



Managing Professional Practice Experience (PPE): CAHIIM Guidance for meeting the PPE requirements for Accreditation Standard # 23

Professional practice experiences (PPE) must be designed and supervised to reinforce didactic instruction and must include program-coordinated experience at professional practice sites. The program must describe how the PPE (e.g., clinical practicum, directed practice experience) is designed, supervised and evaluated, and name the objectives to be achieved in each PPE course. The PPE is a credit-based course, which applies toward degree completion, and requires tuition, fees and costs as normally occurs according to institutional policy. The PPE does not prohibit a paid internship.

Each student must complete a minimum of 40 hours of externally supervised activity prior to graduation. The externally supervised activity PPE must relate to higher level competencies and result in a learning experience for the student and/or a deliverable to a practice site.

Simulation activities designed to replicate PPEs are permitted but cannot totally replace the required 40 hours minimum of an externally supervised activity PPE. The program must describe how simulation activities are designed, supervised, and evaluated, and what objectives are to be achieved by using simulation activities. PPE onsite preparation. The health and safety of patients, students, and faculty associated with educational activities must be adequately safeguarded according to the health and safety practices of both the sponsoring educational institution and the professional practice site. The responsibilities of the college, PPE site and students must be documented for externships or professional practice experiences. Either a formal contract or memorandum of understanding (MOU) will suffice, if in accordance with institutional practice. Health, safety, and security policies and requirements must be outlined in the agreement or MOU, and students must be informed of these in advance of the PPE.

The Commission in Accreditation for Health Informatics and Information Management Education continues to assess and track the progress and effect the Covid-19 pandemic has had on accredited programs. Due to this unprecedented interruption we accept that programs will need to ensure the health and safety for all stakeholders involve in the Professional Practice Experience (PPE) process. In order for programs to continue to meet all Accreditation Standards and satisfactory educational experiences for all students, we continue joint cooperation with all programs in developing temporary strategies to serve their individual situations. It is important that programs adhere to your institution's policies and procedures as they change and update. Although programs face continued challenges with providing an effective PPE, CAHIIM will monitor programs to ensure that students have attained demonstrated competence.

Following are requirements and guidelines to assist programs in remaining compliant with the CAHIIM PPE Standard 23 during this uncertain departure of normal operating procedures. At this time, CAHIIM will not require prior approval of any developed projects, or any program modifications as long as the changes are approved by the sponsoring institution in coordination with the institutional accreditor and the CAHIIM accredited program.

Communication to Students and Faculty

The program should document to all students if there are changes in policy and procedures including grading procedures, governance policies and PPE sites. All messaging to students should be documented

and retained. Due to this interim approach, please notify students when classes are not being offered, or if they may not graduate as originally scheduled.

Developing PPE projects

1. The student must be provided at least one structured PPE experience that is meaningful and that the level of rigor is preserved. The developed activities must showcase the student's skills. If using a modified system, the program must be able to provide instruction and also be able to assess that the student has mastered all curriculum competencies.
2. The program must develop virtual projects and must be supervised. Supervision must be provided by faculty outside of the institution. Advisory Board members may be utilized.
3. The program must monitor that students continue to receive 40 hours of externally supervised activities prior to graduation. The program may develop problem-based projects (EHR GO or VLab) that provides insights and discovery of what they learned. All external assessment must be documented.
4. Program faculty may utilize multiple HIM professionals to assess rigorous projects from students that showcase their skills (including remote work, work plans, leadership projects.)
5. If a student cannot meet the PPE project or the direct experience, consideration should be made to extend the students graduation date.

Reporting Substantive Changes: Further information will be provided by CAHIIM staff for reporting permanent Substantive Changes in the 2021 APAR.

Program Delivery Method

In order to provide flexibility and responsiveness to accredited programs, CAHIIM will allow programs to temporarily incorporate the use of online technologies and change the mode of program delivery.

Changes to Curriculum

The program must adhere to institutional policies and prerogatives when considering strategies or changes to curriculum, and the program's grading system. Programs must continue to satisfactorily assess student progression in the program and ensure that all required competencies have been achieved.

Should you have specific questions, we can review the proposed experience on an Individual basis. Staff may require more information in order to provide feedback. Contact staff at Amanda.stefan@cahiim.org