

Display of date and time in electronic systems

Standard

QH-IMP-279-3:2014

1. Statement

This standard describes the mandatory requirements for the presentation format (the display aspects) of date and time in electronic systems planned, implemented, upgraded and developed on behalf of the Department of Health.

2. Scope

Compliance with this standard is mandatory.

This standard applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units.

This standard can be used by Hospital and Health Services either as is, by re-branding or as a base for a Hospital and Health Service specific policy or standard.

3. Requirements

Process for display of date and time in electronic systems

This standard details the presentation of date and time in electronic systems and how the information should be formatted for display. This standard is supported by the Display of Date and Time in Electronic Systems Data Set Specification (DateTime DSS) that defines the presentation data standards for date and time.

3.1 A date shall be formatted and displayed in a consistent and familiar sequence for presentation to users within electronic systems. A date shall maintain a reading pattern that is natural to users and eliminate opportunities of being misinterpreted. A date format shall:

- Display day values using two digits (DD, values less than 10 shall use a leading 0 e.g. 05-Apr-2008, 02 July 2013)
- When displaying the day value as an ordinal number, the two letter suffix must be displayed in lower case and as a superscript immediately after the number (e.g. 1st January 2013)
- When displaying the day of the week, it must be placed immediately before the day value, with a single space separating the permitted abbreviation form of the day from the day value (e.g. Sun 14-Aug-2011, Tue 02 July 2013)
- Display the month textually, not numerically with only the first letter in capitals (e.g. Aug, August)
- Display the year value numerically using four digits (YYYY)
- Display null date using an appropriate value (e.g. Unknown or Not recorded in accordance with definitions and business rules)

3.1.1. A date shall be displayed by electronic systems in two permissible date formats of short date form and long date form:

- Short date format: DD-Mmm-YYYY (e.g. 14-Aug-2011)¹

14-Aug-2011

Sun 14-Aug-2011

- Long date format: DD Month YYYY (e.g. 02 July 2013)

¹ National E-Health Transition Authority, PCEHR Prescription and Dispense View, Presentation Guide v1.0, 26 June 2013/Follows the NHS Common User Interface dates display guidance, providing an unambiguous date display. Australia uses the same date format as UK where this guidance was developed.

02 July 2013

Tue 02 July 2013

2nd July 2013

3.2 A time shall be formatted and displayed in a consistent and familiar sequence for users within electronic systems. A time shall maintain a reading pattern that is clear to users and eliminate opportunities of being misinterpreted. Electronic systems shall display the exact time, with or without seconds in the format of:

- Display time using the 24 hour clock only
- Display hours using two digits (HH, values less than 10 shall use a leading 0)
- Display minutes using two digits (mm, values less than 10 shall use a leading 0)
- Display seconds using two digits (ss, values less than 10 shall use a leading 0)
- Display null times using an appropriate value, for example Unknown and Not recorded

3.2.1. A time shall be displayed by electronic systems in both hours and minutes and may also display seconds:

- HH:mm (using the 24-hour clock only without seconds)

09:33

14:04

22:00

- HH:mm:ss (using the 24-hour clock only with seconds)

09:33:59

14:04:30

22:00:05

3.2.2. The local organisational policies and / or guidelines shall provide indication to the user the 24 hour clock is in use.

3.2.3. Across Queensland Health the time displayed in electronic systems is Queensland local time that is Australian Eastern Standard Time (AEST), which is Coordinated Universal Time (UTC) + 10 hours.

4. Related legislation and documents

Relevant legislation and associated documentation includes, but is not limited to, the following:

Legislation

- *Public Records Act 2002*

Supporting documents

- Data Management Policy
- Display of Date and Time in Electronic Systems Data Set Specification (DateTime DSS)
- Clinical Data Standardisation Standard
- Documentation of Date and Time Entry in the Paper Based Health Record Standard

Related policy or documents

- Australian Commission on Safety and Quality in Healthcare – National Safety and Quality Health Service Standards
- Australian Council on Healthcare Standards – EQUIP 5 Accreditation Standards and Guidelines
- Australian Council on Healthcare Standards - EQUIPNational
- Australian Standard 2828.1-2012 Health Records – Paper-based health records
- Australian Standard 2828.2(Int)-2012 Health Records – Digitised (scanned) health record system requirements
- Department of Health:
 - Data Quality Framework
 - Good clinical documentation – Its importance from a legal perspective – Factsheet
- HIMAA Practice Brief No.1 General Clinical Documentation and Information Requirements, December 2006

- Health Service Directive
 - Enterprise Architecture
- National E-Health Transition Authority-1359:2013, PCEHR Prescription and Dispense View Presentation Guide v1.0, 26 June 2013
- NHS CUI Design Guide Workstream, Design Guide Entry – Date Display, September 2009
- NHS CUI Design Guide Workstream, Design Guide Entry – Time Display, June 2009
- NHS CUI Design Guide Workstream, Design Guide Entry – Date and Time Input, June 2009
- Queensland Government Enterprise Architecture, Department of Science, Information Technology and Innovation (DSITI):
 - Recordkeeping Information Standard – IS40
 - Retention and Disposal of Public Records Information Standard – IS31

5. Definitions

Term	Definition	Source
Data Set Specification (DSS)	A Data Set Specification (DSS) specifies a group of data elements and the conditions under which this group is collected. A DSS can define the sequence in which data elements are included, whether they are mandatory, what verification rules should be employed and the characteristics of the collection.	Australian Institute of Health and Welfare (AIHW)
Electronic communication	a) a communication of information in the form of data, text or images by means of guided and/or unguided electromagnetic energy; or (b) a communication of information in the form of speech by means of guided and/or unguided electromagnetic energy, where the speech is processed at its destination by an automated voice recognition system.	Electronic Transactions Act 1999
Information	Information is any collection of data that is processed, analysed, interpreted, classified or communicated in order to serve a useful purpose, present fact or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.	Queensland Government Chief Information Office Glossary
Information system	The organised collections of hardware, software, equipment, policies, procedures and people that store, process, control and provide access to information.	Queensland Government Chief Information Office Glossary
Information system (electronic)	(1) A system for generating, sending receiving, storing or otherwise processing electronic communication (2) The combination of hardware and software used to manage electronic information. It makes stored information from internal and external sources more accessible, and facilitates better decision making.	Electronic Transactions Act 1999 The Law Dictionary Online
Interface (computer)	The communication between a human user and a computer system and the medium for that communication	Standards Australia HB 306-2007 User interface requirements for the presentation of health data

Version control

Version	Date	Comments
1.0	09 May 2104	Approved
1.1	09 Jun. 2015	Transferred information into new template and reviewed by Clinical Information Management.