

# Collection Development Policy, Health Management & Informatics

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## Collection Development Statement

Department: Health Management & Informatics (HMI)  
Revised by: Renee Cole Montgomery

Date Drafted: June 2008 (EK)  
Date Revised: March 2015

### **Purpose of the Collection**

The primary focus of the library's health management and informatics (HMI) collection is to support the curriculum and the research endeavors of students and faculty at the undergraduate, graduate, and doctoral levels. Users are primarily the HMI faculty members and undergraduate and graduate students.

### **Programs offered include:**

#### **Undergraduate Programs:**

##### **B.S. (and Minor) in Health Informatics and Information Management**

The Program in Health Informatics and Information Management at UCF is an upper-division, limited-access professional curriculum leading to a bachelor of science. The professional phase of the program emphasizes health information management, business organization and management, health-care finance, computer applications in health care, systems analysis, pathophysiology, pharmacology, medical coding, and medico-legal aspects of health records. The curriculum is designed to present a correlation between classroom theory and practical experience. Students gain practical experience under supervision in health-care settings throughout the state of Florida.

##### **B.S. (and Minor) in Health Services Administration**

The undergraduate health services administration program at UCF is an upper-division professional curriculum leading to a Bachelor of Science degree. It is not a limited-access program. The degree program is designed for those desiring to gain entrance into health services administration field. Many diverse clinical professionals may find this degree program helpful in bridging the business or managerial side of the health industry with their clinical orientation. These professionals are often registered nurses, respiratory therapists, EMTs, radiographers, medical laboratory technologists, dental hygienists and others holding an A.S. or licenses that are recognized nationally. Students without a background in the health-care industry can also be accommodated to build a foundation in health services administration to enter the industry.

#### **Graduate Programs:**

##### **M.S. in Health Care Informatics**

UCF's Department of Health Management and Informatics offers a full-time, online Professional Sciences Master's graduate program in Health Care Informatics designed to be completed in 20 months. The program will: develop your leadership and decision-making skills, enable you to serve your organization's information needs, and teach you to work using an evidence-based, knowledge-management approach. Graduates can work as practitioners, managers, analysts and researchers. Numerous openings have been announced in several environments, including health centers and health insurance companies.

##### **M.S. in Health Sciences – Health Services Administration Track**

The program appeals to a variety of students, including recent college graduates and professionals in health care who are interested in broadening their knowledge of business aspects of the field and advancing their careers. Still other students enter the program as a first step towards earning a doctorate in public affairs or a related field. The curriculum provides a course of study that includes: analysis of issues and trends in health care, study of the structure and leadership of health care organizations, strategic planning, financial management and organizational strategies for change, research methods and statistics, and information systems for solving problems in the health care industry.

### M.S. in Health Sciences – Executive Health Services Administration Track

The Executive Master of Science in Health Sciences - Health Services Administration Track (*e*-MSHSA Program) is an online program that provides the opportunity for qualified professionals to complete their degrees online in 24 months. The program is offered through an entirely online, distance-learning format to offer greater access to the program. The curriculum emphasizes leadership in career progression, as well as strategic and operational management and development of health care organizations. Students are enrolled on a full-time basis and will enroll in two, four-credit hour classes each semester.

### Doctoral Programs:

#### Doctoral Program in Public Affairs – Health Services Management Track

The Doctoral Program in Public Affairs prepares future leaders to deal with complex social, health and governance issues that cut across traditional disciplinary boundaries. The program has a community-based focus with an emphasis on collaborative relationships across the public, private and nonprofit sectors of the community. The curriculum comprises an interdisciplinary core with advanced studies in one of five tracks, Criminal Justice, Governance and Policy, *Health Services Management and Research*, Public Administration, and Social Work.

### Certificates:

#### Graduate Certificate in Health Information Administration (Coming Fall 2015)

UCF's Department of Health Management and Informatics is now offering a new, fully online, Graduate Certificate in Health Information Administration to all who are newly enrolled, current students, or graduates of the Master of Science in Health Care Informatics! This program will begin in fall of 2015! This program will qualify its graduates to sit for the Registered Health Information Administration (RHIA®) examination. Graduates can work in the continuum of care delivery organizations, including hospitals, multi-specialty clinics and physician practices, long-term care, mental health, and other ambulatory care settings.

### Collection Description:

The health management and informatics collection consists mainly of books and periodicals (print and electronic) housed in the main library on the UCF campus. However, some works are housed at the UCF Regional Campus libraries. The library provides access to many medicine-related databases, including *Medline and CINAHL (Cumulative Index to Nursing and Allied Health Literature)*. The library also has access to the major business databases (*ABI-Inform, Business Source Premier, etc*) that index the business-related health care journals. The library also purchases access to many electronic journal collections. Some journals in the field are: *Applied Clinical Informatics, Health Informatics Journal, International Journal of Medical Informatics, JAMA, Journal of Biomedical Informatics, and MIS Quarterly*.

### Collection Guidelines:

#### Chronology: Emphasis/restriction

Emphasis is on current research. While attempts will be made to fill in gaps of retrospective material when funding permits, the primary focus of the collection is on current research materials.

#### Languages: Emphasis/restriction

Although there are no limitations to the languages the library collects, the emphasis is on English works and English translations.

#### Geography: Emphasis/restriction

No limit is placed on the geographical scope of the collection.

### Subject Treatment

All materials related to medical records management, health information, medical information systems, and the business side of health care will be considered for addition to the collection, especially those that directly support the curriculum and research needs of the students and faculty. Also materials related to the business side of health care

### Material Formats: Emphasis/restriction

Journals and monographs are the primary formats, though particularly strong emphasis is placed on current journal subscriptions. As with most medical fields, the health services administration research is mostly conveyed via peer-reviewed journals. Electronic access to journals is a high priority considering the increase in the number of online and mixed mode courses.

### Publication Dates

Emphasis is on materials published within the last five years. The acquisition of retrospective materials depends on the availability of the resource, its content, and budgetary constraints.

### Subjects Collected and Collection Levels:

Source: <http://www.fcla.edu/FCLAINfo/stats/circ/04jan/cfcn041.html>

Key: 0=Libraries do not collect; 1=Minimal level; 2=Basic information level; 3=Instructional support level; 4=Research level; 5=Comprehensive

Subject	Range	Existing Level	Desired Level
History of Medicine	R131-R687	2	2
Medicine as a Profession; Practice of Medicine; Medical Records	R690-R920	3	3
Medical centers. Hospitals	RA960-RA998	3	3

Source: <http://www.fcla.edu/FCLAINfo/stats/circ/04jan/cfcn041.html>

Key: 0=Libraries do not collect; 1=Minimal level; 2=Basic information level; 3=Instructional support level; 4=Research level; 5=Comprehensive

Subject	Range	Existing Level	Desired Level
Public Aspects of Medicine; Medicine and the State	RA1-418.5	3	4
Public Health	RA421-790	4	4
Medical Centers. Hospitals	RA960-1000	3	4

### Subjects Excluded:

All subject matter is acceptable for the collection with an emphasis on those areas in which the students and faculty are actively engaged in research. Works intended for consumers or patients (consumer health) are collected minimally.

## **Collection Management Issues:**

### **Replacement**

Attempts are made to replace items that are lost, stolen, or damaged. Exceptions include outdated or superseded editions unless there is a specific need or historical significance.

### **Retention/Deselection**

Generally material is not deselected unless its condition has deteriorated past the point of usability. Attempts are made to repair and retain damaged or deteriorating items. Outdated, unused, or no longer reliable materials may be removed from the collection in some cases.

Periodicals or electronic resources may be weeded when they are no longer subscribed to and related programs have been discontinued, or when replaced by another format.

### **Out of Print Acquisition**

Internet access to out-of-print dealers often makes acquisition of these items more convenient than in the past. As with other materials, out of print titles will be acquired if there is a clear need and the price is reasonable.

### **Preservation**

The Collection Development Librarian will consult with the Special Collections Department on all matters relating to the care, repair, and safekeeping of all circulating library materials regardless of format type.

Preservation issues of importance to the Collection Development Librarian include:

- Collection maintenance of existing materials – rehousing, rebinding, repair, conservation, media transfer
- Deacidification projects - selected titles, whole collections, or partial collections
- Reformatting materials to microfilm or digital images
- Questions related to gifts-in-kind that may require preservation attention before materials are added to the collection