
aPHR Certification Study Guide 2023

Human Resource Management (HRM) - HRM consists of an organization's "people practices" - the policies, practices, and systems that influence employees' behavior, attitudes, and performance.

Explain how HRM contributes to an organization's performance - Through its practices or process, The HRM influences who works for the organization and how those people work. These human resources, if well managed, have the potential to be a source of sustainable competitive advantage, contributing to basic objectives such as quality, profits, and customer satisfaction.

HRM Process/ practices - 1) Analysis and Design of work
2) HR planning
3) Recruitment
4) Selection
5) Training and development
6) Compensation
7) Performance Management
8) Employee Relations

Human Capital - An Organization's employees, described in terms of their training, experience, judgement, intelligence, relationships, and insight.

Human Resources qualities valuable to the success of organizations - 1) Human Resources are VALUABLE- high-quality employees provide a needed service as they perform many critical functions.
2) Human Resources are RARE- a person with high levels of the needed skills and knowledge is not common
3) Human Resources CANNOT BE IMITATED -
4) Human Resources have NO GOOD SUBSTITUTES

High Performance Work System - An organization in which technology, organizational structure, people, and processes work seamlessly to give an organization an advantage in the competitive environment.

Maintaining a High-Performance Work System may include: - -Development of training programs
-Recruitment of people with new skill sets
- Establishment of rewards for such behaviors as team work, flexibility, and learning

Ratio of HR employees to total employees - 2 full time HR staff persons for every 100 employees on payroll.
In small organizations the ratio is much higher

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RJ Alexander



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Clinical Informatics Study Guide John T. Finnell, Brian E. Dixon, 2022-04-22 This completely updated study guide textbook is written to support the formal training required to become certified in clinical informatics. The content has been extensively overhauled to introduce and define key concepts using examples drawn from real world experiences in order to impress upon the reader the core content from the field of clinical informatics. The book groups chapters based on the major foci of the core content: health care delivery and policy, clinical decision making, information science and systems, data management and analytics, leadership and managing teams, and professionalism. The chapters do not need to be read or taught in order, although the suggested order is consistent with how the editors have structured their curricula over the years. *Clinical Informatics Study Guide Text and Review* serves as a reference for those seeking to study for a certifying examination independently or periodically reference while in practice. This includes physicians studying for board examination in clinical informatics as well as the American Medical Informatics Association (AMIA) health informatics certification. This new edition further refines its place as a roadmap for faculty who wish to go deeper in courses designed for physician fellows or graduate students in a variety of clinically oriented informatics disciplines such as nursing, dentistry, pharmacy, radiology, health administration, and public health.

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