

## ACDIS CDI Week Committee: Informational Documents

### ACDIS Contact

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## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Improvement Specialists' (ACDIS) CDI Week Committee will plan activities for the annual CDI week festivities, develop and brainstorm resources to help people celebrate and recognize the efforts of CDI professionals, and participate in Q&As based on the annual CDI Week Industry Survey. The committee members will meet on a regular basis over conference calls to meet these objectives (once or twice per month from June through September). To see what CDI Week is all about and what previous years' committees have accomplished, [click here](#).

### Essential responsibilities

- Plan activities for the annual CDI Week festivities
- Develop and brainstorm resources to help people celebrate CDI Week and recognize the efforts of CDI professionals
- Further the mission of CDI Week by being an outspoken advocate for the profession as a whole and a resource to the ACDIS and broader CDI community
- Assist with one's own CDI Week internal celebrations bringing insight from committee work back to facility-specific endeavors
- Participate in at least one interview (conducted over email or phone with the committee coordinator) on a topic covered by the annual CDI Week Industry Survey
- Join fellow committee members and ACDIS editors on regular conference calls to discuss plans for CDI Week and accomplish the tasks outlined above
- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current CDI Week offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

### Code of professional conduct

CDI Week Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, committee members should hold themselves to the guiding principles of the ACDIS Code of Ethics.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

### Term duration and prerogatives

CDI Week Committee membership begins each June and extends until the end of September, after the close of CDI Week. Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, as well as on the given committee member's past contributions and continued desire to serve.

Committee members may not serve more than a three-year period. After at least a one-year hiatus, an individual may volunteer to serve on the committee at the discretion of the coordinator and ACDIS administration.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least two weeks' advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with the coordinator or ACDIS administration may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the ACDIS site's [Boards and Committees](#) page
- Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the coordinator and ACDIS administration

ACDIS members in good standing may apply to serve on the committee. Volunteers will be sought every May with responsibilities beginning in June. For additional information, please contact ACDIS Editor Linnea Archibald ([larchibald@acdis.org](mailto:larchibald@acdis.org)).

### Scope of Work and Process

The CDI Week Committee will meet on a monthly basis to discuss ongoing projects, brainstorm ideas for CDI Week, and discuss individual plans for the week of recognition.

The main duties of the committee consist of providing resources for CDI professionals to use during their CDI Week celebrations and support the cause of CDI.

### Task 1: Planning activities for CDI Week

Each year, CDI Week has a theme chosen by ACDIS administration and the ACDIS membership through a poll on the website. The committee is tasked with planning activities related to that theme and sharing their own organization-specific plans with the community.

The committee coordinator will compile all the activities into a list to be published on the ACDIS website and publicized in the *CDI Strategies* e-newsletter, on ACDIS' social media accounts, and elsewhere as administration sees fit.

For an example of these activity documents, [see the 2017 CDI Week Committee's list here](#).

### Task 2: Developing and brainstorming CDI Week resources

ACDIS provides a number of resources to CDI professionals to aid in their CDI Week celebration. The committee members will use time during meetings to brainstorm resources that will aid this goal and individual members may be asked or volunteer to develop these tools outside of meeting time, presenting the finished product to the other members for review.

In the past, ACDIS has provided word searches, crossword puzzles, fact sheets, and press releases, but the committee is free to branch out from those ideas to create further resources for celebrating the work of CDI professionals.

### Task 3: Participating in Q&As related to the CDI Week Industry Survey

ACDIS conducts an annual CDI Industry Survey in conjunction with CDI Week and publishes an accompanying report with insight from the CDI Week Advisor (a member of the ACDIS Advisory Board). In addition to the report, ACDIS publishes daily Q&As related to the topics covered by the Industry Survey. Committee members are expected to participate in at least one of these Q&As.

Each Q&A interview will be conducted over email or phone with the committee coordinator and the full written-up interview will ultimately be between two and three pages long. The Q&As will be published on the ACDIS website and sent out to *CDI Strategies* subscribers in daily e-newsletters during CDI Week.

In 2018, the CDI Week Industry Survey (and therefore the Q&As) will cover the following topics:

- Staffing
- CDI and quality
- Outpatient CDI
- Technology
- Physician engagement

Please note that the topics covered by the survey will change annually and this scope of work will be updated accordingly.

### Ongoing duties

Although the CDI Week Committee's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout their service. The following are key ways to keep active:

- Notify the committee coordinator when something on the CDI Week pages on the ACDIS website appears to need updating
- Bring forward "hot topics" to ACDIS administration for future coverage editorially during CDI Week or otherwise
- Submit CDI Week activities and resources for consideration on the ACDIS website
- Look for gaps, discrepancies, and other potential deficiencies in ACDIS' CDI Week offerings and inform the committee coordinator of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to ACDIS Editor and Committee Coordinator Linnea Archibald at [larchibald@acdis.org](mailto:larchibald@acdis.org).