

# FREQUENTLY ASKED QUESTIONS

## Commission on Excellence and Innovation in Health (CEIH) CHIA Program

**Please read this prior to submitting your online application.**

### What is CHIA?

[CHIA](#) (Certified Health Informatician Australasia) formally recognises the knowledge and skills of those working in health informatics and digital health. Once certified, a CHIA can demonstrate they have broad expertise in health informatics principles, concepts, methods and skills, and the ability to apply these in the workplace.

CHIA is bestowed on those individuals who successfully complete the CHIA exam. The examination covers a wide range of topics, within six domains of competence considered essential to a health informatician in Australasia.

### Why is the CEIH supporting my certification as a CHIA?

CHIA is the credentialing program for digital health and health informatics in Australia. Health informatics is about improving the quality, use, presentation and sharing of data in a digital format. To do this, health informaticians need to have knowledge across analytical, data and information management, technology, outcomes and clinical metrics. It is widely accepted that having health informaticians embedded throughout the organisation is important for improving quality and effectiveness of health care.

Investing in the workforce builds knowledge, expertise and long-term capacity for the South Australian health system and therefore provides benefits for patients and consumers.

### How many places are there?

The CEIH is sponsoring up to 30 employees from the private health sector in South Australia to undertake the exam.

Applicants who meet the criteria will be selected primarily on a first come, first served basis. We will however seek to ensure there is equity in terms of allocations across all of SA Health.

If demand does exceed the available places, applicants that meet the mandatory criteria but miss out on a place will be placed on a waiting list and given priority in future tranches.

### How do I apply?

You can start the application process by completing the [online application](#).

All nominations need to be submitted online by **31 March 2021**. We encourage all applicants to submit their nominations as soon as possible to avoid disappointment.

### What does it cost me?

There is no cost to applicants. The CEIH will cover all certification costs including the Practitioners Guide, study guide, attendance at induction session and exam readiness check session which will be delivered by Australian Institute of Digital Health. Available funding is strictly limited to 30 certificates. All participants accepted into the CHIA program are expected to take the exam. If a participant does not take the exam without legitimate reason (e.g. due to illness, reasons accepted within the extension policy etc.), the CEIH reserves the right to seek reimbursement from the participant, to enable another willing participant to be accepted into the CHIA.

### What kind of study is involved?

CHIA is a professional certification in health informatics. Participants do not attend any training or an education course and are required to undertake self-directed study to prepare for the online exam. It is expected that nominees will allocate between 8-16 hours per week for their self-directed study.

## Frequently Asked Questions

### What support is provided throughout the process?

The CEIH recognises that undertaking the CHIA program requires a significant commitment. All participants will therefore be invited to attend an orientation session and exam readiness check during week 8. In addition, small study support groups for peer-led support will be established along with the use of Microsoft Teams as a platform for participants to share information and communicate with others undertaking the certificate.

### What will I be tested on?

This exam covers 52 health informatics competencies over six domains of expertise.

The [Australian Health Informatics Competencies Framework](#) contains information on what is required to perform as a health informatics professional.

### When can I take the exam?

The exam is delivered 100% online, so you can choose when and where you sit the exam within the 90-day period after you register.

You have two attempts at the exam within the 90 day study period. It is recommended that the first exam attempt is undertaken at the 8-10 week mark as this will allow time for further study, if needed.

### Can I get an extension if I am unable to take the exam within the timeframe?

Extensions may be given for additional time beyond the 90 days but are limited to unforeseen and extenuating circumstances. The duration of the extension will be limited and will be considered in association with how much time has passed from registration and what the unforeseen and extenuating circumstances are.

Extension requests must be received in writing (by filling out the Extension request form) for review by the CHIA Examination Committee (EC). Extensions will only be considered more than 14 days out from your 90-day deadline. Within the 14 days, extensions will not be considered.

As a guide, reasons similar to the following will not be granted:

- Changes in work commitments
- Unexpected travel commitments
- Annual leave
- Moving homes.

### What will help me pass the exam?

- Attend the orientation session and exam readiness sessions.
- Read the Practitioners Guide (and other study materials) provided.
- Allocate between 8-16 hours per week over the 90-day study period.

Candidates can also send any questions or queries to [certification@digitalhealth.org.au](mailto:certification@digitalhealth.org.au) throughout the 90 day certification process.

### What happens after I become certified?

Certified employees have the option to maintain their competencies in digital health and health informatics as part of an ongoing CHIA professional development program. To do this you will need to achieve 60 CPD points over a three-year period. For more information on how to gain CPD points visit [CHIA](#).

It is also strongly recommended that you discuss suitable projects with your line manager that would put your certification to use in the workplace. The CEIH can provide some guidance to support you with this.

### Key Dates

<u>Key Activity</u>	<u>Date(s)</u>
Application process opens	9 March 2021
Application closes	31 March
Final participants confirmed	15 April
Orientation session (mandatory)	TBA
90-day study period	<b><u>20 June-20 September</u></b>

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on Excellence  
and Innovation  
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Government  
of South Australia