STATE OR REGION) clinicians in this role.** This activity would be a standing committee of the existing (INSERT NAME) HIMSS Chapter.

We would like to extend a special invitation to become a part of this effort. Any clinician involved with or interested in IT initiatives is encouraged to become a member.

Please contact (NAME) via e-mail (email address) or phone (xxx) for additional information or interest in becoming a founding member. You are invited to attend the (DATE) (NAME) HIMSS chapter meeting for further discussion and planning (see below).

**Clinical Informatics Group overview (proposed):**

**Fee:** XX National HIMSS annual membership OR XX local HIMSS Chapter annual membership [insert due amount as appropriate]

**Program Focus:**

Networking opportunities

Site visits and demonstrations

Educational programs

Additional information regarding Informatics Certification and advanced continuing education credits

**Meetings:**

Quarterly meetings with educational programs at rotating sites

**Upcoming (NAME) HIMSS Chapter meeting**: Date and Place

**Presentation:** Title

Presenter

Specific Information (lunch provided helps

Contact (NAME ) to RSVP or request additional information

**SAMPLE WELCOME NEW MEMBER E-MAIL (From Committee Chair or Membership)**

Dear New Member,

This is a quick note to welcome you to the [CHAPTER NAME] Clinical Informatics Committee. We are excited to have you as a new member!

Below you will find the URL for the [CHAPTER NAME]’s website. I encourage you to go to this site for information about upcoming events and to find out how our chapter and committee can serve you. I have also attached a flyer that contains information about our upcoming meeting on [DATE] at the [LOCATION]. I hope you will consider attending.

If you have questions about your membership status or about [CHAPTER NAME] and the Clinical Informatics Committee, please do not hesitate to contact me at the e-mail or phone number listed below.

Best regards,

[Committee Chair or Membership name]

[website name]

(Telephone number)

(E-mail address)

.**HIMSS**

# Clinical Informatics Committee

# Member Information

## NAME (INCLUDE CREDs)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ORGANIZATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AREA(S) OF PROFESSIONAL INTEREST:

**I WOULD BE WILLING TO SERVE (please circle):**

Education Programs

­­ Membership

Special Events

Obtaining Sponsorship

Communications/Public Relations

Website

Other:

**FEEDBACK (e.g. Focus area, Meeting preference, Educational program/topic):**

## **COMMITTEE REPORT FORM**

**NAME OF COMMITTEE­:**

**DATE OF MEETING: / / MEETING LOCATION: \_\_\_\_\_\_**

**PERSONS PRESENT:**

**PERSONS ABSENT:**

**MATTER (S) DISCUSSED:**

**1.**

**2.**

**3.**

**ACTION (S) TAKEN:**

**1.**

**2.**

**3.**

**4.**

|  |  |
| --- | --- |
| **TASKS AGREED TO** | PERSONS RESPONSIBLE |

**NEXT SCHEDULED MEETING:**

ADJOURNMENT:

CLINICAL INFORMATICS COMMITTEE LIST

*Below are the names, addresses and signatures of Clinical Informatics Committee Members which are members of HIMSS in good standing:*

**Chair:** \_\_\_\_\_\_ **Term Expires: Vice Chair:** **Term Expires**:

Company: Company:

Address: Address:

City: State: Zip: City: State: Zip:

Phone: Fax: Phone: Fax:

E-mail: E-mail:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:

OTHER CHAPTER OFFICERS SUGGESTED ROLES

*Below are the names, addresses and signatures of Steering Subcommittee members which are members of HIMSS in good standing (HIMSS suggested roles: Secretary, Programs Chair, Membership Chair, etc.)*

**Title:**  **Term Expires:** **Title:** **Term Expires:**

Name: Name:

Company: Company:

Address: Address:

City: State: Zip: City: State: Zip:

Phone: Fax: Phone: Fax:

E-mail: E-mail:

Signature: Signature:

**Title:**  **Term Expires:** **Title:** **Term Expires:**

Name: Name:

Company: Company:

Address: Address:

City: State: Zip: City: State: Zip:

Phone: Fax: Phone: Fax:

E-mail: E-mail:

Signature: Signature:

**Title:** **Term Expires:** **Title:** **Term Expires:**

Name: Name:

Company: Company:

Address: Address:

City: State: Zip: City: State: Zip:

Phone: Fax: Phone: Fax:

E-mail: E-mail:

Signature: Signature:

Clinical Informatics Committee Annual Report

Due June 30, 20\_\_\_

**HIMSS CHAPTER NAME:**

**I. Leadership Roster**

**II. Summary from the Committee Chair:**

(committee changes, developments, achievement of goals, actions taken, etc.)

**III. Summary of Committee Educational Programs/Events:**

1.

2.

3.

4.

**IV. Communications/Publication Efforts:**

**V. Committee Growth Goal:**

**VII. Goals and Expectations:**

**Thank you.**

**Please return to HIMSS Chapter Board and**

**HIMSS at** [**informatics@himss.org**](mailto:informatics@himss.org) **and** [**chapters@himss.org**](mailto:chapters@himss.org)

NI COMMITTEE Budget Work Sheet

|  |  |  |
| --- | --- | --- |
| PROGRAM EXPENSES | Prior Year | FY \_\_\_\_\_\_\_\_\_\_\_ |
| Program #1  Printing | $ | $ |
| Postage | $ | $ |
| Room rental | $ | $ |
| Equipment rental | $ | $ |
| Catering | $ | $ |
| Speaker fee/expense | $ | $ |
|  |  |  |
| Program #2  Printing | $ | $ |
| Postage | $ | $ |
| Room rental | $ | $ |
| Equipment rental | $ | $ |
| Catering | $ | $ |
| Speaker fee/expense | $ | $ |
|  |  |  |
| Program #3  Printing | $ | $ |
| Postage | $ | $ |
| Room rental | $ | $ |
| Equipment rental | $ | $ |
| Catering | $ | $ |
| Speaker fee/expense | $ | $ |
|  |  |  |
| Program #4  Printing | $ | $ |
| Postage | $ | $ |
| Room rental | $ | $ |
| Equipment rental | $ | $ |
| Catering | $ | $ |
| Speaker fee/expense | $ | $ |
| **OTHER EXPENSES** |  |  |  |
| Membership | $ | $ | $ |
| Newsletters | $ | $ | $ |
| Programs | $ | $ | $( ) |
| Scholarships | $ | $ | $ |
| Supplies | $ | $ | $ |
| Consultant (web site) | $ | $ | $ |
| Misc. | $ | $ | $( ) |
| **TOTAL EXPENSES** | $ | $ | $ |

HIMSS CHAPTER EDUCATIONAL PROGRAM

Program Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Evaluation

**The program content was: Not Useful 1 2 3 4 5 Useful**

**The chapter discussion was: Not Useful 1 2 3 4 5 Useful**

**What part of the meeting was most valuable for you?**

**What was the least valuable part of the program?**

**What other presentation topics would you be interested in?**

**Meeting Facility / Refreshments:**

Comfort of Meeting Site: Excellent Good Average Poor

Convenience of Meeting Site: Excellent Good Average Poor

Refreshments: Excellent Good Average Poor

**Other comments/suggestions: (please use the other side of this page if necessary)**

**Name (*Optional*)**

HIMSS Chapter Clinical Informatics Survey YEAR

The (CHAPTER NAME) HIMSS Clinical Informatics committee would appreciate your feedback . We are interested in identifying how we can provide educational and networking opportunities that are valuable and convenient to our members. Please complete this on-line survey and return to (NAME) at (EMAIL)

**Please select all that apply.**

Please indicate your membership status:

* I am a national member
* I am a Chapter member only
* I am not a member at this time

If not a member, please indicate reason.

* Cost
* Convenience of meetings
* Programming content
* Question the value of membership
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance:

* I attend when my schedule allows
* I attend when interested in program content
* I do not attend due to travel distance
* I must attend on own personal time
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What can we do to improve attendance?

* Release meeting dates further in advance
* Release program content further in advance
* Change time of meeting
* Change frequency of meeting
* Change program location or methods of presentation
* Offer CEU’s Amount you are willing to pay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the educational programming content been of interest to you?  Yes  No

The length of presentations are:  Too long  Too short  Appropriate

Have you found the afternoon sessions to be of interest to you?  Yes  No

Would you be more likely to attend full day offerings?  Yes  No

Would you be more likely to participate in meetings?  Yes  No

How would you rate e-mail frequency?  Too many  Not enough  Too late to attend mtg Appropriate

Please rate email content:  Appropriate  Not enough information

Would you like job postings sent via email to the membership?  Yes  No

Do you think member information seeking is an appropriate use of our email list?  Yes  No

Are you interested in receiving an annual Newsletter that includes yearly summary and upcoming goals?

 Yes  No

Other Comments or other suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_