

ACDIS CDI Scholarship Committee: Informational Documents

ACDIS Contact

Linnea Archibald
Editor, ACDIS
Coordinator, ACDIS CDI Scholarship Committee
larchibald@acdis.org
800-650-6787 ext. 3250

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Purpose and Terms of Service

Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) CDI Scholarship Committee exists to maintain and update scholarship criteria and application processes, select scholarship recipients from a pool of applicants, and promote continued CDI education among the ACDIS and broader CDI communities.

Essential responsibilities

- Provide feedback on scholarship processes, such as award criteria and application processes
- Assist ACDIS administration in selecting award recipients annually in January
- Join fellow committee members and ACDIS staff on monthly conference calls (excluding December) 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 CDI Scholarship 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.

Should a committee member's colleague or friend submit a scholarship 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 scholarship 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, the chair, and the chair-elect immediately to ensure the work is covered.

Committee composition

The ACDIS CDI Scholarship Committee will consist of roughly 9-10 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 Linnea Archibald at larchibald@acdis.org.

Term duration and prerogatives

ACDIS CDI Scholarship Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions and continued desire to serve. Volunteers will be sought every June with responsibilities beginning in July.

Committee members may not serve more than a three-year period. After at least a 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 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 the committee's chair/chair elect 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 CDI Scholarship Committee will meet on a monthly basis (excluding the month of December) to discuss ongoing projects and potential new projects for committee consideration.

The main duties of the committee consist of maintaining the scholarship program and selecting scholarship recipients 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 and updating the scholarship program

ACDIS administration will provide the scholarship committee with the various scholarship materials, such as the award criteria and application form, for annual review in July at the committee's forming.

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. All scholarship materials will be reviewed annual from July to September and then launched with the application opening in September.

Task 2: Reviewing applications and selecting scholarship recipients

The coordinator will provide committee members with the completed scholarship applications when the application period closes in December along with an evaluation matrix.

Committee members will review scholarship applications using the evaluation matrix provided by the committee coordinator and provide feedback on a number of candidate traits, including but not limited to: professional background and time in the CDI field, existing educational resources and budget, recommendations from peers, and overall application strength. 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 scholarship awards.

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 CDI Scholarship Committee'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 Linnea Archibald at larchibald@acdis.org.