Information Quality Policy Frequently Asked Questions

Why have the standards of information quality been updated?

The standards have been updated and adopted to align to Best Practice after a comprehensive review of data quality frameworks, policies and standards was undertaken across Australian and international jurisdictions.

Is this policy applicable to all information assets and associated outputs?

Yes, with the exception of biological information assets.

I am the Custodian for a biological information asset, what should I do?

Biological information assets must adhere to the applicable Australian Standards below and stored as per the Patient Information Retention and Disposal (PIRDS) within the Information Retention and Disposal Policy:

- AS ISO 15189-2013
- AS ISO/IEC 17025:2018

Why do we need to complete Information Quality Summaries?

Completing an Information Quality Summary Form helps identify strengths and weaknesses with the corresponding information asset. This in turn will help improve the quality of information assets and allow users of the asset to have an awareness of any limitations that exist. The requirement for an Information Quality Summary has also been proposed in the policy position paper for the Privacy and Responsible Information Sharing Legislation. Once this legislation has been enacted it will be a legal requirement.

Who completes the Information Quality Summary?

The custodian (or nominated staff) of the asset/s completes the Information Quality Summary Form, and only in reference to their scope. For example, The FSH custodian for WebPas only comments for FSH, rather than at a systemwide level.

What if there are Co-Custodians, who completes the documents?

In cases where there are multiple custodians with the same scope one custodian can complete it, however, should circulate it to the co-custodians for review.

When should we complete the Information Quality Summary?

For existing information assets, the Information Quality Summary Form must be completed within 3 months of the policy commencement. For new information assets the Information Quality Summary Form must be completed within 3 months of the establishment of the asset. These documents must be reviewed and updated annually.

Where should we store the completed Information Quality Summary?

Completed Information Quality Summaries must be stored in compliance with local policies and procedures.

Who needs access to the Information Quality Summary?

The Information Quality Summary Form should be made available for users of the associated information asset. Additionally, the System Manager can request access to the Information Quality Summary for reporting purposes, or to comply with legislative requirements.

What do we do for information assets that contain historical information from closed hospitals or from old systems?

If the information asset has a current custodian an Information Quality Summary Form is still required. If sections or standards are not applicable (i.e. the timeliness standard) this needs to be noted in the comments under the appropriate standard/section. If limitations exist but cannot be retrospectively fixed this needs to be noted and no Improvement Plan is required.

Will the completed Information Quality Summaries be linked to the WA health system Information Register?

There is a plan to uplift the [WA health system Information Register](#) to an online platform. This will encompass further details about information assets, including relevant metadata and information classifications. As a result of this planning, there is a possibility of adding the Information Quality Summary Form.

When should we need to complete the Improvement Plan?

Where noteworthy limitations in information quality are identified, Custodians must ensure an Information Quality Improvement Plan Form is documented no later than 3 months after completing the Information Quality Summary Form.

If my question is not answered here, where can I direct it?

Please email through your questions to RoyalSt.PSPInfoManagement@health.wa.gov.au.