

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS																
QUALIFICATION DEVELOPER (S)		BOTHO UNIVERSITY														
TITLE	Bachelor of Science in Health Information Management										NCQF LEVEL		7			
STRANDS (where applicable)	N/A															
FIELD	Business, Commerce and Management studies										CREDIT VALUE		480			
SUB FIELD	Management Studies															
New Qualification				Legacy Qualification						Renewal Qualification			✓			
										Registration Code						
SUB-FRAMEWORK		General Education						TVET				Higher Education			✓	
QUALIFICATION TYPE	Certificate	I	II	III	IV	V		Diploma		Bachelor	✓					
	Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma								
	Masters						Doctorate/ PhD									
BOTSWANA																
RATIONALE AND PURPOSE OF THE QUALIFICATION																
RATIONALE: Botswana's Vision 2036, National Development Plan 12 (NDP 12), and the Human Resource Development Council (HRDC) priority skills list continue to highlight the need for a strong, data-driven health system supported by well-trained Health Information Management (HIM) professionals. The country's commitment to digital health transformation as articulated through the Integrated Health Service Plan (2020–2030) and the Ministry of Health & Wellness e-Health Strategy (2020–2024), requires a workforce capable of managing health data with accuracy, security, and technical competence across increasingly complex information ecosystems. National health challenges such as the rise of non-communicable diseases, persistent burdens of HIV/AIDS and tuberculosis, and the lessons learned from the COVID-19 pandemic have further emphasized the importance of timely, reliable, and interoperable health information. Despite this growing demand, Botswana continues to experience shortages of qualified HIM practitioners. HRDC reports list health informatics, data governance, biostatistics, epidemiology, and digital health competencies among the country's scarce and critical skills. The Botswana Health Professions Council																

(BHPC) similarly notes continued reliance on expatriate personnel for roles related to health records, coding, and health data management.

Applications and enrolment trends for the BSc in Health Information Management further demonstrate sustained national demand for this skill set. Over the period 2021–2025, the qualification received over 4,600 inquiries and more than 4,100 applications, with yearly enrolments consistently ranging between 93 and 138 students. Although the number of applications fluctuated, peaking at 1,074 in 2021 and settling at 515 in 2025, the continued progression of offer and enrolment numbers indicates a stable pipeline of prospective students seeking careers in HIM. This sustained interest underscores the relevance of the qualification and the need to expand local training capacity.

The revised Bachelor of Health Information Management qualification responds directly to these national priorities and labour-market signals by producing graduates equipped with competencies in electronic health records, data analytics, coding, cybersecurity, and health information systems. These professionals will strengthen Botswana's move toward an integrated, efficient, and secure e-health environment while supporting Universal Health Coverage (UHC), evidence-based policy-making, and long-term socio-economic development.

PURPOSE: (itemise exit level outcomes)

The purpose of the qualification is to produce graduates with specialised knowledge skills, and competence to:

- Apply health informatics, disease coding, biostatistics, and data governance principles to ensure data integrity, confidentiality, and security in compliance with national and international standards.
- Apply health information management principles and analytical techniques to support evidence based decision making, planning, and policy development within the healthcare center.
- Implement and innovate digital health technologies, including electronic health records, telehealth platforms, and interoperable databases to contribute to the digital transformation of Botswana's health sector.
- Demonstrate professionalism, ethical responsibility, and lifelong learning in alignment with national regulatory frameworks and global best practices in health information management.
- Implement standards for accuracy, completeness, timeliness, interoperability, and cybersecurity within health information systems to ensure health data quality and security..
- Conduct systematic, ethical, and evidence-based research to address real-world challenges in health information management practice and policy.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

1. Applicants must have Certificate IV, NCQF level 4 BGCSE or its equivalent, including a pass in English Language.
2. Applicants who do not meet the requirements above may be considered through RPL and CAT policies for access and inclusion as per BQA/ national policy.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Design and implement data-informed decision-making in healthcare practice.	1.1. Apply data mining models and techniques to search for and access hidden healthcare data. 1.2 Apply statistical methods to analyse healthcare data, including mined data, to reveal trends and relevant information. 1.3 Describe the findings from data analysis to advise decision makers in healthcare.
2. Identify and assess the various factors that affect an organization's medical information management.	2.1 Identify internal and external factors that affect health information management in an organisation 2.2 Evaluate the impact of these factors on the organization 2.3 Develop recommendations, based on the evaluation, for change to the system.
3. Manage activities of the health information management department of a healthcare or research organization.	3.1 Manage other staff members in health care information positions 3.2 Conduct a review medical record for completeness, accuracy, and timeliness 3.3 Organize and maintain the clinical databases 3.4 Track patient outcomes 3.5 Develop electronically record data with information technology systems 3.6 Report on patient data as part of studies and analysis
4. Provide coding services in healthcare organisations and other organisations that generate, store and or utilize healthcare data.	4.1 Apply the ICD-10 coding system to code diseases, medical conditions, and procedures. 4.2 Code diseases for insurance purposes 4.3 Describe insurance fraud/abuse investigations through analysis of coded data and insurance claims.
5. Maintain high health data quality, reliability, and effectiveness. Identify appropriate health information management technology.	5.1 Evaluate and recommend appropriate information technology requirements 5.2 Apply health information technology standards for data content, health information exchange, and

BQA NCQF QUALIFICATION TEMPLATE

	interoperability. 5.3 Collect, record, maintain and transmit high quality data quality (complete, accurate, consistent, timely, and secure).
6. Design technical infrastructure that meet requirements of an organization.	6.1 Evaluate health information management software and hardware to ensure they meet organizational specifications (costs, quality, time, energy efficiency, information security, and data protection). 6.2 Find new ways to protect patient privacy in health care settings 6.3 Assess health information software and/or hardware for upgradability and compatibility with other components that the organization already has or intends to acquire in the near future.
7. Communicate effectively with all stakeholders in health information.	7.1 Apply the communication process in dealing with the various stakeholders of health information. 7.2 Write effectively in conveying health information to stakeholders. 7.3 Apply critical thinking and synthesis in addressing health information requirements in the organization, 7.4 Work in a team (learning and working with others, being an effective group member.)
8. Interpret and implement requisite laws, regulations, standards and organizational policies in the practice of health information management.	8.1 Use organizational policies and processes for access, management, and permissible uses of data. 8.2 Apply jurisdictional health law, regulation, and accreditation standards to create and maintain patient health records. 8.3 Evaluate organizational risk and make recommendations (containment plans) to ensure the safety and security of information from both external and internal threats.
9. Apply principles and procedures of project management to health information management projects.	9.1 Conceive and initiate appropriate and beneficial health information management projects. 9.2 Plan health information management project to support effective coordination, resource allocation, and successful implementation

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	9.3 Execute planned health information management projects 9.4 Monitoring health information management projects to ensure goals are being made.
10. Conduct or collaborate in health-related research.	10.1 Identify a research topic and problem in health information management. 10.2 Research/investigate the identified problem. 10.3 Produce a research report. 10.4 Publish the research findings in a credible, peer-reviewed journal.
11. Promote team motivation for the achievement of organizational goals.	11.1 Set goals that motivate the team. 11.2 Apply various coping skills to manage work related pressure. 11.3 Formulate reward systems, not necessarily monetary, to motivate health information management personnel. 11.4 Apply workplace design principles to create a stimulating work environment for health information management personnel

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SECTION C	QUALIFICATION STRUCTURE					
COMPONENT	TITLE	Credits Per Relevant NCQF Level				Total Credits
		Level [5]	Level [6]	Level [7]	Level [8]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Computer and its Essentials	20				20
	Academic Writing for Business		10			10
	Business Management	10				10
	Fundamentals of Health Records and Information Systems		10			10
	Agile Business Management		10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Introduction to Anatomy and Physiology		20			20
	Introduction to Pathology and Pharmacology		20			20
	Health Information & Data Security		10			10
	Health Ethics, Law and Policy		10			10
	Introduction to Medical Terminology		10			10
	Health Information System I		20			20
	Health Information I		10			10
	Healthcare Data Analytics			20		20
	Artificial Intelligence in Healthcare	10				10
	Health Information II		10			10

BQA NCQF QUALIFICATION TEMPLATE

	Epidemiology		20			20
	Health Information System II		20			20
	Medical Terminology			10		10
	Biostatistics			20		20
	Systems Planning and Development		10			10
	Data Science in Healthcare		10			10
	Fundamentals of Health Insurance		10			10
	Health Information System III			20		20
	Disease Coding			20		20
	Data Privacy and Cybersecurity		10			10
	Research Methods		10			10
	Healthcare Data Visualization			20		20
	Research Project Proposal			10		10
	Professional Practice			40		40
	Research Project			20		20
Electives	Introduction to Financial Accounting	10				10
	Leadership and Management in Healthcare			10		10
	Introduction to Medical Transcription	10				10
	Human Resource Management			10		10
	Principles of Marketing	10				10
	Internet of Things (IoT) in Healthcare			10		10

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	Entrepreneurship and Innovation			20		20
	Innovation for Sustainable Development			20		20
	Social Entrepreneurship			20		20



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 5	50
Level 6	240
Level 7	190
Level 8	0
TOTAL CREDITS	480

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

1. This qualification has 480 credits and takes at least four years to complete including a full semester internship under the normal fulltime mode of study.
2. The credit combination for this qualification is from 60 fundamental components, 390 core components and the remaining 30 is from elective components
3. The learner should have successfully completed all the compulsory modules of the fundamentals and core components as well as two electives to be conferred with the award of the Bachelor of Science in Health Information Management

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ASSESSMENT ARRANGEMENTS

Assessment is conducted by Assessors who have been registered with the Botswana Qualifications Authority (BQA) and Master's degree holders in Health Information Management or equivalent (NCQF level 9).

FORMATIVE ASSESSMENT (40%)

The contribution of formative assessment to the final grade shall be 40%

SUMMATIVE ASSESSMENT (60%)

The contribution of summative assessment to the final grade shall be 60%

MODERATION ARRANGEMENTS

Moderation shall be conducted by BQA-accredited moderators, assessors, and Master's degree holders in Health Information Management or equivalent (NCQF level 9).

RECOGNITION OF PRIOR LEARNING

There shall be exemptions for the award of the qualification in recognition of prior learning (RPL) in accordance with institutional policies in line with the National RPL Policy.

Candidates may submit evidence of credits accumulated in related qualifications in order to be credited for the BSc in Health Information Management qualification. The exemption will be awarded on a case to case to basis.

CREDIT ACCUMULATION AND TRANSFER

Any candidate applying for Credit Accumulation and Transfer (CAT) will be expected to provide evidence of such learning that must be relevant, sufficient, valid, verifiable, and authentic. In addition, the candidate may be interviewed by a member of staff or take a formal test, which may include a live demonstration of skills and competencies, to assess competence

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathway:

Vertical:

The Bachelor of Science in Health Information Management graduate can continue towards a Bachelor's Degree (Honors), Post-Graduate Diploma, Post-Graduate Certificate (NCQF level 8) or a Masters in the same or a cognate field.

Progression to higher academic qualifications in the same or related field, such as:

- Postgraduate Diploma in Health Information Management
- Master's degree in health informatics
- Master's degree in health information management

- Master's degree in public health
- Master's degree in healthcare management

Horizontal:

Students enrolled for the Bachelor of Science in Health Information Management may choose to study horizontally into related fields if they are interested in gaining more knowledge and exploiting opportunities in those areas. These include but are not limited to

- Bachelor of Science in Health Informatics
- Bachelor of Science in Health Data Analytics
- Bachelor of Science in Public Health Administration
- Bachelor of Science in Medical Records and Coding
- Bachelor of Science in Health Systems Management
- Bachelor of Science in Quality Assurance in Healthcare
- Bachelor of Science in Health Policy and Planning

Employment Pathway

Graduates can pursue careers in various healthcare, government, and private sector organizations, including:

- Health Information Manager
- Medical Records Officer
- Health Data Analyst
- Clinical Coder
- Health Informatics Specialist
- Hospital Information System Administrator
- Public Health Information Officer
- Quality Assurance Coordinator (Healthcare)
- Research Data Coordinator
- Policy and Compliance Officer (Healthcare Data)

QUALIFICATION AWARD AND CERTIFICATION

The learner will be awarded the Bachelor of Science in Health Information Management degree upon successful completion of the qualification requirements, which include achieving a minimum of 480 credits including electives.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The proposed qualification was compared to similar qualifications **Bachelor of Health Records & Information Management** from Kenyatta University (Kenya), the University of Kansas (USA), and Curtin University (Australia) in terms of core competencies and learning outcomes.

The proposed qualification and is titled BSc in Health Information Management. This is like the title used by the University of Kansas. Kenyatta University's qualification is called Bachelor of Health

Records & Information Management, while Curtin University offers a BSc in Health Science (Health Information Management Major). These qualifications are comparable, emphasizing business, data management, research, and health information management. The proposed qualification incorporates modern technologies like artificial intelligence and cybersecurity, making the qualification future oriented.

NQF Level

The NQF level for proposed qualification is level 7. The Bachelor of Health Records & Information Management from Kenyatta University is aligned with Level 7 of the Kenya National Qualifications Framework (KNQF). In this ten-level system, a bachelor's degree represents significant theoretical and practical knowledge. A Bachelor of Science degree from an accredited university is universally recognized as a standard undergraduate degree in the United States. For international equivalency, it is considered comparable to a Level 7 qualification on frameworks such as the KNQF and the Australian Qualifications Framework (AQF). The Bachelor of Science in Health Science majoring in Health Information Management from Curtin University is a Level 7 on the AQF. The proposed qualification is designed to be equivalent in scope and academic rigor to the benchmarked qualifications from Kenyatta, Kansas, and Curtin universities.

Credit Value

In the Kenyan university system for **Bachelor of Health Records & Information Management**, courses are assigned course units. A full-time undergraduate student takes a specified number of course units per semester, where one course unit is equivalent to three credit hours. For the benchmarked qualification, students are required to achieve 52 course units, equivalent to 156 credit hours to graduate. In the US system, a bachelor's degree qualification requires the completion of 120 credit hours. This is based on a student taking a full-time load of 15 credit hours per semester for eight semesters. Australia uses a credit point system. A three or four-year bachelor's degree at Curtin University requires the completion of 600 to 800 credit points. Full-time students undertake 75-100 credit points per year. The benchmarked qualification is a 600-credit point degree. The qualification has a total of 480 credits, with each of its eight semesters carrying 60 credits.

Main Exit Outcomes

The core foundational modules in the proposed qualification, such as anatomy & physiology, medical terminology, and biostatistics, are directly comparable to those offered by the benchmarked universities. Graduates from all qualifications are prepared for careers in various healthcare and IT settings.

The proposed qualification is designed to be forward-looking and to produce graduates skilled in modern data management, data visualization, data protection protocols, and the application of AI. This contrasts with Kenyatta **Bachelor of Health Records & Information Management** focus on ethical base, emphasizing research and communication skills. The University of Kansas qualification prepares graduates to operate within the US healthcare system, with a strong emphasis on managing health data, systems, and processes, including legal and financial aspects specific to the US system.

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REVIEW PERIOD

This qualification will be subject to review five years after its registration.

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For Official Use Only:

CODE (ID)	REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
LAST DATE FOR ENROLMENT			LAST DATE FOR ACHIEVEMENT	

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