



IHRIM Institute of Health Records & Information Management

Institute of Health Records
and
Information Management

HEALTH INFORMATICS EXAMINATION

Certificate Level

Syllabus and Regulations

[UK]

Effective for May 2017 Examination

Examination Regulations

1. The Examining and Awarding Body is the Institute of Health Records and Information Management and the Examination is open to candidates in the UK.
2. Only candidates who have been officially accepted by the Institute for Student Membership and who meet all the regulations will be allowed to attempt the Examination. Examination candidates must be fully paid-up members of the Institute.
3. Application forms for student membership may be obtained from the IHRIM Office. Candidates would normally be expected to hold the Foundation Certificate but exemptions will be granted by the Director of Education under certain circumstances, in consultation with a second member of the Examination Board.
4. The Examination will normally be held on the fourth Monday and Tuesday of May each year.
5. The Examination will be held in designated centres throughout the UK. Every effort will be made to ensure the candidate attends an Examination Centre close to his/her home.

6. The Examination will consist of four [4] papers

Health Records Management	2 ½ hours
OR	
Information Management	2 ½ hours

Human Resources	2 hours
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Medical Terminology	1 ½ hours
OR	
IT Application & Development	1 ½ hours

Information Governance	1 ½ hours
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7. The pass mark for the papers is shown below but all modules must be passed at the first attempt in order to achieve a distinction for which the total pass mark is 80% of the overall total.

Health Records Management	60%
Information Management	60%
Human Resources	50%
Medical Terminology	50%
IT Application & Development	50%
Information Governance	50%

8. Candidates applying to take the Examination **MUST** lodge with the IHRIM Office a completed Examination Registration Form, together with payment for the appropriate amount by **15 February** each year.
NB: Late registrations will not be accepted and any completed registration forms received without a cheque will be returned.
9. Any candidate whose registration form is not acknowledged within ten working days of posting should advise the IHRIM Office immediately.
10. If a candidate withdraws his/her name before the last day of entry to the Examination the fee will either be returned or carried forward for **one year, however an administration charge of £25.00 +VAT will apply.** If a candidate fails to attend on the day of the Examination the fee will be carried forward for **one year** providing a medical certificate is submitted to the Associate Director of Education [Administration] within seven days of the date of the Examination. Otherwise fees are non-returnable unless exceptional circumstances exist and then only at the discretion of the Director of Education. The candidate will be responsible for any increase in fees which may occur between the initial payment and the date the Examination is taken.
11. Any amendments to the syllabus will be published 12 months before the Examination date.
12. The Examination paper will only be set on the current syllabus bearing the same date as these regulations.
13. Any representation that a candidate may wish to make regarding the conduct of the Examination must be made in writing to the Associate Director of Education [Administration] within seven days of the conclusion of the Examination, using the Complaints Procedure which is available on the IHRIM Web Site.
14. Candidates can expect to receive their results as a percentage mark. The Newsletter will only show a pass notification.
15. Candidates will be notified of the results of the Examination at the end of July of the year in which the Examination was taken. The names of successful candidates will be published in the Newsletter of the Institute.
16. The Examination Appeals Procedure is available from the Director of Education of IHRIM.
17. Candidates who fail to reach the pass standard in this paper may re-sit the paper on any two [2] subsequent occasions but within three years of the first attempt on payment of the appropriate fee and according to the syllabus which is in place at the time of the Examination.
18. Successful candidates who pass the Examination will be awarded the appropriate Certificate and adopt the title 'Certificated Member' and may use the designatory letters CHRIM.

Examination Framework and Timetable

DAY 1

**Health Records Management 2 ½ hours - Question 1 and four others
[FIVE questions in total]**

0930 – 0935 Reading time
0935 – 1205 Written Examination

OR

**Information Management 2 ½ hours - Question 1 and four others
[FIVE questions in total]**

0930 – 0935 Reading time
0935 – 1205 Written Examination

Human Resources 2 hours - Four questions

1330 – 1335 Reading time
1335 – 1535 Written Examination

DAY 2

IT Application & Development 1 ½ hours - Three questions

0915 – 0920 Reading time
0920 – 1050 Written Examination

OR

**Medical Terminology 1 ½ hours - Question 1 and two others
[THREE questions in total]**

0915 – 0920 Reading time
0920 – 1050 Written Examination

**Information Governance 1 ½ hours - Question 1 and two others
[THREE questions in total]**

1115 – 1120 Reading time
1120 – 1250 Written Examination

Syllabus

Where relevant answer the questions as they apply to your Home Country

Certificate of the Institute

The Certificate Examination is the next step in the qualification structure and is designed to assist Health Records Staff, Health Informatics and Information Staff to improve their overall knowledge of functions and services and gain a professional qualification.

The modules are as follows:-

Health Records Management

- i. Candidates must be able to demonstrate a knowledge of the following pieces of legislation:
 - Access to Health Records Act 1990 – application of the Act
 - Data Protection Act 1998 – the principles of Data Protection and arrangements for Subject Access Requests
 - Freedom of Information Act 2000/Freedom of Information (Scotland) Act 2002 – the principles
 - Caldicott Reports
 - NHS Code of Practice Records Management or Retention Schedules as they apply in your own Home Country
 - Clinical Standards for record keeping
 - Current reports relating to healthcare and e-Health strategy which are relevant to Personal Health Records practice in your Home Country
 - Information Governance/Assurance Standards as they apply
- ii. Release of information as a statutory requirement e.g. births and deaths
- iii. Dealing with requests for information from outside bodies e.g. solicitors, police, coroners, insurance companies
- iv. Physical security measures [closed libraries, logging off PCs, placing of computer screens]
- v. Integrated Care records – GP records, Community, Social Care Records Mental Health Records
- vi. The organisation of Health Records Services
- vii. The role of Health Records Committees
- viii. Monitoring of Performance Standards for Personal Health Records
- ix. Critical success factors for effective patient waiting time management
- x. Service review and improvement

OR

Information Management

- i. Sources of Clinical Coding Data
- ii. The uses of Clinical Coded Data
- iii. Data Quality and accuracy – auditing, rectification of errors, validation, unique number uptake
- iv. Classifications currently in use
- v. The purpose of Cancer Registries
- vi. Application and uses of epidemiological information
- vii. Knowledge of NHS Data Standards and Definitions as they apply in your own Home Country
- viii. Awareness of common hospital statistics
- ix. The alternative methods of presenting data

- x. Form design for effective data capture
- xi. A sound knowledge of the role of information in supporting clinical processes

Human Resources

- i. The recruitment and selection process
- ii. Deployment of staff to meet the service objectives, teambuilding, managing workloads, problem solving
- iii. Staff appraisal and performance review including training needs analysis
- iv. Training and development process
- v. Dealing with poor performance
- vi. Relevant Personnel policies (grievance, disciplinary, absence management, performance management/capability, dignity at work, health and safety, equality and diversity, disability)
- vii. Communication verbal, written, use of templates with written correspondence, electronic communication
- viii. Dealing with Violence and Aggression
- ix. Concept of Service efficiency, improvement and transformation

IT Application & Development [Practical]

- i. The range of IT systems in use in the NHS e.g. Patient Administration Systems (PAS), Patient Management Systems (PMS), Departmental Systems, Clinical Systems, Audit Systems, Order Communications and Results Reporting Systems (OCS), Decision Support Systems, Picture Archiving Communication Systems (PACS)
- ii. Development of Electronic Patient Records [EPR] and Electronic Health Records [EHR] in your Home Country
- iii. Development of Clinical and Patient Portals in your home Country
- iv. Hardware Definitions e.g. personal computer, mainframe computer, monitor, printer, modem, keyboard, mouse, hard drive, floppy disk, Rapid Access Memory [RAM], Read Only Memory [ROM], Central Processing Unit [CPU], Surge Protector, UPS, Ports, Scanner, digital camera, WORM technology, NHS net, LAN, WAN
- v. Software definitions e.g. installation, word processors, spreadsheets, databases, desktop publishing, application suite, utility software, games software, programmes, system analysis
- vi. File and management structure on a PC
- vii. Secure transfer of personal health data
- viii. Use of the internet and intranet
- ix. Data input methods
- x. Data Integrity
- xi. Backups and recovery strategies

OR

Medical Terminology

- i. Demonstrate an understanding of the component parts of medical terms and be able to give meaning to these by constructing or explaining medical terms: knowledge of roots, suffixes, prefixes and combining vowels, plurals of terms
- ii. Have a basic understanding of the meaning and purpose of pathological and radiological tests and other diagnostic tests, procedures e.g. bronchoscopy, endoscopy, MRI Scan, Heaf Test, ESR

Information Governance/Assurance

- i. What is Information Governance/Assurance?
- ii. Awareness of personal responsibility for Information Governance/Assurance
- iii. Awareness of HORUS principles (Holding, Obtaining, Recording and Using Information)
- iv. Sharing Information across Organisations (principles of Caldicott 2)
- v. The Information Governance/Assurance Framework and its impact on Health Records Services
- vi. Legal aspects of confidentiality
- vii. Application of Information Governance/Assurance Framework across the NHS
- viii. Information Governance/Assurance Standards as they apply in your Home Country