

ACDIS Diversity and Inclusion Task Force

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Purpose and Terms of Service

Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Diversity and Inclusion Task Force strives to make CDI a community that embodies social responsibility. It does so through promoting a positive environment of greater diversity and inclusion across all cultures, races, ethnicities, sexual orientations, gender identities, ages, and educational backgrounds, to break the silence that accompanies discrimination and inequity, and to ensure that all feel valued, empowered, and welcomed.

Essential responsibilities

- Contribute written pieces to the diversity resource library, *CDI Journal*, or other ACDIS publications
- Discuss current world issues dealing with discrimination, injustice, prejudice, and exclusivity
- Uphold the CDI community to the standard of a welcoming, diverse, and inclusive place
- Provide feedback on Diversity in CDI Award processes, such as award criteria and application processes
- Assist ACDIS administration in selecting Diversity in CDI Award recipients annually
- Join fellow committee members and ACDIS staff on monthly conference calls to discuss ongoing projects and potential opportunities
- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current 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

ACDIS Diversity and Inclusion Task Force 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.

Should a committee member's colleague or friend submit an award application, that individual committee member shall remove themselves from the conversation regarding that candidate's eligibility and merits. Committee members are, however, encouraged to promote the award to their peers and recommend that individuals submit applications.

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.

Due to the nature of topics covered by the Diversity and Inclusion Task Force, members are expected to approach conversations with an open-minded and sensitivity. If there are topics a member does not feel comfortable addressing, they should inform the committee coordinator and committee chair privately.

Committee composition

The ACDIS Diversity and Inclusion Task Force will consist of roughly 10 members, including:

- A group of individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the CDI profession at large, plus:
 - One ACDIS national staff member. The ACDIS staff member will facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

ACDIS members in good standing may apply to serve on the committee. For additional information, please contact Carolyn Riel at criel@acdis.org.

Term duration and prerogatives

ACDIS Diversity and Inclusion Task Force service is a three-year term running from July-July. The chair for the Task Force must commit to a four-year term, also running from July-July. The application period opens in June, with committee service beginning in late July. Reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions, and a continued desire to serve.

If committee members wish to serve again after their three-year period, they must reapply through the formal application period.

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 30-day 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, ACDIS administration, or a selected committee chair over two cycles (two months' time and two meetings) 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, as well as attribution in published articles and materials
- Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the coordinator and ACDIS administration
 - Requests for such discounts should be made to the committee coordinator via email

Scope of Work and Process

The ACDIS Diversity and Inclusion Task Force will meet on a monthly basis to discuss ongoing projects and potential new projects for committee consideration.

The main duties of the committee consist of holding ACDIS accountable to maintaining diversity and inclusion within the organization and CDI community as a whole, maintaining and contributing to the diversity resource library, and selecting recipients for the Diversity in CDI Award annually.

Note: All descriptions of committee activities, including projected time frames, are approximations. The scope of the committee's work may vary between seasons due to changing editorial needs and CDI industry trends. That said, the coordinator will work to modulate the expected due dates for materials as necessary to ensure the committee's workload remains balanced and manageable throughout the year.

Task 1: Maintaining diversity and inclusion within ACDIS

Task force members will be responsible for discussing and addressing any and all issues of discrimination, whether occurring in the broader scope of the world or within ACDIS' own community. The committee will decide any steps necessary to be made by ACDIS in order to address these issues, whether that be a public statement, change of guidelines, etc.

Committee members are expected to enter such discussions with open minds and sensitivity due to the nature of the difficult topics. Such conversations require collaboration and open, at times uncomfortable, discussions among task force members. An open, safe, and inclusive space for conversation is expected to be maintained at all times.

Task 2: Maintaining and contributing to the diversity resource library

The Diversity and Inclusion Task Force is responsible for creating a resource library available to those in the CDI community for information on all matters relating to diversity and inclusion. This may include, but is not limited to, diverse hiring practices, resources for when facing discrimination, policies and laws protecting rights, etc.

Committee members are expected to contribute at least one resource during each year of their term to the resource library. This may be diversity and inclusion training materials from their own organization, research articles about minority racial groups, etc.

The committee coordinator along with the remaining committee members will review each contributed resource, ensuring compliance and usability. Committee members may also be asked to review currently published resources for the library to ensure their relevance and accuracy.

Task 3: Reviewing applications and selecting Diversity in CDI Award recipients

ACDIS administration will provide the committee with the various scholarship materials, such as the award criteria and application form, for annual review.

Committee members will then review the materials and come to the meetings prepared to discuss the items under review and suggest any needed updates or improvements.

When it is time to select award winners, the coordinator will provide committee members with the completed award applications when the application period closes.

Committee members will review applications and provide feedback on a number of candidate traits, including but not limited to: overall application strength, level of diversity attained by the CDI department, reason for deserving the award, and promise for continuing success in diversity in the future. This process may go through a series of review rounds should any candidates receive equal scores.

During the meetings, the committee members will professionally discuss the candidates, their strengths and weaknesses, and make recommendations for which candidates move forward in the review process and potentially receive the award.

Between meetings, the coordinator will send the committee members notes and recordings from the meetings and follow up on any outstanding tasks or reviews. Once the scholarship committee has completed their reviews and made selections, the committee coordinator will reach out to the recipients and publicize the chosen winners.

Should concerns arise, further discussion may occur at the next committee meeting for additional review.

Ongoing duties

Although the ACDIS Diversity and Inclusion Task Force's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Notify the coordinator when something on the ACDIS website appears to need updates

- Bring forward “hot topics” to ACDIS administration for future coverage editorially or otherwise
- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website
- Look for gaps, discrepancies, and other potential deficiencies in ACDIS’ 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 Carolyn Riel at criel@acdis.org.