

## **MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

**POSITION:** Community of Practice Facilitator

**TERM OF OFFICE:** Two years, extendible.

**PURPOSE:** To monitor activity within the Geographic: Montana Community of Practice (CoP), encourage member participation, and organize Community content, viewing the page every few days at a minimum to keep the Community's web page fresh and relevant.

### **GENERAL RESPONSIBILITIES:**

1. Set up and manage the CoP in accordance with the AHIMA CoP Facilitator Guide. Be familiar with the various facilitator controls on the CoP to ensure accurate and appropriate CoP content.
2. Monitor discussion threads: Start new threads or add to the discussion from time to time. Contact other Community members to respond to messages when necessary. Monitor threads for appropriateness based on AHIMA CoP policies.
3. Post and monitor community polls. Solicit poll ideas from members when necessary. Post poll results.
4. Ensure Community content is up to date. Monitor news items for timeliness.
5. Monitor Community links, verifying accuracy and appropriateness of links and category submitted. Links should be information-based and not promotional.
6. Coordinate member communication by sending e-mail blasts, recruiting experts to answer questions, moderating chats, etc.
7. Schedule and host chat sessions as needed.
8. Manage and organize Community Resources. Review and approve resources before posting them on the CoP, making sure the categories and keywords are accurate.
9. Post Frequently Asked Questions and answers as appropriate.
10. Monitor suggested content items from MHIMA members and post as appropriate.
11. Prepare CoP educational articles for Big Sky Connection, sharing tips and news regarding CoP activities. Perform other MHIMA member education as appropriate.
12. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
13. All Board agendas will be consent agendas. All information to be approved is to be reviewed in advance, and all questions clarified with the board/committee if necessary. It is recommended that all committee chairs participate in each conference call.
- 14.

Reviewed 9/05