

**Loma Linda University School of Medicine Clinical Informatics and Analytics  
Interest Group (CIA-IG)**

**CONSTITUTION**

**ARTICLE I**

**Name**

The name of this organization shall be the Clinical Informatics and Analytics Interest Group (CIA-IG)

**ARTICLE II**

**Purpose**

The purposes of CIA-IG are:

1. To educate Loma Linda University School of Medicine students regarding the application of the field of clinical informatics in EPIC electronic health record workflow and the importance of efficient and proper documentation in patient care.
2. To support students across the Loma Linda University School of Medicine with informatics or analytics interests and provide a platform to connect with faculty to pursue research and clinical improvement processes.
3. To provide a platform that can be used to provide support for Loma Linda University School of Medicine students in their use of EPIC electronic health record utilization in their medical education.

## ARTICLE III

### Membership

Membership is open to all students enrolled at Loma Linda University School of Medicine.

The CIA-IG does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selecting and removing of officers, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all of our members.

## ARTICLE IV

### Organization

#### SECTION 1. Governance

CIA-IG reserves the right of self-governance. As a Loma Linda University School of Medicine student organization, CIA-IG will abide by all policies of LLU and the School of Medicine. Sponsorship will be under the department of Preventive and Lifestyle Medicine Interest Group (PLMIG).

All positions of the CIA-IG excluding president, vice-president, and treasurer, shall be open to co-running candidates that shall equally divide the responsibilities for the position between themselves to carry out the duties assigned to the position.

#### SECTION 2. Qualification for Office

Officers must be a registered Loma Linda University School of Medicine student of good academic standing.

#### SECTION 3 Offices and Duties

1. **President:** The president shall oversee and direct the general business of the CIA-IG, represent the club or delegate members concerning the interests of the club, provide strategic planning and vision for the organization, and assume responsibility for all communication with sponsors, advisors, and contacts of CIA-IG.
2. **Vice-President:** The vice-president shall assume the role of president in the event of absence, direct elections of the club, oversee the function of all committees, and deal with matters of public relations. While any CIA-IG officer may represent CIA-IG to

the School of Medicine senate, the vice-president shall ultimately be responsible for ensuring that adequate communication exists between CIA-IG and the School of Medicine senate.

3. **Treasurer:** The treasurer shall maintain all financial records, oversee, and authorize all transactions with CIA-IG accounts, submit a financial report to the officers at the leadership meetings, make purchases for events, oversee all fundraising efforts, and ensure sufficient funds are available to meet ongoing CIA-IG needs.
4. **Secretary:** The secretary shall keep the minutes of all CIA-IG meetings, maintain all minutes, resources, and records, distribute minutes to the other officers, and keep track of attendance at CIA-IG-sponsored educational activities. The secretary shall be in charge of all sign-up sheets for CIA-IG-sponsored educational activities, creating Zoom calls, and shall keep a record of attendance of all CIA-IG-sponsored educational activities.
5. **Faculty Liaison:** The faculty liaison shall be responsible for maintaining a relationship with the faculty advisor and other faculty at Loma Linda University, will assist in planning and in helping connect students to opportunities to get involved, and will connect students with researchers that are interested in data analytic research.
6. **Research Officer:** The research officer shall manage technical related questions related to EPIC and the De-Identified Database use, coordinate with the leadership team to identify professional development opportunities of other members, and have relevant skills in the areas of coding, statistics, and quantitative analysis.
7. **Promotions Officer:** The promotions officer shall oversee spreading awareness of CIA-IG and CIA-IG-sponsored activities, seek opportunities to enhance CIA-IG reputation, coordinate meetings and oversee all promotional material created.
8. **Communications Officer:** The communications officer will also serve as a liaison between Loma Linda's CIA-IG and CIA-IGs at other medical schools for collaborative efforts, write, edit and distribute content and other marketing material that communicates the organizations activities.
9. **Class Representatives:** The class representatives shall represent their respective classes at all CIA-IG meetings, keep officers informed of class-specific requests or concerns, and maintain professional and technical knowledge of the CIA-IG.

## **ARTICLE V**

### **Advisors**

The advisor shall mentor and guide the functions of the CIA-IG. The advisor shall be selected by the officers of the CIA-IG in association with the Dean of Student Affairs. The advisor shall be a member of the School of Medicine faculty. Officers will work closely with the Dean of Student Affairs and sponsor and keep them informed of all activities such as off campus travel and bringing in outside speakers.

## **ARTICLE VI**

### **Meetings**

CIA-IG general meetings will be held as needed, and no less than twice per year. The president, vice-president, secretary, treasurer, and faculty advisors shall have the authority to call a meeting.

CIA-IG officer meetings will be held as needed, and no less than once per year. The president, vice-president, secretary, treasurer, and faculty advisors shall have the authority to call a meeting.

## **ARTICLE VII**

### **Finances**

Funds shall originate from direct sponsorship from Loma Linda University Health departments and sponsorship from educational and research organizations external to the Loma Linda University School of Medicine. The treasurer shall assume responsibility for preparing the club budget as requested by the president, School of Medicine administration, or faculty advisors. The treasurer shall oversee the CIA-IG financial account activities. The funds of the CIA-IG shall be held by the Loma Linda University School of Medicine. The president, vice-president, secretary, treasurer, and faculty advisors are the only persons authorized to sign checks.

## **ARTICLE VIII**

### **Elections**

The terms of office shall be one academic year. CIA-IG elections shall be held during the first month of the fall quarter. Nominations will be accepted at the election meeting, and voting will be by secret ballot of the members present. A simple majority of votes cast will determine the winner of each position. Vacant officer posts shall be filled at the discretion of the president.

## **ARTICLE IX**

### **Amendments**

Constitutional amendments shall be made as necessary to change the content of the articles of the Constitution only.