CAHIMS Competency Gap Assessment

HIMSS' Competency Gap Assessment will help you determine your readiness for the CAHIMS certification exam. It can also help you identify personal strengths and areas for growth to support your professional development objectives and help you acquire or strengthen skills and competencies required for success as a 21st century healthcare information technology leader.

The certification exam and this Competency Gap Assessment is built on the Detailed Content Outline for the CAHIMS, which details the knowledge, skills and abilities needed to be a viable and effective information and management professional in today's healthcare environment.

The CAHIMS Detailed Content Outline is comprised of three primary professional categories in the healthcare information and management field. These three categories include nine (9) essential skill areas:

I. GENERAL KNOWLEDGE – 26%

A. Organizational Environment – 46%

B. Technology Environment – 54%

II. SYSTEMS — 52%

A. Analysis – 19.5%

B. Design – 17%

C. Selection, Implementation, Support, and Maintenance – 23%

D. Testing and Evaluation – 19.5%

E. Privacy and Security – 21%

III. ADMINISTRATION — 22%

A. Leadership Support – 45%

B. Management Support – 55%

Under each of these essential skill areas are specific competencies identified in the Detailed Content Outline. This Competency Gap Assessment is constructed from those competencies.

In each section of the Competency Gap Assessment, you should review the competency required. Using the keys provided, consider your current level of understanding and experience in each task area. This is your personal assessment of your competence, honesty with yourself is important. Then, determine the gap, if any, that exists and whether any additional development on your part is needed. This exercise will help you assess your current readiness for the CPHIMS certification exam and identify areas where additional experience, study, or mentoring would be beneficial.

Completing this Competency Gap Assessment does not ensure mastery of the competencies required for the CAHIMS certification exam but helps you assess your readiness, identify your current strengths, and chart a plan for gaining knowledge and skills in areas of desired growth.

1 - General Knowledge - 26%		
Task Statements		
A. Organizational Environment	**Competence**	**Gap**
Recognize basic characteristics, interrelationships, and services of different types of healthcare organizations (e.g., hospitals, clinics, physician practices, ambulatory centers, community health organizations, healthcare payers, regulators, healthcare software service and technology providers)	1 2 3 4	1 2 3
Differentiate among major clinical and business departments and functions found in healthcare organizations	1 2 3 4	1 2 3
Describe basic roles of healthcare information and management systems professionals and the organizational structures in which they work	1 2 3 4	1 2 3
Recognize the impact of commonly accepted laws, regulations, accreditation, and other state and local rules that govern critical healthcare information and systems management services, including privacy, safety, and security (e.g., pharmacy, environments of care, patient rights) on the healthcare industry	1 2 3 4	1 2 3
Recognize business trends affecting healthcare IT	1 2 3 4	1 2 3
B. Technology Environment	**Competence**	**Gap**
Differentiate characteristics of applications (e.g., clinical, administrative, financial) and clinical technologies commonly used in healthcare	1 2 3 4	1 2 3
Articulate characteristics of the information and communication technologies (e.g., infrastructure, servers, web services, storage) that support the healthcare environment	1 2 3 4	1 2 3
Identify technology trends affecting healthcare IT	1 2 3 4	1 2 3
2 - Healthcare Information and Systems Management - 52%		
Task Statements	**Competence**	**Gap**
A. Analysis		
Help define and prioritize requirements	1 2 3 4	1 2 3

2 - Healthcare Information and Systems Management (continued)- 52%		
Task Statements	**Competence**	**Gap**
A. Analysis Continued		
Document and help analyze current business and clinical processes (e.g., process mapping, flow diagramming, needs analysis)	1 2 3 4	1 2 3
Analyze deficiencies in current business and clinical processes	1 2 3 4	1 2 3
Participate in the identification of alternate processes and potential solutions	1 2 3 4	1 2 3
Participate in the evaluation of whether a proposed solution aligns with business requirements	1 2 3 4	1 2 3
Participate in the development of a proposal that includes recommended approaches and solutions, and a plan for realizing benefits	1 2 3 4	1 2 3
Participate in and contribute to projects, including: information gathering for assessing resource requirements (e.g., space, personnel, environmental, communication, productivity)	1 2 3 4	1 2 3
Participate in and contribute to projects, including: provide timely updates on progress for assigned tasks/deliverables	1 2 3 4	1 2 3
Participate in and contribute to projects, including: information gathering for risk assessments and business value assessments	1 2 3 4	1 2 3
Participate in system quality, verification, validation, and reliability activities, including: problem solving and quality improvement methodologies	1 2 3 4	1 2 3
Participate in system quality, verification, validation, and reliability activities, including: data input and configuration of analytical tools to optimize systems function	1 2 3 4	1 2 3
Participate in system quality, verification, validation, and reliability activities, including: organizational change management techniques	1 2 3 4	1 2 3
B. Design	**Competence**	**Gap**
Assist management in the development, and proper documentation, of requests for information and/or requests for proposals	1 2 3 4	1 2 3
Document compatibility of software, hardware, and network components	1 2 3 4	1 2 3
Participate in the documentation of compliance with applicable industry, regulatory, and organizational standards	1 2 3 4	1 2 3
Participate in the evaluation of existing and emerging technologies	1 2 3 4	1 2 3
Apply approved data management practices	1 2 3 4	1 2 3
C. Selection, Implementation, Support, and Maintenance	**Competence**	**Gap**
Participate in documentation of solution selection criteria	1 2 3 4	1 2 3
Participate in solution selection activities (e.g., demonstrations, site visits, reference checks)	1 2 3 4	1 2 3
Support organizational change management techniques	1 2 3 4	1 2 3
Assist in knowledge transfer through user and operational manuals, files, online resources, and user training and support	1 2 3 4	1 2 3
Participate in the healthcare information and systems management solution installation, test, and go live activities	1 2 3 4	1 2 3
Gather, input, and help analyze data for problems and trends (e.g., error reports, help desk logs, performance metrics, network monitoring)	1 2 3 4	1 2 3
Help to document and support downtime procedures	1 2 3 4	1 2 3
D. Testing and Evaluation	**Competence**	**Gap**

	Competence	Gap
Recognize formal and documented testing methodologies that are used to demonstrate solutions meet functional requirements (e.g., unit test, integrated test, stress test, acceptance test)	1 2 3 4	1 2 3
Comply with internal controls to protect resources and ensure availability and integrity during testing (e.g., security audits, versioning control, change control)	1 2 3 4	1 2 3
Verify and/or validate deliverables against contractual terms or design specifications	1 2 3 4	1 2 3
Assist with verifying that expected benefits are achieved (e.g., return on investment, benchmarks, user satisfaction)	1 2 3 4	1 2 3
E. Privacy and Security	**Competence**	**Gap**
Describe the organizational policies and procedures to ensure confidentiality, integrity, and availability of data	1 2 3 4	1 2 3
Describe organizational roles (e.g., information security, physical security, compliance) responsible for managing vulnerabilities	1 2 3 4	1 2 3
Use specific procedures and tools to identify and mitigate potential privacy/security risks and breaches	1 2 3 4	1 2 3
Conduct audits of physical environment and to ensure safeguards are in place to protect assets	1 2 3 4	1 2 3
Assist in managing user access controls according to established policies and procedures	1 2 3 4	1 2 3
Assist in maintaining data management controls (e.g., data ownership, criticality, security levels, protection controls, retention and destruction requirements, access controls)	1 2 3 4	1 2 3
Participate in and support disaster recovery and business continuity plans	1 2 3 4	1 2 3
Assist in conducting privacy and security audits	1 2 3 4	1 2 3
3 - Administration - 22%		
Task Statements	**Competence**	**Gap**
A. Leadership Support		
Help to monitor and assess ongoing individual or specific organizational performance indicators	1 2 3 4	1 2 3
Help to monitor and assess key performance indicators of systems effectiveness	1 2 3 4	1 2 3
Understand organization's ethical business principles	1 2 3 4	1 2 3
Participate in group discussion and meetings for the preparation and delivery of business communications	1 2 3 4	1 2 3
Maintain positive working relationships with vendors	1 2 3 4	1 2 3
Assist with managing vendor contracts and relationships, including: communication, issue resolution, schedule, and performance	1 2 3 4	1 2 3
Engage in critical thinking and decision-making	1 2 3 4	1 2 3
Stay current with market and industry trends using a variety of sources (e.g., articles, meetings, web)	1 2 3 4	1 2 3
Understand components of an IT strategic plan (e.g., process maturity and growth, gap analysis, quality improvement, organizational alignment, roles and responsibilities, performance measurement)	1 2 3 4	1 2 3
Assist with monitoring and reviewing internal and external performance against the organization's defined quality standards and practices	1 2 3 4	1 2 3
B. Management Support	**Competence**	**Gap**
Understand individual and team roles, responsibilities, and job descriptions	1 2 3 4	1 2 3
Participate on teams	1 2 3 4	1 2 3
Participate and adhere to change control processes	1 2 3 4	1 2 3

Maintain system, operational, and department documentation	1 2 3 4	1 2 3
Provide tier 1 customer service (e.g., service level management request tracking, problem resolution)	1 2 3 4	1 2 3

KEY:

Level of Competence
   4 – Expert level of understanding/experience
   3 – Moderate level of understanding/experience
   2 – Basic level of understanding/little or no experience
   1 – Little or no exposure

Development Gap
   3-Little or no development needed
   2-Some development needed
   1-Considerable development needed