

HIM 520 Milestone Two Guidelines and Rubric

Overview: In Milestone One, you outlined the background, goals, purpose, and principles of your change-management plan as they pertain to HIM. For this milestone, submit the focus areas, rationale, and risk to your change-management plan. You should focus on the cultural competence of the main areas targeted for change, the drivers and constraints for change in terms of risk to the organization, and the structures needed to implement the plan that foster collaboration and cultural sensitivity. Recommend policies and procedures for your HIM department relevant to the change.

Prompt: You are the manager of the HIM 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 that is not relevant to their jobs and use it for their own personal information. In addition, they are sharing this information by gossiping about it with coworkers. You found this out when a patient's attorney contacted the hospital alleging that his client's confidential information was made public in regard to her child's summer day-camp application. It seems that, due to cultural and religious reasons, the child's mother has chosen not to immunize her children. 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's reaction upon finding this out has been strong. The day camp did not admit the child, and the family is being ostracized from community activities as well as social interactions. You find yourself in the position of needing to address this enterprise-wide breach of ethical practice and understanding as well as needing to develop personal and professional development plans for employees who retain their jobs.

Using the scenario, continue drafting the change-management plan that will address this ethical lapse by addressing the following:

I. Focus Areas, Rationale, and Risk

- A. Describe the structures needed to target change that fosters diversity, equity, and inclusion.
- B. Evaluate the motivational factors and barriers for change in terms of risk to the organization.
- C. Illustrate the rationale for employing your strategies.
- D. Describe the change-plan elements, including structures, processes, policies, and procedures required to implement the change.

Your instructor will provide feedback on this milestone, with specific aim to provide feedback on the focus areas, rationale, and risk factors.

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 3 to 4 pages in length and should follow APA formatting including double spacing, 12-point Times New Roman font, and one-inch margins.

Rubric

Critical Elements	Proficient (100%)	Needs Improvement (80%)	Not Evident (0%)	Value
Focus Areas, Rationale, and Risk: Diversity, Equity, and Inclusion	Comprehensively describes the structures needed to target change that fosters diversity, equity, and inclusion	Describes the structures needed to target change that fosters diversity, equity, and inclusion but description is cursory or illogical or contains inaccuracies	Does not describe the structures needed to target change that fosters diversity, equity, and inclusion	22
Focus Areas, Rationale, and Risk: Motivational Factors and Barriers	Evaluates the motivational factors and barriers for change in terms of risk to the organization	Evaluates the motivational factors and barriers for change in terms of risk to the organization but evaluation is illogical or contains inaccuracies	Does not evaluate the motivational factors and barriers for change in terms of risk to the organization	22
Rationale	Comprehensively illustrates the rationale for employing the change-plan strategies	Illustrates the rationale for employing the change-plan strategies but discussion is lacking in knowledge and application	Does not illustrate the rationale for employing the change-plan strategies	22
Change Plan Element	Comprehensively describes the change-plan elements, including structures, processes, policies, and procedures required to implement the change	Describes the change-plan elements, including structures, processes, policies, and procedures required to implement the change but discussion was lacking in knowledge and application	Does not describe the change-plan elements	22
Articulation of Response	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	12
Total				100%