

# Technical Standards

To achieve career entry competency, students in Health Informatics, Information Management and Administration (HIIMA) programs should have the ability to perform the following essential functions:

## **Communication**

The student is required to demonstrate the capacity to:

- Communicate effectively and efficiently in English, including in electronic formats, with others
- Convey information effectively through oral, written, and computer based-means.
- Comprehend assigned readings, lectures, and technical and professional materials
- Articulate the findings of data and information analyses through presentations.
- Independently prepare papers and presentations.
- Adhere to provided instructions.
- Read and understand visual documents

## **Sensorimotor**

The student is required to demonstrate the capacity to:

- Engage gross motor, fine motor, and equilibrium functions reasonably required operate within an office setting.
- Utilize current office equipment/technology that would include, but is not limited to the following a computer, keyboard, touchscreen, mouse, printers, or mouse.
- Handle and manipulate small objects such as pencils, pens, knobs, books, and stacks of documents.
- Maintain a seated position for extended durations.
- Tolerate computer screen viewing for extended lengths of time.
- Lift objects weighing up to 20 pounds
- Hear normal speaking levels, hear phones, hear auditory alarms
- Visually perceive objects located at a distance of 20 inches away

## **Intellectual, Conceptual, Integrative, Quantitative, and Problem-Solving**

The student is required to demonstrate the capacity to:

- Make informed decisions, including understanding the rationale for their decisions and how to justify decisions.
- Conduct measurements, calculations, reasoning, analysis, and interpretation of data.
- Perform and analyze needs assessments.
- Synthesize information, knowledge, and skills from diverse sources.

## **Behavioral and Social**

The student is required to demonstrate the capacity to:

- Exhibit professional behavior and attitude during their participation in the classroom and clinical situations.
- Employ appropriate and professional language.
- Maintain professional demeanor and competence situations, including stress-inducing environments.
- Assume personal responsibility for one's own actions and consequences.
- Build and nurture positive and constructive relationships with faculty, peers, supervisors, patients, and other stakeholders.
- Complete assigned tasks and assignments within stated parameters.
- Maintain emotional health and well-being to effectively mobilize intellectual abilities and effectiveness.
- Exemplify honest and ethical conduct continually.
- Demonstrate appropriate emotional intelligence.
- Collaborate in a cooperative and effective manner within teams.
- Maintain hygiene and professional dress requirements.

NOTE: Reasonable accommodations will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodation should provide the appropriate documentation of disability and submit a request for accommodation to the School of Allied Health Professions Associate Dean of Student Affairs.