



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

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DGD14-006	Dec 2013	Dec 2015	P&I	1 of 5

Sample Of A Policy Document

David Bolt, Claire Penketh



Sample Of A Policy Document:

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system **7 Steps to Better Written Policies and Procedures** Stephen Butler Page, 2001 Includes exercises suggested answers checklists sample policies and procedures **IBM FileNet Content Manager Implementation Best Practices and Recommendations** Fay Chuck, Wei-Dong Zhu, Bert Bukvarevic, Bill Carpenter, Axel Dreher, Ruth Hildebrand-Lund, Elizabeth Koumpan, Sridhar Satuloori, Michael Seaman, Dimitris Tzouvelis, IBM Redbooks, 2013-06-07 IBM FileNet Content Manager Version 5.2 provides full content lifecycle and extensive document management capabilities for digital content IBM FileNet Content Manager is tightly integrated with the family of IBM FileNet products based on the IBM FileNet P8 technical platform IBM FileNet Content Manager serves as the core content management security management and storage management engine for the products This IBM Redbooks publication covers the implementation best practices and recommendations for solutions that use IBM FileNet Content Manager It introduces the functions and features of IBM FileNet Content Manager common use cases of the product and a design methodology that provides implementation guidance from requirements analysis through production use of the solution We address administrative topics of an IBM FileNet Content Manager solution including deployment system administration and maintenance and troubleshooting Implementation topics include system architecture design with various options for scaling an IBM FileNet Content Manager system capacity planning and design of repository design logical structure security practices and application design An

important implementation topic is business continuity We define business continuity high availability and disaster recovery concepts and describe options for those when implementing IBM FileNet Content Manager solutions Many solutions are essentially a combination of information input ingestion storage information processing and presentation and delivery We discuss some solution building blocks that designers can combine to build an IBM FileNet Content Manager solution This book is intended to be used in conjunction with product manuals and online help to provide guidance to architects and designers about implementing IBM FileNet Content Manager solutions Many of the features and practices described in the book also apply to previous versions of IBM FileNet Content Manager AIDS in the Workplace William F.

Banta,1993-01-01 Provides both employers and employee representatives with up to date and comprehensive information on the medical legal and ethical issues concerning AIDS in the workplace This edition has been updated and expanded and includes two new chapters on AIDS and the health care industry *Security Policies and Implementation Issues* Robert

Johnson,Chuck Easttom,2020-10-23 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES*Security Policies and Implementation Issues* Third Edition offers a comprehensive end to end view of information security policies and frameworks from the raw organizational mechanics of building to the psychology of implementation Written by industry experts the new Third Edition presents an effective balance between technical knowledge and soft skills while introducing many different concepts of information security in clear simple terms such as governance regulator mandates business drivers legal considerations and much more With step by step examples and real world exercises this book is a must have resource for students security officers auditors and risk leaders looking to fully understand the process of implementing successful sets of security policies and frameworks Instructor Materials for *Security Policies and Implementation Issues* include PowerPoint Lecture Slides Instructor s Guide Sample Course Syllabus Quiz Exam Questions Case Scenarios Handouts About the SeriesThis book is part of the Information Systems Security and Assurance Series from Jones and Bartlett Learning Designed for courses and curriculums in IT Security Cybersecurity Information Assurance and Information Systems Security this series features a comprehensive consistent treatment of the most current thinking and trends in this critical subject area These titles deliver fundamental information security principles packed with real world applications and examples Authored by Certified Information Systems Security Professionals CISSPs they deliver comprehensive information on all aspects of information security Reviewed word for word by leading technical experts in the field these books are not just current but forward thinking putting you in the position to solve the cybersecurity challenges not just of today but of tomorrow as well *Workshop in a Box: Communication Skills for IT Professionals* Abhinav

Kaiser,2015-05-05 This book is for anyone who works with technology and wants to develop their communication skills If you want to develop better working relationships communicate your ideas more effectively and build a wider culture of collaboration and understanding this book has been created for you *CIO* ,1998-07-01 **Confronting Substance**

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Auditing 7 Security Best Practices Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-01-29 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics **Model Policies and Procedures for Not for Profit Organizations** Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations

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need to deal with for different types of Audits Information Security Basics security concepts in detail threat Securing the Network focuses on network security design aspects and how policies influence network design decisions Secure Operations is all about incorporating security in Network operations Managing Audits is the real test WHO THIS BOOK IS FOR IT Heads Network managers Network planning engineers Network Operation engineer or anybody interested in understanding holistic network security Table of Contents _1 Basics of Information Security 2 Threat Paradigm 3 Information Security Controls 4 Decoding Policies Standards Procedures Guidelines 5 Network security design 6 Know your assets 7 Implementing Network Security 8 Secure Change Management 9 Vulnerability and Risk Management 10 Access Control 11 Capacity Management 12 Log Management 13 Network Monitoring 14 Information Security Audit 15 Technical Compliance Audit 16 Penetration Testing

The Parent Partnership Toolkit for Early Years , Annals of Cases on Information Technology Mehdi Khosrowpour,2002-07-01 Annals of Cases on Information Technology provides 37 case studies authored by over 50 world renowned academicians and practitioners in information technology each offering insight into how to succeed in IT projects and how to avoid costly failures These case studies describe private and public organizations including educational institutions electronic businesses and governmental organizations ranging in size from small businesses to large organizations Additionally they focus on a variety of technology projects including electronic commerce and electronic business initiatives enterprise resource planning and reengineering efforts data mining projects and the human factors relating to IT projects

Plan of Action on Vocational Training for Advanced Technology ,1992 Building an Effective Security Program Chris Williams,Scott Donaldson,Stanley Siegel,2020-09-21 Building an Effective Security Program provides readers with a comprehensive approach to securing the IT systems in use at their organizations This book provides information on how to structure and operate an effective cybersecurity program that includes people processes technologies security awareness and training This program will establish and maintain effective security protections for the confidentiality availability and integrity of organization information In this book the authors take a pragmatic approach to building organization cyberdefenses that are effective while also remaining affordable This book is intended for business leaders IT professionals cybersecurity personnel educators and students interested in deploying real world cyberdefenses against today's persistent and sometimes devastating cyberattacks It includes detailed explanation of the following IT security topics IT Security Mindset Think like an IT security professional and consider how your IT environment can be defended against potential cyberattacks Risk Management Identify the assets vulnerabilities and threats that drive IT risk along with the controls that can be used to mitigate such risk Effective Cyberdefense Consider the components of an effective organization cyberdefense to successfully protect computers devices networks accounts applications and data Cyber Operations Operate cyberdefense capabilities and controls so that assets are protected and intruders can be detected and repelled before significant damage can be done IT Security Awareness and Training Promote effective cybersecurity practices at work on

travel and at home among your organization s business leaders IT professionals and staff Resilient IT Security Implement operate monitor assess and improve your cybersecurity program on an ongoing basis to defend against the cyber threats of today and the future

Disability, Avoidance and the Academy David Bolt,Claire Penketh,2017-07-14 Disability is a widespread phenomenon indeed a potentially universal one as life expectancies rise Within the academic world it has relevance for all disciplines yet is often dismissed as a niche market or someone else s domain This collection explores how academic avoidance of disability studies and disability theory is indicative of social prejudice and highlights conversely how the academy can and does engage with disability studies This innovative book brings together work in the humanities and the social sciences and draws on the riches of cultural diversity to challenge institutional and disciplinary avoidance Divided into three parts the first looks at how educational institutions and systems implicitly uphold double standards which can result in negative experiences for staff and students who are disabled The second part explores how disability studies informs and improves a number of academic disciplines from social work to performance arts The final part shows how more diverse cultural engagement offers a way forward for the academy demonstrating ways in which we can make more explicit the interdisciplinary significance of disability studies and by extension disability theory activism experience and culture Disability Avoidance and the Academy Challenging Resistance will interest students and scholars of disability studies education studies and cultural studies

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