

SASKATCHEWAN DATA QUALITY COMMITTEE

Terms of Reference

Objective

1. To provide a forum for Saskatchewan Health Information Practitioners, other stakeholders, and interested parties, to address issues related to the quality of inpatient and ambulatory care service recipient data collection, standardization, analysis, and submission to the Canadian Institute for Health Information (CIHI).
2. Communication regarding data quality improvement will exist through partnering with Saskatchewan Health and/or CIHI, to ensure the Discharge Abstract Database data collectors, other stakeholders, and interested parties are well informed.

Primary Focus

Develop a strategy for data collection and consistency, with the co-operation of Saskatchewan clients of the CIHI Discharge Abstract Database (DAD). This strategy will align with CIHI standards, and will also provide for enhanced data collection provincially.

Secondary Focus

Over time, to invite other health care data collectors to participate in discussion regarding data quality issues at their venues. Other health care data collection may include (but is not limited to): Long Term Care, Home Care, Community Health, Mental Health, and Primary Care.

Principal Duties

1. To promote consistent data collection through standardization of coding and abstracting practices.
2. To act in an advisory role on proposed changes to existing data sets and/or the collection of quality indicators.
3. To provide a forum for CIHI Client group discussion.
4. To communicate data quality improvements to CIHI, SHIMA, Saskatchewan Health, and Regional Health Authorities.
5. To develop, and maintain, a communication process for receiving data quality issues from CIHI, SHIMA, Saskatchewan Health, Regional Health Authorities, and individual Health Information Practitioners.

Membership

Shall include representation from:

- A cross section of provincial Health Information Practitioners, representing each Regional Health Authority
- Saskatchewan Health
- Saskatchewan Health Information Management Association (SHIMA)
- Health Information Management Program at Saskatchewan Institute for Applied Science and Technology (SIAST)
- Canadian Institute for Health Information (CIHI)
- Canadian Health Information Management Association (CHIMA)

Chairperson

The Committee members shall select the Committee Chairperson at the June meeting each year. A Vice Chair from a health region will assist in the planning of the meeting and fill in as the Chairperson if the regular Chair is unable to attend. The Vice Chair will rotate each meeting so that each health region is represented.

Review of Terms of Reference

The terms of reference will be reviewed annually in September.

Frequency of Meetings

A minimum of four meetings per year is the guideline – September, December, March, and June. Meetings may be requested at the call of the Chairperson.

Reporting Structure

The Director of Information Services in Health Information Solutions Centre is the management point person at Saskatchewan Health responsible for moving any policy, or process issues through Saskatchewan Health channels, as appropriate. Jill Strachan and Diane Wiebe are responsible for moving any CIHI related items through the appropriate CIHI management channels.

Terms of Reference approved by:

Original Signed by Sheena McRae
Chairperson

November 30, 2009
Date