The course covers 3 competencies and represents 4 competency units.

Introduction

Overview
The purpose of PPE II is to develop your understanding of management by exposing you to the supervisory level of an organization. Any site where health information is used, and you will be supervised by a department or facility manager, is appropriate for PPE II.

If you are currently working in a managerial role, in which you use health information in any form, or are in a management level position working with information systems in a healthcare environment, you may be eligible to do the Project-Essay PPE 2. The project-essay consists of a 25 page Essay paper (with rubrics to guide you) that is based on your current work experience in management or supervision. You must meet with the Course Instructor for the PPE courses to receive approval to do this course in lieu of the 80 hours requirement at a professional practice site. If you have any questions about your eligibility for this course, meet with the Course Instructor for clarification.

In addition to the 25 page Essay paper, written about your current management/supervisory experience, there are also three performance assessments. The assessment rubrics are also based on your workplace. The Essay requirements and three performance assessments can be found in Taskstream, after you have received approval for this course to be placed into your degree plan.

Competencies
This course provides guidance to help you demonstrate the following 3 competencies:

- Competency 732.4.1: Administration in the Healthcare Delivery Environment
  The graduate analyzes how the operational management of a healthcare organization adheres to government regulations, accreditation guidelines, and quality improvement initiatives.
- Competency 732.4.2: Health Informatics and Information Management
  The graduate applies health informatics/information management skills at the managerial level at a healthcare organization.
- Competency 732.4.3: Professional and Ethical Leadership
  The graduate exemplifies high professional standards, upholds confidentiality requirements, promotes the guidelines of the American Health Information Management Association Code of Ethics, and demonstrates leadership skills as a health informatics professional at a healthcare organization.

AHIMA Domains/Subdomains and Knowledge Clusters
The Commission on Accreditation in Health Informatics and Information Management (CAHIIM) is the accrediting agency for Health Information Technology (HIT) programs at the 2-year level and Health Information Management (HIM) programs at the baccalaureate and master’s levels. The American Health Information Management Association (AHIMA) has developed standards
for curriculum content that all programs are required to teach. The AHIMA content standards are found in each course; you may review the standards to see what content your courses have covered and what areas of content you may be applying during the PPE.

**Course Instructor Assistance**

As you prepare to successfully demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you.

Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you’re studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don’t work out on your first try, course instructors act as a support system to guide you through the revision process. You should expect to work with course instructors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

**Professional Practice Experience Project: Management Level**

This course focuses on the development and demonstration of the following three competencies related to your work in the healthcare field:

- administration in the healthcare delivery environment
- health informatics and information management
- professional and ethical leadership

Each part of the project you complete relates back to these competencies.

**Writing the Project-Essay PPE**

If you have been approved to complete this project instead of the 80-hour PPE requirement, you are expected to spend approximately 80 hours of your time working on any activities related to this course. A time sheet is supplied to you in Taskstream to track your hours. You will submit this as part E of the project.

The competencies covered in the PPE project are identical to those covered in the 80-hour PPE at a site, except that you will be using your work place rather than a site to meet the competencies.

This section covers the following competencies:

- Competency 732.4.1: Administration in the Healthcare Delivery Environment
  The graduate analyzes how the operational management of a healthcare organization adheres to government regulations, accreditation guidelines, and quality improvement
initiatives.

- Competency 732.4.2: Health Informatics and Information Management
  The graduate applies health informatics/information management skills at the managerial level at a healthcare organization.

- Competency 732.4.3: Professional and Ethical Leadership
  The graduate exemplifies high professional standards, upholds confidentiality requirements, promotes the guidelines of the American Health Information Management Association Code of Ethics, and demonstrates leadership skills as a health informatics professional at a healthcare organization.

**Brainstorming Your Project-Essay**

Review the performance assessment instructions by accessing Taskstream.

When you open Taskstream for FCT1, you will see four columns to submit your assessments. Tasks 1, 2, and 3 are the performance assessments, and the fourth column, defined as Professional Practice Experience II, is where you submit the 25-page Essay.

Give some thought to what you would like to write about, and discuss your ideas with the course instructor. Your project paper will reflect your expertise related to your current work, as it applies to health informatics/information management from the supervisory perspective.

Your paper will demonstrate your knowledge of how health information is used in your work environment, and of management activities. It should include citations to research and outside sources to support your ideas (parts D and F of the project). For example, if you are writing about your involvement in a current federal government incentive program, you would cite information about that program and include your sources. Select a topic that will not be difficult for you to write; you are the expert! The project-based PPE is written in the form of a 25–30 page essay, using APA format for referencing your sources.

**Questions to Guide Your Writing for Section A of the Essay Paper**

The following questions may help you frame some of your responses when you read the Task 1 prompts. These are not the actual task prompts for the Essay, they are ideas similar to the rubrics:

- From a management perspective, how does your selected topic support regulatory agency requirements or quality improvement initiatives?
- Which metrics have you or other supervisors developed to measure quality in the organization as it relates to your topic?
- How are specific groups or populations impacted by the quality initiatives of your organization?

**Questions to Guide Your Writing for Section B of the Essay Paper**

When responding to the Task 1 prompts in section B, think about how your topic is managed and coordinated to support organizational goals or needs. The following questions may help you frame some of your responses when you read the task prompts:
• How does the function or functional area of your topic support organizational goals?
• What are the specific responsibilities of managers or supervisors who oversee your topic area?
• How does the topic support the management of health data and information/health informatics?
• How does the topic support strategic plans or other longitudinal planning or future initiatives in the organization?

Questions to Guide Your Writing for Section C of the Essay Paper

When responding to the Task 1 prompts in section C, think about your leadership skills as they apply to your chosen topic. The following questions may help you frame some of your responses when you read the task prompts:

• What specific credentials or skill sets are needed by managers or supervisors of the selected topic?
• What ethical issues have you confronted or may occur when managing this selected topic?
• How do effective leaders work with other organizational leaders to advance the organization’s strategic plan as it is supported by this topic?

Final Steps

Congratulations on completing the activities in this course! This course has prepared you to complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete your assessments now.