

Policy Data Quality Policy

Policy Statement

Data will be collected, stored and used in a manner that ensures it is relevant, timely, accurate, coherent, transparent and accessible.

Data will be assessed and managed in accordance with the ACT Health Data Quality Framework to ensure that it is of a quality that is fit for purpose.

Correction of data will be done in or as close as possible to the Primary Source System.

Purpose

The primary purpose of this policy is to ensure that high quality data are available to support clinical and business decisions within ACT Health.

The Health Directorate Corporate Plan 2012-2017 identifies strengthening decision support as a key strategy aiding the improvement of health services delivery. High quality data underpins decision support for both clinical and business decisions.

Scope

The policy applies to all ACT Health employees, contracted medical officers, contractors, and students on work placement who create, modify, store, use and interpret data.

Agencies and other directorates with responsibilities for ACT Health data are expected to collect, store and use it appropriately.

All data collected, used and reported by ACT Health including patient, clinical, administrative, financial and human resource data are within scope of this policy.

Aboriginal and Torres Strait Islander identification in key administrative data collections is essential to enable accurate assessment of health outcomes of, and service use by, Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander data including identification is within scope of this policy.

Roles & Responsibilities

Doc Number	Issued	Review Date	Area Responsible	Page	
DGD14-006	Dec 2013	Dec 2015	P&I	1 of 5	

Template For A Policy Document

Donnell R. Christian Jr., Stephanie Drilling

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Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

Information Security Policies, Procedures, and Standards Douglas J. Landoll, 2017-03-27 Information Security Policies Procedures and Standards A Practitioner's Reference gives you a blueprint on how to develop effective information security policies and procedures It uses standards such as NIST 800 53 ISO 27001 and COBIT and regulations such as HIPAA and PCI DSS as the foundation for the content Highlighting key terminology policy development concepts and methods and suggested document structures it includes examples checklists sample policies and procedures guidelines and a synopsis of the applicable standards The author explains how and why procedures are developed and implemented rather than simply provide information and examples This is an important distinction because no two organizations are exactly alike therefore no two sets of policies and procedures are going to be exactly alike This approach provides the foundation and understanding you need to write effective policies procedures and standards clearly and concisely Developing policies and procedures may seem to be an overwhelming task However by relying on the material presented in this book adopting the policy development techniques and examining the examples the task will not seem so daunting You can use the discussion material to help sell the concepts which may be the most difficult aspect of the process Once you have completed a policy or two you will have the courage to take on even more tasks Additionally the skills you acquire will assist you in other areas of your professional and private life such as expressing an idea clearly and concisely or creating a project plan FISMA Compliance Handbook Laura P. Taylor, 2013-08-20 This comprehensive book instructs IT managers to adhere to federally mandated compliance requirements FISMA Compliance Handbook Second Edition explains what the requirements are for FISMA compliance and why FISMA compliance is mandated by federal law The evolution of Certification and Accreditation is discussed This book walks the reader through the entire FISMA compliance process and includes guidance on how to manage a FISMA compliance project from start to finish The book has chapters for all FISMA compliance deliverables and includes information on how to conduct a FISMA compliant security assessment Various topics discussed in this book include the NIST Risk Management Framework how to characterize the sensitivity level of your system contingency plan system security plan development security awareness training privacy impact assessments security assessments and more Readers will learn how to obtain an Authority to Operate for an information system and what actions to take in regards to vulnerabilities and audit findings FISMA Compliance Handbook Second Edition also includes all new coverage of federal cloud computing compliance from author Laura Taylor the federal government s technical lead for FedRAMP the government program used to assess and

authorize cloud products and services Includes new information on cloud computing compliance from Laura Taylor the federal government s technical lead for FedRAMP Includes coverage for both corporate and government IT managers Learn how to prepare for perform and document FISMA compliance projects This book is used by various colleges and universities in information security and MBA curriculums Sarbanes-Oxley IT Compliance Using Open Source Tools Christian B Lahti, Roderick Peterson, 2007-12-19 The Sarbanes Oxley Act officially titled the Public Company Accounting Reform and Investor Protection Act of 2002 signed into law on 30 July 2002 by President Bush is considered the most significant change to federal securities laws in the United States since the New Deal It came in the wake of a series of corporate financial scandals including those affecting Enron Arthur Andersen and WorldCom The law is named after Senator Paul Sarbanes and Representative Michael G Oxley It was approved by the House by a vote of 423 3 and by the Senate 99 0 This book illustrates the many Open Source cost saving opportunities that public companies can explore in their IT enterprise to meet mandatory compliance requirements of the Sarbanes Oxley act This book will also demonstrate by example and technical reference both the infrastructure components for Open Source that can be made compliant and the Open Source tools that can aid in the journey of compliance Although many books and reference material have been authored on the financial and business side of Sox compliance very little material is available that directly address the information technology considerations even less so on how Open Source fits into that discussion The format of the book will begin each chapter with the IT business and executive considerations of Open Source and SOX compliance The remaining chapter verbiage will include specific examinations of Open Source applications and tools which relate to the given subject matter Only book that shows companies how to use Open Source tools to achieve SOX compliance which dramatically lowers the cost of using proprietary commercial applications Only SOX compliance book specifically detailing steps to achieve SOX compliance for IT Professionals ProASP.NET 1.1 in C# Matthew MacDonald, 2007-03-01 Takes advantage of lateness to market by including experienced real world knowledge of ASP NET development as well as core information Single volume covering both C and VB NET Health Information - E-Book Mervat Abdelhak, Mary Alice Hanken, 2014-12-24 Uncover the latest information you need to know when entering the growing health information management job market with Health Information Management of a Strategic Resource 5th Edition Following the AHIMA standards for education for both two year HIT programs and four year HIA programs this new edition boasts dynamic state of the art coverage of health information management the deployment of information technology and the role of the HIM professional in the development of the electronic health record An easy to understand approach and expanded content on data analytics meaningful use and public health informatics content plus a handy companion website make it even easier for you to learn to manage and use healthcare data Did You Know boxes highlight interesting facts to enhance learning Self assessment guizzes test your learning and retention with answers available on the companion Evolve website Learning features include a chapter outline key words common abbreviations and

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Managing the Windows NT Registry Paul Robichaux, 1998 The Windows NT Registry is the repository for all hardware software and application configuration settings This is the system administrator's quide to maintaining monitoring and updating the Registry database Provides complete coverage of Regedit RegEdt32 and the System Policy Editor plus the Resource Kit utilities Proceedings ,2004 New Perspectives on Microsoft Word 2000 Beverly B. Zimmerman, S. Scott Zimmerman, Ann Shaffer, 1999 Part of our New Perspectives Series this text offers a case oriented problem solving approach Microsoft Windows Registry Guide Jerry for learning the basic to intermediate features of Microsoft Word 2000 Honeycutt, 2005 Describes how to manage modify and restore the Windows registry to customize Microsoft Windows Server 2003 and Microsoft Windows XP **Self-defending Networks** Duane De Capite, 2007 Protect your network with self regulating network security solutions that combat both internal and external threats Provides an overview of the security components used to design proactive network security Helps network security professionals understand what the latest tools and techniques can do and how they interact Presents detailed information on how to use integrated management to increase security Includes a design guide with step by step implementation instructions Self Defending Networks The Next Generation of Network Security helps networking professionals understand how to deploy an end to end integrated network security

solution It presents a clear view of the various components that can be used throughout the network to not only monitor traffic but to allow the network itself to become more proactive in preventing and mitigating network attacks This security primer provides unique insight into the entire range of Cisco security solutions showing what each element is capable of doing and how all of the pieces work together to form an end to end Self Defending Network While other books tend to focus on individual security components providing in depth configuration quidelines for various devices and technologies Self Defending Networks instead presents a high level overview of the entire range of technologies and techniques that comprise the latest thinking in proactive network security defenses This book arms network security professionals with the latest information on the comprehensive suite of Cisco security tools and techniques Network Admission Control Network Infection Containment Dynamic Attack Mitigation DDoS Mitigation Host Intrusion Prevention and Integrated Security Management are all covered providing the most complete overview of various security systems It focuses on leveraging integrated management rather than including a device by device manual to implement self defending networks .2001 **Office XP Bible** Edward Willett, Steve Cummings, 2001-08-29 This is a comprehensive reference covering all the major components of Office Word Excel Access Outlook PowerPoint FrontPage and Publisher This edition also includes parts on integrating and automating Office tasks and using the latest Office tools such as Internet connectivity options and voice recognition Plus you can count on Office XP Bible for coverage of the newest features in Microsoft Office XP Manager's Guide to the Long-term Preservation of Electronic Documents Neil Pitman, Alan Shipman, 2008 Computers Data processing Legal documents Electronic storage Data handling Information exchange Data security Employment and Training Reporter, 1999 The Parliamentary Debates (Hansard). Great Britain. Parliament. House of Lords, 1928 Microsoft Office 2000 Resource Kit Microsoft Corporation, 1999 Comprehensive technical information and tools

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Table of Contents Template For A Policy Document

- 1. Understanding the eBook Template For A Policy Document
 - The Rise of Digital Reading Template For A Policy Document
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Template For A Policy Document
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Template For A Policy Document
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Template For A Policy Document

- Personalized Recommendations
- Template For A Policy Document User Reviews and Ratings
- Template For A Policy Document and Bestseller Lists
- 5. Accessing Template For A Policy Document Free and Paid eBooks
 - Template For A Policy Document Public Domain eBooks
 - Template For A Policy Document eBook Subscription Services
 - Template For A Policy Document Budget-Friendly Options
- 6. Navigating Template For A Policy Document eBook Formats
 - o ePub, PDF, MOBI, and More
 - Template For A Policy Document Compatibility with Devices
 - Template For A Policy Document Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Template For A Policy Document
 - Highlighting and Note-Taking Template For A Policy Document
 - o Interactive Elements Template For A Policy Document
- 8. Staying Engaged with Template For A Policy Document
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Template For A Policy Document
- 9. Balancing eBooks and Physical Books Template For A Policy Document
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Template For A Policy Document
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Template For A Policy Document
 - Setting Reading Goals Template For A Policy Document
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Template For A Policy Document

- Fact-Checking eBook Content of Template For A Policy Document
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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