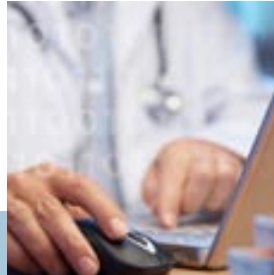




**Health
Information
and Quality
Authority**

An tÚdarás Um Fhaisnéis
agus Cáilíocht Sláinte



Draft Standards for National Health Information Resources

Consultation Document

Your Guide for Consultation

Safer Better Care

About the Health Information and Quality Authority

The Health Information and Quality Authority (HIQA) is an independent organisation. It has the legal power and responsibility for improving the quality, safety and value of health and social care in Ireland (excluding mental health services).

HIQA is also responsible for:

- >> **setting standards**
- >> **monitoring and inspecting services**
- >> **providing guidance on health information**
- >> **carrying out health technology assessments**

About Health Information

HIQA's work on health information involves setting standards for the collection and sharing of information across Ireland's health and social care services. It involves evaluating and publishing information about the delivery and performance of the services.

Safe, reliable, healthcare depends on information that is accurate, valid, timely, relevant, legible and complete. For example, when giving a patient a drug, nurses need to be sure that they are administering the appropriate dose of the correct drug to the right patient and that the patient is not allergic to it. Health information has a key role to play in healthcare planning decisions - where to locate a new service, whether or not to introduce a new national screening programme and decisions on best value for money in health and social care provision.

The Authority is working to ensure that high quality health and social care information is available to support the delivery, planning and monitoring of services through the development of *Draft Standards for National Health Information Resources*. As part of this programme of work, the Authority has already published a national catalogue and a survey of national health information resources to identify themes for the development of standards.

What is the background to this work?

The Health Act 2007⁽¹⁾ is the piece of law that gives the Health Information and Quality Authority (the Authority) its powers over health and social care services in Ireland. Under this law, the Authority has responsibility for setting standards for all aspects of health information and monitoring compliance with those standards. The Authority is also charged with evaluating the quality of the information available on health and social care and making recommendations in relation to improving the quality and filling in gaps where information is needed but is not currently available. As a result, the Authority has developed *Draft Standards for National Health Information Resources*.

What is a national health information resource?

A national health information resource is a national collection of regularly collected health and social care data in the Republic of Ireland. This includes administrative data resources, censuses, national routine surveys and patient registries. For example, the National Cancer Registry Ireland is a national health information resource. It is responsible for collecting data on every case of cancer in the country. This information is used to report on the numbers of each type of cancer occurring throughout the country. Such information can be used to plan services, monitor patient outcomes and identify any unusual patterns. National health information resources are rich data sources but are not currently being used to their full potential.

Why are these Draft Standards important?

The main purpose of these Draft Standards is to provide a clear set of rules to improve the way national health information resources collect, use and share health and social care data in Ireland.

There are many users of the data and information that national health information resources produce; for example, doctors use data to monitor outbreaks of infectious diseases and health service planners use data on diseases to plan for future healthcare services. Improving the quality of the data collected will help all healthcare professionals to provide a safer, more effective, higher quality service. It is intended that these Standards will drive improvements in the information that health and social care policy makers and health service providers use.

The Standards will also help to instil confidence in patients, service users, healthcare professionals and all the other people involved in the health and social sector who need high quality information to make well-informed healthcare decisions. The Standards will help national health information resources to:

- >> improve the quality of the health and social care data they collect
- >> identify what they are doing well and where they need to improve
- >> support and train their workforce
- >> ensure that the data collected adds value to improving the quality of health and social care services
- >> make the best use of, and gain greater value for, public money
- >> make it easier for all data users, including healthcare professionals, researchers and the public, to access the appropriate, timely data they need.

A guidance document will also be prepared to provide more detail on how national health information resources can meet these Standards, along with practical examples. It will be published at the same time as the final set of Standards.

How can I have my say?

It is really important that we hear people's views on what they think will improve the *Draft Standards for National Health Information Resources*.

We are publishing these Draft Standards so that you can have your say and tell us what you think about them.

**The closing date for receipt of comments
is Friday 20 January 2012.**

After the consultation, the Authority will look at all the comments and use them to finalise the Standards for National Health Information Resources.

There are two (2) ways to tell us what you think:



You can download a feedback form at www.hiqa.ie and email it to us at consultation@hiqa.ie

OR

You can print off a copy of the feedback form at www.hiqa.ie and post it to us at:



Health Information and Quality Authority
Draft Standards for National Health Information Resources
Unit 1301
City Gate, Mahon
Cork

For further information or if you have any questions, you can talk to the consultation team by calling Rachel Flynn on (021) 240 9691.

Who will the Standards apply to?

These Standards will apply to all national health information resources in the Republic of Ireland. These are organisations that collect data on health and social care on a national basis. For example, the National Cancer Registry Ireland (NCRI) or the Hospital Inpatient Enquiry (HIPE) are both national health information resources.

How are the Draft Standards structured?

Each Draft Standard comprises of two sections; the Standard itself and some suggestions (features). The features provide some guidance to national health information resources on how to meet the Standard. The features listed are only examples. There are more ways for national health information resources to show that they have met the Standards.

The eight (8) Standards are grouped according to five (5) themes: governance and management, effectiveness, person centeredness, workforce and use of resources.



Theme	Description of theme
Governance and management	How the national health information resource is organised to ensure that it is clear about what it does, how it does it and that it is accountable to the people who use its data as well as the people who provide the data.
Effectiveness	An effective health information resource delivers the best achievable outcomes consistently, meets users' needs, presents value for money and draws on the best available evidence in the production of high quality information. This theme looks at how well the health information resource does its job.
Person centeredness	Ensures that the national health information resource focuses on the needs of people about whom the data is collected. It ensures that the privacy of individuals about whom the data is collected is protected by the national health information resource.
Workforce	Includes all the people who work directly, indirectly or in collaboration with the national health information resource. A competent, motivated, well-governed workforce is one of the most important elements of a national health information resource.
Use of resources	Enables national health information resources to make the best possible use of the budget, equipment, buildings and workforce available.

The Draft Standards

This guide contains a summary on the Draft Standards. If you would like to read more about the Draft Standards, the full report is available at www.hiqa.ie.

In addition, *A Catalogue of National Health Information Sources in Ireland**, *Identification of Themes for Standards for National Health Information Sources in Ireland* and an *International Review of National Health Information Sources*, which were used to develop the standards, are also available at www.hiqa.ie.

A brief outline of each Standard and some of the areas they cover are below:

Governance and management - Statement of purpose and objectives

Standard 1

The national health information resource maintains a publicly available statement of purpose, setting out how it will achieve its stated objectives.

A statement of purpose gives details of the aims and objectives of the health information resource. The national health information resource should collect data that is necessary and consistent with its aims and objectives. The statement of purpose should be made publicly available and regularly reviewed by the national health information resource to ensure that it is relevant.

*The term National Health Information Sources has changed to National Health Information Resources since the publication of the Authority's previous documents *Catalogue of National Health Information Sources in Ireland*, the *International Review of Health Information Sources* and the *Identification of Themes for National Health Information Sources in Ireland*.

Governance and management - Structure and arrangements

Standard 2

Formalised governance arrangements are in place to ensure that the objectives of the national health information resource are met.

This standard looks at how the national health information resource is managed, for example, that there is a named person with overall responsibility for the resource and that both management and staff responsibilities are clearly documented. It also looks at ways to improve data quality, such as introducing formal agreements with external parties that provide data to the national health information resource.

Governance and management - Legislation

Standard 3

The national health information resource is compliant with relevant legislation and standards.

The standard states that the health information resource should hold regular reviews of Irish and European legislation to determine what is relevant for the national health information resource. A risk assessment and management process should also be in place to ensure compliance.

Effectiveness - Data quality and management

Standard 4

The effectiveness of the national health information resource in meeting its objectives is systematically monitored, evaluated and continuously improved to ensure data quality.

This standard focuses on how well the national health information resource does its job against set objectives. It looks at how data quality can be continuously improved, for example, defining what is collected in the national health information resource, policies and procedures in data quality are in place to guide staff and the introduction of a data quality framework.

Effectiveness - Accessibility of information

Standard 5

The information produced by a national health information resource is accessible to data users and disseminated to optimise its benefit.

This standard looks at putting the necessary arrangements in place to make information more readily available to the different users in a timely manner. It examines how the national health information resource could promote the use of data in order to improve the culture of using data and information.

Person centredness - Information Governance

Standard 6

The national health information resource has effective arrangements in place for information governance which protect the rights of people about whom it holds information.

The standard covers the protection of the security, privacy and confidentiality of individuals' personal health information. It states that clear and accessible information should be given to people on how their health information is collected, stored, validated and for what purposes it will be used.

Workforce

Standard 7

The health information resource plans, organises and manages its workforce to deliver its objectives.

This standard includes all the people that work directly, indirectly or in collaboration with the national health information resource and covers areas such as recruitment, training, development and support for the workforce in order to achieve its objectives.

Use of resources

Standard 8

National health information resources plan and manage the use of resources to produce quality data.

This standard asks the national health information resources to make the best possible use of their resources including budget, equipment, buildings and workforce. These should be allocated in a sustainable way and in consultation with the relevant parties, such as data users. Decisions about the use of resources should be transparent and deliver value for money.

- (1) The Health Act 2007. Dublin: The Stationery Office; 2007. Available online from: <http://www.irishstatutebook.ie/2007/en/act/pub/0023/index.html>.



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