

GUIDANCE ON COMPLETING THE “INFORMATION STANDARD REQUIREMENT NOTIFICATION” SUBMISSION TEMPLATE

Introduction

The Requirement Notification submission document is the first opportunity for the Sponsor of a new or changed information standard to formally engage with the Welsh Information Standards Board (WISB) as part of the NHS Wales Information Standards Assurance Process.

Purpose

The purpose of the Requirement Notification is to collate basic information that will:

1. Notify WISB of the business requirement and early proposals on the prospective information requirement so they can make any comments at this stage.
2. Begin the formal process of seeking approval for development and implementation (or cessation) of a standard.
3. Start to clarify whether there is a need for the information standard and what that need is or that there are clear reasons for retiring an existing standard.
4. Enable planning of future submissions to WISB.
5. Enable work to start on assessing the feasibility of implementing the requirement or retiring the standard.

Requirement Notification Submission Document

This document is to be completed by or on behalf of the Sponsor in conjunction with the Head of Information Standards, Informatics Services Division of the Welsh Government.

The document requires information on the following topics:-

1. Background
Including information on the sponsor, developer and potential implementation (or cessation) date.
2. Business Requirement
Including the purpose and scope of the standard (or reasons for retiring a standard) and any details of funding and support if known at this stage

WISB Review of Requirement

WISB will consider:

- clarity of the business requirement and the justification for undertaking the work (it is expected that this will explicitly link to extant Welsh Government strategies, policies and programmes)
- any informal feasibility studies undertaken to inform the information requirement
- early identification of relationships with other standards in operation or development including timing of implementation
- aspects to consider during the information standard development project
- referral of the requirement to the Information Requirements Board if concerns are identified regarding development prioritisation or resourcing

If there is a concern with the Requirement this will be discussed further with the Sponsor.

Following submission to WISB the Head of Information Standards, Information Services Division can provide guidance on how the requirement proceeds through the further stages of the Information Standards Assurance process.

COMPLETING THE DOCUMENT

The following guidance is provided to assist in completing the sections of the Requirement Notification document template.

NB When submitting proposals for the cessation of a standard it may not be possible to identify all the information requested e.g. funding may not be directly relevant for the retirement of a standard.

Document Control Information

Basic document information including the title of the standard, document history and who completed the document.

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| Header Page | The TITLE of the existing or proposed information standard should be entered here along with the DATE the document has been completed. |
| Document History Sheet | The REVISION HISTORY section should be completed |
| Form completion sheet | <p>Details should be provided for person completing the document in the SUBMITTED BY section and contact details for feedback in the FEEDBACK TO.</p> <p>Indicate the SUBMISSION PURPOSE i.e. whether the submission is for: information; draft proposal for consideration; formal approval.</p> <p>There is also an opportunity to outline specific subjects you would like WISB to consider if the submission is not for formal approval.</p> |

SECTION 1: BASIC INFORMATION STANDARD DESCRIPTORS

The purpose of this section is to capture basic information about the identified requirement for an information standard. Each sub-section identified below should be completed as far as possible with indication given where assumptions are made.

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| 1 | Information Standards Reference Number | Available from data.standards@wales.nhs.uk |
| 2 | Welsh Health Circular (WHC)/Official Letter | <p>The reference number for the Welsh Government policy mandate associated with this standard.</p> <p>The policy mandate carries the necessary authority to ensure that a standard is implemented in accordance with the detail in the DSCN until the standard is retired or superseded. Any Welsh Government policy initiated standard that requires person identifiable information to flow into DHCW should be supported by a policy mandate.</p> <p>The reference number for the policy mandate may not be known at the Requirement Notification stage, in which case this should be noted here. If it is felt that a policy mandate is not required, the rationale for that decision should be recorded.</p> |
| 3 | Name of Information Standard | Name of existing or proposed information standard this requirement refers to |

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| 4 | Type of change | Identify the type of change that is required. I.e. is the requirement for - a new standard; - a change / amendment to an existing standard; - the formal adoption of an existing standard that has not previously received formal approval from WISB; - the retirement (cessation) of an existing standard. |
| 5 | Sponsor | Identify the name and contact details of the sponsor for this requirement. <i>A Sponsor shall be the person(s) responsible for ensuring that the conditions for effective implementation of the new requirement, <u>including funding</u>, are present.</i> <i>The Sponsor will usually work for the Welsh Government. If in exceptional circumstances this is not the case, the Sponsor must obtain support from a suitable individual within the Welsh Government who has the authority to request or issue a Ministerial or Official letter or equivalent.</i> |
| 6 | Developer | Identify the known or potential developer(s) for the standard. Developer in this context would also include the person(s) who would undertake the planning for adoption or cessation of an existing standard. |
| 7 | Implementation Date | Indicate the potential implementation (or cessation) date for the standard. |

SECTION 2: BUSINESS JUSTIFICATION

The purpose of this section is to capture minimum information on the Business Justification for this Requirement. The intention is to understand how the requirement has arisen and what the customer / business need is, what the new or change to standards will achieve, how the development will be funded and any identified support for the requirement. Each sub-section should be completed as far as possible with indication given where assumptions are made.

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| 8 | Purpose | Identify the purpose of the Information Standard giving information on any relevant areas of policy, customer need or business requirements that have generated the requirement for a new or changed standard to be developed or for a standard to be formally adopted or retired. Further comments on benefits of a proposed development and risks if a development is not approved may also be incorporated here. |
| 9 | Scope | Indicate the scope (coverage) of the standard in terms of the NHS service / business areas it would cover and who would use the standard. Examples might include: - a subset of NHS patients e.g. children; - a subset of NHS services or organisation e.g. NHS Trusts. - a subset of users e.g. clinicians |

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| | | Note any exclusions from the scope. |
| 10 | Funding | Document funding arrangements that are, or would be available, to undertake development and / or implementation of the standard (or any resource issues for ceasing a standard). |
| 11 | Support | Provide details of the bodies / organisations that are required to support the development and implementation (or cessation) of this standard and whether this support has been identified. e.g. WG policy directorates; professional bodies; representative committees. |

SECTION 3: APPENDIX

Use this section to provide additional context to the proposal that is not recorded in any other section of the document

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| 12 | Appendix | Attachments could include, for example: SBAR Project documentation etc |
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