

## HIM 520 Milestone One Guidelines and Rubric

**Overview:** The final project is divided into two parts. First, you will develop a change-management plan, and then you will develop a professional development plan. For this milestone, you will begin by drafting a section of your change-management plan, using the scenario provided below.

For this milestone, submit the introduction, purpose, and principles to your change-management plan. This introduction will be used in your final change-management plan. It should include the background precipitating the need for the change, taking into consideration the strategic goals of the organization. It should also summarize what the plan will achieve, explaining the theory you are applying to this change. The purpose and principles should explain the cultural behaviors, the principles that support these behaviors, and any ethical considerations that should be implemented.

**Prompt:** Imagine that you are the manager of the medical records department of a small community hospital. It has recently come to light that employees in your department regularly access confidential personal and medical information about people they know personally. The information is not relevant to their jobs, and they use it for their own personal information. In addition, they are sharing this information by gossiping about it with their coworkers.

You found out about the inappropriate accessing of information when a patient's attorney contacted the hospital alleging that his client's confidential information was made public when the client was enrolling her child in a local summer day camp. Due to cultural and religious reasons, the child's mother has chosen not to immunize her child, and this information was accessed by your employees from confidential medical records and was shared with others in the community. A recent outbreak of mumps in the area has people on alert, and, not understanding the cultural and religious implications of the mother's choice, the community reacted strongly to finding out about the immunization history of the child. The day camp did not admit the child, and the family is being ostracized from community activities as well as social interactions.

Using the scenario, you will begin to draft the change-management plan that will address this ethical lapse.

### I. Introduction

- A. Summarize the **background** from the scenario and identify the ethical lapse.
- B. Describe the **strategic goals** of the plan. What do you hope the change-management plan will achieve?
- C. Identify a change-management **theory** to apply to this plan to promote collaboration among stakeholders. Justify your identification by explaining how the theory will promote collaboration.

### II. Purpose and Principles

- A. Explain the specific **culturally competent behaviors** the change-management plan will produce in the hospital employees.
- B. Explain the **health information management code of ethics principles** that support these behaviors.
- C. Explain how the change plan addresses any relevant **ethical considerations** present in the scenario.

Your instructor will provide feedback on the current state of your introduction, purpose, and principles, with specific aim to provide feedback on the background and the theory you are using. For more information, see the Final Project Part I Guidelines and Rubric document. Your final project will be assessed, in part, according to the extent to which you have incorporated instructor feedback from your rough drafts.

**Guidelines for Submission:** Your rough draft should be 1 to 2 pages in length and should follow APA formatting including double spacing, 12-point Times New Roman font, and one-inch margins.

Critical Elements	Proficient (100%)	Needs Improvement (80%)	Not Evident (0%)	Value
<b>Introduction: Background</b>	Summarizes the background from the scenario, identifying the ethical lapse	Summarizes the background from the scenario, identifying the ethical lapse, but explanation is cursory or illogical	Does not summarize the background from the scenario, identifying the ethical lapse	15
<b>Introduction: Strategic Goals</b>	Describes the strategic goals of the plan	Describes the strategic goals of the plan but explanation is illogical or contains inaccuracies	Does not describe the strategic goals of the plan	15
<b>Introduction: Theory</b>	Identifies a change-management theory for the plan that promotes collaboration, justifying identification	Identifies a change-management theory for the plan that promotes collaboration, justifying identification, but identification is inaccurate or has gaps in justification	Does not identify a change-management theory for the plan that promotes collaboration	15
<b>Purpose and Principles: Culturally Competent Behaviors</b>	Explains the culturally competent behaviors the plan will produce in hospital employees	Explains the culturally competent behaviors the plan will produce in hospital employees but explanation is illogical or contains inaccuracies	Does not explain the culturally competent behaviors the plan will produce in hospital employees	15
<b>Purpose and Principles: Health Information Management Principles</b>	Explains the health information management code of ethics principles that support these behaviors	Explains the health information management code of ethics principles that support these behaviors but explanation is illogical or contains inaccuracies	Does not explain the health information management code of ethics principles that support these behaviors	15
<b>Purpose and Principles: Ethical Considerations</b>	Explains how the change plan addresses any relevant ethical considerations	Explains how the change plan addresses any relevant ethical considerations but explanation is cursory or illogical	Does not explain how the change plan addresses any relevant ethical considerations	15
<b>Articulation of Response</b>	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Total</b>				<b>100%</b>