POSITION OVERVIEW
Oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization’s policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization’s information privacy practices.

QUALIFICATIONS
Job requirements include an Associate’s or Bachelor’s degree with previous healthcare experience.

COMPETENCIES
• Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies.
• Works with organization administration, legal counsel, and other related parties to represent the organization’s information privacy interests.
• Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities.
• Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.

REGISTERED APPRENTICESHIPS
Core components

| Employer Involvement                          | Employer driven  |
|                                              | Must be directly involved  |
|                                              | Must provide Paid on-the-job learning  |

| Job Related Technical Instruction            | Front-loaded and working learner models  |
|                                              | Designed to meet your workforce needs  |

| Structured Paid On-the-Job Learning          | Structured and supervised  |
|                                              | Guided by employer mentor  |
|                                              | Competency-based  |

| Rewards for Skills Gain                      | Increase in skills and competencies tied to increased earnings  |

| National Occupational Credential            | Portable industry-recognized professional credential  |
|                                            | Certifies an individual at the proficiency level for the occupation  |

RELATED TECHNICAL INSTRUCTION
• Skills assessments based on certification domains
• AHIMA online Privacy and Security courses
• Use of Privacy and Security textbook and online exercises
• Common employability skills such as effective communication; telephone etiquette; diversity in the workplace; leadership; social media awareness; and customer service
## Step 1: Determine your workforce needs for skilled talent
- Do you have challenges in finding skilled talent?
- What particular occupations?
- What are your long-term workforce needs?
- Determine number of apprentices needed

## Step 2: Identify partners and resources you need (Don’t go it alone)
- Identify internal/external stakeholders to participate in the development of the apprenticeship program
- Do you want to partner with local workforce agencies?
- Are there other critical partners that are needed to be successful?
- Will the state Department of Labor (DOL) be involved?

## Program Operation & Administration
- Obtain approval for FTE/s within organization (if necessary)
- Create apprentice job description/job code
- Develop wage progression schedule
- Review/sign apprenticeship standards

## Apprentice Recruitment
- How will you select individuals to participate in your program?
- Do you want your program to serve new entrants and/or up-skill incumbent workers?
- Candidate screening
- Interview for apprentice positions
- Hire and onboard new apprentices

## Step 5: Determine your training model
- AHIMA Foundation will provide access to online instruction
- Identify skill/competency requirements
- Identify experienced mentors at the job site
- Develop an on-the-job learning (OJL) plan

## Assess and Continuously Improve
- Conduct regular apprentice OJL evaluations
- Complete apprentice experience surveys for each program stage
- Assess the program and participants’ success moving forward
- Evaluate progress and make program corrections as needed
- Continuously improve the quality of the program over time

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