1. **Statement**

This standard describes the mandatory requirements for clinical data standardisation in accordance with Department of Health data standards and undertaken 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 clinical data standardisation**

The clinical data standardisation process applies to data defined, recorded or displayed to support direct client care and healthcare provider communications such as clinical documentation and discharge summaries.

- Clinical data standards define the meaning and describe the acceptable representation of a data element(s) in a defined domain.
- Clinical data standards shall be used to inform the development of information assets, including forms, labels, tools, and data requirements. The requirements of new information assets shall include clinical data standards as part of the broader requirements gathering activities.
- Existing information assets (including those currently in the implementation and finalisation phase) shall work with the eHealth Foundation (Information) Implementation Team (eFIT) to determine a suitable path toward meeting the requirements of relevant clinical data standards.
- It is recognised that a set of clinical data standards will not provide all information required for the management of clinical data and information. Relevant clinical data standards shall be read and used in conjunction with information models, business requirements, reporting requirements and other data related documentation. Relevant clinical data standards must not be used at the exclusion of other data standards, both internal and external to the Department of Health.

3.1 Clinical data standards shall be used to:

- Guide the configuration and use of information assets that provide, consume or display clinical data.
- Guide the capture and management of clinical data within information assets in any medium.
- Provide data requirements for the management of information assets within the Department of Health that manage clinical data.
3.2 Clinical data standards shall be developed, reviewed and maintained in consultation with subject matter expert groups.

3.3 Clinical data standards shall be approved via the Department of Health governance mechanism for data management matters. The clinical data standardisation process shall ensure:

- Where no relevant Department of Health standard exists, advice will be sought from the Director, Clinical Information Management to determine a suitable approach.
- Establishment of an appropriate subject matter expert group to govern the development of a DSS.
- Endorsement and approval by the appropriate governance system.

4. Related legislation and documents

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

Supporting documents

- Data Management Policy
- Display of Date and Time in Electronic Systems Standard
- Documentation of Date and Time Entry in the Paper Based Health Record Standard
- Data standards and Data Set Specifications (published on QHEPS)

Related policy or documents

- Clinical Codeset and Standards Development Working Group (CCSDWG) Terms of Reference
- eHealth Strategy 2006
- Department of Health Strategic Plan 2013-2017
- National eHealth Strategy 2008

5. Definitions

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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Data</td>
<td>The representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images. The format and presentation of data may vary with the context in which it is used. Data is not information until it is utilised in a particular context for a particular purpose. Examples include: Coordinates of a particular survey point; Driver licence number; Population of Queensland; Official picture of a minister in jpeg format.</td>
<td>Queensland Government Enterprise Architecture, Department of Science, Information Technology and Innovation (DSITI) Information Management Policy Framework Definitions, 2009</td>
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<td>Data element</td>
<td>A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes.</td>
<td>ISO/IEC 11179-1:2004 International technology – Metadata Registries (MDR)</td>
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<td>Data Set Specification</td>
<td>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.</td>
<td>Australian Institute of Health and Welfare (AIHW)</td>
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<tr>
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<td>Information</td>
<td>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.</td>
<td>Queensland Government Chief Information Office Glossary <a href="http://www.qgcio.qld.gov.au/products/glossary">http://www.qgcio.qld.gov.au/products/glossary</a></td>
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<tr>
<td>Information asset</td>
<td>An identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions thereby satisfying a</td>
<td>Department of Health Information Asset Custodianship Governance Framework, version 1.0, 2011</td>
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<td>Standard</td>
<td>A document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context [ISO/TC 215:2005].</td>
<td>National eHealth Transition Authority (NEHTA) Acronyms, Abbreviations &amp; Glossary of Terms V1.2 2005</td>
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### Version Control

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<td>09 May 2015</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>12 Jun. 2015</td>
<td>Transferred information into new template and reviewed by Clinical Information Management.</td>
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