

APPLICATION FOR ADMISSION INTO HEALTH IT WORKFORCE TRAINING PROGRAM
COLLEGE OF SOUTHERN NEVADA
6375 W. CHARLESTON BLVD. ~ LAS VEGAS, NV 89146

Dear Applicant:

Attached is the APPLICATION FOR ADMISSION INTO HEALTH IT WORKFORCE TRAINING PROGRAM. Selection criteria for admission to the workforce roles are based on documented skill sets and knowledge verified through education and work experience in HEALTH CARE, HEALTH INFORMATION TECHNOLOGY/MANAGEMENT or INFORMATION TECHNOLOGY.

Students seeking admission to the **Health IT Workforce Training Program** can find more information at <http://sites.csn.edu/health/hit/ehr-workforce.html>

SUBMIT THE FOLLOWING DOCUMENTS for application to the Health IT Workforce Training Program by the designated date listed below utilizing one of the following methods:

1. Submit in person: Monday through Friday between the hours of 9 am to 4 pm to the College of Southern Nevada W. Charleston campus, Building B, Room 204P (Health Information Technology Program office)

2. Submit by mail:

Linda Symonds
Project Director, Health IT Workforce Training Program
College of Southern Nevada
6375 W. Charleston, W2B
Las Vegas, NV 89146

Please submit all documents when you are ready to begin.

1. Completed Application for Admission into Health IT Workforce Training Program;
2. Detailed resume demonstrating work experience related to HEALTH CARE, HEALTH INFORMATION TECHNOLOGY/MANAGEMENT, or INFORMATION TECHNOLOGY;
3. One Official college transcript(s) for each college attended;
4. Copies of licensure, certification, credential and awarding organization If applicable;
5. Recommended: Employer Letter of Support/Commitment of Training Program on organization's letterhead with original signature.

When all documentation has been submitted, your application will be evaluated and selection made according to the criteria published in the Student Selection Procedure for the Health IT Workforce Roles Training Program. All qualified applicants will be placed on the Rank Order List if necessary.

For further information or questions, please contact me at 702-651-7514.

Sincerely,

Linda Symonds

Linda Symonds, MS., RHIT
Project Director, Health IT Workforce Training Program

APPLICATION FOR ADMISSION INTO HEALTH IT WORKFORCE TRAINING PROGRAM
COLLEGE OF SOUTHERN NEVADA
6375 W. CHARLESTON BLVD. ~ LAS VEGAS, NV 89146

Check the role(s) you are interested in:
 Practice Workflow and Information Management Redesign Specialist Trainer
 Implementation Support Specialist

Name		
Street Address	City	State/Zip Code
Cell Phone	Work Phone	
Date of Birth	Social Security	NV Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail Address		F-1 Visa? Yes <input type="checkbox"/> No <input type="checkbox"/>
Minority Status (For aggregate data purposes only): Caucasian <input type="checkbox"/> Not Caucasian <input type="checkbox"/>		
Veteran (active duty, spouse and widow(er)) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Citizen/Permanent Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>

Currently enrolled/completed other ONC Health IT Workforce Training: (List program/role or put NA)

EDUCATION	NAME OF SCHOOL	LOCATION	GRAD DATE	DIPLOMA OR DEGREE
HIGH SCHOOL/GED				
COLLEGES ATTENDED				

HEALTHCARE, HIM/HIT and/or INFORMATION TECHNOLOGY WORK EXPERIENCE

EMPLOYER Location	JOB TITLE Duties	START DATE	END DATE	HOURS PER WEEK

Attach detailed resume to document health care, HIM/HIT or IT experience, industry training and certifications. Include start and end dates, employment status (full-time/part-time), number of hours per week (or total hours worked), job title, department if applicable, and example of duties to support working with health information systems or IT systems.

Industry Certifications – Attach copy of licensure, certification, credential and awarding organization

List names of software with which you have worked.

Employer's Support/Commitment of Training Program. Is your employer sending you to the training?
 Yes No If yes, attach letter of verification on organization letterhead with signature.

- I understand that it is my responsibility to submit the application form and all required documents within the specified timeframes to the Health Information Technology Program.
- I certify that the application and supporting documentation is true and correct. Any false statements may result in termination of application.
- I understand that the content of the Health IT Workforce Training Program will be delivered in an intensive online format. I am committed to completing assigned coursework in six months.
- With this application, it is my current intent to seek or continue employment in the role for which I have been trained.

Signature: _____ Date of Application: _____

To participate in the Health IT Workforce Training Program, please submit the application along with supporting documents. Once accepted into the program, a student will be given instructions for registering for the actual courses.

Cost of Training: \$5 application fee
\$300-\$400. The training cost is due before start of courses. If you need tuition assistance, please contact us.

Books: There is a required book for 1 of the program courses (CHIT 003).

Computer: You **MUST** have a reliable computer and access to the Internet to participate as all course content is posted in an online learning management system. It must have 5 gigabytes of available space on the hard drive to run the Vista software which is used in the lab courses.

The following pages list the two workforce roles CSN offers. Each includes a general description, suggested background of students, required courses, and the competencies of workers in this role. Please note that some courses listed will not be required depending upon a student's healthcare or IT background. Each student will receive a list of their individually required courses once the application and resume have been reviewed

Practice Workflow and Information Management Redesign Specialist

General Description

Workers in this role assist in reorganizing the work of a provider to take full advantage of the features of health IT in pursuit of meaningful use of health IT to improve health and care.

Suggested Background

Individuals in this role may have backgrounds in health care or in information technology.

Required Courses

CHIT 002 Introduction to Health Care Structure and Culture in the U.S.: A survey of how health care and public health are organized and services delivered in the U.S. Covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems. Also covers who delivers health care, the processes used to deliver care, the professional values and ethics, and the application of continuous quality improvement.

CHIT 003 Medical Terminology: A study of word derivations and formation with emphasis upon understanding common usage in the field of health care.

CHIT 004 Introduction to Information and Computer Science: A basic overview of computer architecture, data organization, representation and structure, structure of programming languages, and networking and data communication. Includes basic terminology of computing.

CHIT 005 Introduction to HIPAA and Healthcare Regulations: Overview of regulation of health care, including regulatory and professional organizations. Includes the regulation of safety and details key legal aspects in medicine. Discussion of HIPAA legislation, privacy and security rules and software certification and regulation.

CHIT 006 Introduction to Health Informatics: Introduction to health IT standards, health-related data structures, software applications, enterprise architecture in health care and public health organizations.

CHIT 007 Working with Health IT Systems (Lab): A laboratory component. Students will work with simulated systems and data. As they play the role of practitioners using these systems, they will learn what is happening “under the hood.” They will experience threats to security and appreciate the need for standards, high level of usability, and how errors can occur.

CHIT 010 Fundamentals of Health Workflow Process Analysis and Redesign: A look at the fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation. Includes topics of process validation and change management.

CHIT 011 Configuring EHRs (Lab): A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

CHIT 013 Public Health IT: An overview of specialized public health applications such as registries, epidemiological databases, biosurveillance, and situational awareness and emergency response. Includes information exchange issues specific to public health.

CHIT 016 Professionalism/ Customer Service in the Healthcare Environment: Development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings.

CHIT 019 Introduction to Project Management: An understanding of project management tools and techniques that results in the ability to create and follow a project management plan.

Competencies

Workers in this role will be able to:

- Document the workflow and information management models of the practice.
- Conduct user requirements analysis to facilitate workflow design.
- Develop revised workflow and information management models for the practice, based on meaningful use of a certified EHR product. Revised models will anticipate implementation of:
 - General practice automation (e.g. appointment scheduling) to the extent not yet implemented
 - Electronic documentation and results review
 - Computerized Provider Order Entry (CPOE)
 - Clinical decision support (CDS)
 - Health information exchange to include:
 - Sending of lab orders and receipt of results using CPOE
 - Quality improvement and reporting
 - E-Prescribing
 - Other EHR functionalities as required by the Stage 1 Meaningful Use definition for 2011 and its evolution into Stage 2 in 2013 and Stage 3 in 2015.

- As the practice implements the EHR, work directly with practice personnel to implement the revised workflow and information management model.
- Working with practice staff, develop a set of plans to keep the practice running if the EHR system fails.
- Working with practice staff, evaluate the new processes as implemented, identify problems and changes that are needed, and implement these changes.
- Design processes and information flows for the practice that accommodate quality improvement and reporting

Implementation Support Specialist

General Description

Workers in this role provide on-site user support for the period of time before and during implementation of health IT systems in clinical and public health settings. These individuals will provide support services, above and beyond what is provided by the vendor, to be sure the technology functions properly and is configured to meet the needs of the redesigned practice workflow.

Suggested Background

Individuals training for this role will have a general background in information technology or health information management.

Required Courses

CHIT 002 Introduction to Health Care Structure and Culture in the U.S.: A survey of how health care and public health are organized and services delivered in the U.S. Covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems. Also covers who delivers health care, the processes used to deliver care, the professional values and ethics, and the application of continuous quality improvement.

CHIT 003 Medical Terminology: A study of word derivations and formation with emphasis upon understanding common usage in the field of health care.

CHIT 004 Introduction to Information and Computer Science: A basic overview of computer architecture, data organization, representation and structure, structure of programming languages, and networking and data communication. Includes basic terminology of computing.

CHIT 005 Introduction to HIPAA and Healthcare Regulations: Overview of regulation of health care, including regulatory and professional organizations. Includes the regulation of safety and details key legal aspects in medicine. Discussion of HIPAA legislation, privacy and security rules and software certification and regulation.

CHIT 006 Introduction to Health Informatics: Introduction to health IT standards, health-related data structures, software applications, enterprise architecture in health care and public health organizations.

CHIT 007 Working with Health IT Systems (Lab): A laboratory component. Students will work with simulated systems and data. As they play the role of practitioners using these systems, they will learn what is happening “under the hood.” They will experience threats to security and appreciate the need for standards, high level of usability, and how errors can occur.

CHIT 008 Installation and Maintenance of Health IT Systems (Lab): A laboratory component. Instruction in installation and maintenance of health IT systems, including testing prior to implementation. Introduction to principles underlying system configuration.

CHIT 009 Networking and Health Information Exchange: In-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids, the NHIN and other nationwide approaches.

CHIT 010 Fundamentals of Health Workflow Process Analysis and Redesign: A look at the fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation. Includes topics of process validation and change management.

CHIT 011 Configuring EHRs (Lab): A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

CHIT 013 Public Health IT: An overview of specialized public health applications such as registries, epidemiological databases, biosurveillance, and situational awareness and emergency response. Includes information exchange issues specific to public health.

CHIT 014 Special Topics Course on Vendor Specific Systems: Provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, and noting differences between the systems.

CHIT 016 Professionalism/ Customer Service in the Healthcare Environment: Development of skills necessary to communicate

effectively across the full range of roles that will be encountered in health care and public health settings.

CHIT 019 Introduction to Project Management: An understanding of project management tools and techniques that results in the ability to create and follow a project management plan.

Competencies

Workers in this role will be able to:

- Execute implementation project plans, by installing hardware (as needed) and configuring software to meet practice needs.
- Incorporate usability principles into software configuration and implementation
- Test the software against performance specifications.
- Interact with the vendors as needed to rectify technical problems that occur during the deployment process.
- Proactively identify software or hardware incompatibilities.
- Assist the practice in identifying a data back-up and recovery solution, and ensure the solution is effective.
- Ensure that the mechanism for hardware/software recovery (e.g., data backup or redundant systems) and related capabilities are appropriately implemented to minimize system downtime.
- Ensure that privacy and security functions are appropriately configured and activated in hardware and software.
- Document IT problems and evaluate the effectiveness of problem resolution.
- Assist end users with the execution of audits.

