1. Statement

The Department of Health values data and will ensure it is effectively collected, managed and maintained as a strategic asset to support the delivery of health services and organisational priorities.

This Clinical data standardisation standard (the standard) outlines the minimum requirements to implement the Department of Health Data management Policy as it relates to clinical data standards. Implementation of the standard and its requirements will also support compliance with the Queensland Health Information Management Framework, which sets out the governance, authorising and accountability environment that underpin a robust information management culture.

2. Scope

This standard applies to all employees, volunteers, contractors, consultants and managed service providers working for the Department of Health.

This standard may be adopted by Hospital and Health Services (HHSs) and re-branded as an HHS standard or used as a basis for a local HHS specific standard.

3. Requirements

The Department of Health shall:

3.1. Ensure clinical data standards are managed

3.1.1. Clinical data standards shall be fit-for-purpose to support the collection and sharing of information.

3.1.2. Clinical data standards, including data concepts, data elements, classifications, and terminologies shall establish a common understanding of the meaning or semantics of the data, for the appropriate use and interpretation of the data.

3.1.3. Clinical data standards shall be accurately created, actively maintained, and updated when changes occur, and monitored through governance as per the Clinical Data Standardisation Management Process.

3.1.4. Clinical data standards shall be developed, reviewed and maintained in consultation with subject matter expert groups and relevant stakeholders.

3.1.5. Clinical data standards shall be used to inform the development of information assets, including forms, labels, tools, and data

Queensland Government

requirements and to inform requirements for the procurement of information management applications.

3.2. Ensure clinical data standards are appropriately governed

3.2.1. Formalised governance committees will provide the following:

- Strategic advice in relation to the development of clinical data standards.

- Endorsement of clinical data standards is via the -
    o Clinical Data Standards Working Group (CDSWG)
    o Clinical Terminology Working Group (CTWG)

- Approval of clinical data standards is via the –
    o Information Management Strategic Governance Committee (IMSGC).

3.2.2. Clinical data standards shall be reviewed every 2 years to maintain their relevancy and accuracy or more frequently if required.

3.3. Ensure clinical data standards are accessible

3.3.1. Clinical data standards shall be published in a centrally accessible place on the Queensland Health intranet.

- Approved clinical data standards are published in the Queensland Health Information Knowledgebase (QHIK).

- Approved clinical data standards are published on the Queensland Health Electronic Publishing System (QHEPS).

- Approved clinical data standard code sets can be published as value sets in the Queensland Clinical Terminology Service (QCTS).

4. Supporting documents

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

Department of Health

- Data management Policy QH-POL-279:2014

- Enterprise Architecture Policy QH-POL-402:2014

- Department of Health Strategic Plan 2021-2025

Queensland Health

- Information Management Framework

- Information Management Framework – Summary Poster

- Clinical Data Standardisation Management Process

- [Information Management Strategic Governance Committee (IMSGC) Terms of Reference](#)

- [Clinical Data Standards Working Group (CDSWG) Terms of Reference](#)

- [Clinical Terminology Working Group (CTWG) Terms of Reference](#)

5. Definitions

Term	Definition	Source
Clinical data	Data to support direct client care and healthcare provider communications.	Queensland Health Data Quality Framework
Data	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.	Data and application custodianship roles and responsibilities
Data element	A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes.	ISO/IEC 11179-1:2015 International technology – Metadata Registries (MDR)
Data element concept	A concept created by the union of an object class and a property. Only one object class and one property can be joined for each data element concept, e.g. person – date of birth.	AIHW national data dictionary
Data set	A set of data items that is collected for a specific purpose. A data set may comprise a smaller grouping (or subset) of data which, though limited by some constraint or feature type, is located physically within a larger data set.	Data and application custodianship roles and responsibilities
Classification scheme	The descriptive information for an arrangement or division of objects into groups based on characteristics, which the objects have in common.	ISO/IEC 11179-1:2015 International technology – Metadata Registries (MDR)
Fit-for-purpose	Data demonstrating its accuracy, validity, reliability, timeliness,	Queensland Health Data Quality Framework

Clinical Data Standardisation - Standard
Division Name: eHealth Queensland
Standard owner: Health Informatics Services
Effective date: 24/08/2022

Page **3**

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Term	Definition	Source
	relevancy, completeness, and uniqueness.	
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.	Data and application custodianship roles and responsibilities
Information asset	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 recognised agency requirement.	Queensland Health Enterprise Architecture Information Asset Standard
Standard	Sets out the technical or other specifications necessary to ensure that a method or material will consistently do the job it is intended to do. In the context of information architecture standards may be applied to information assets. In many cases standards themselves may manifest as information assets. In the context of the Queensland Government Information Architecture a standard is merely one type of constraint. Some classifications also manifest as standards. Examples included, ISO 19115 Geographic Information - Metadata Standard and Queensland Government Information Security Classification Framework.	QGEA glossary
Strategic Asset	An asset, or group of assets, that needs to be retained if the organisation is to maintain capacity to achieve or promote any outcomes that are important to the current or future wellbeing of the organisation. Data is a valuable corporate asset. Data needs to be managed, maintained and exploited in a manner similar to that of other more traditional assets of government (e.g. information systems, buildings, plant and equipment).	Queensland Government Enterprise Architecture (QGEA), *Information Principles*

Clinical Data Standardisation - Standard
Division Name: eHealth Queensland
Standard owner: Health Informatics Services
Effective date: 24/08/2022

Page **4**

Version Control

Version	Date	Comments
1.0	25/06/2012	Approved by Chief Information Officer
2.0	09/05/2015	Approved by Chief Information Officer
2.1	12/06/2015	Transferred information into new template and reviewed by Clinical Information Management
3.0	24/08/2022	Updates made to Sections 3.3, 4 and 5. Approved by Information Management Strategic Governance Committee (IMSGC) Approved by Deputy Director-General, eHealth Queensland

Clinical Data Standardisation - Standard
Division Name: eHealth Queensland
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Effective date: 24/08/2022

Page **5**

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