

# GUIDANCE ON COMPLETING THE “INFORMATION STANDARD REVIEW SUBMISSION” TEMPLATE

## Introduction

The Review Submission is part of the ongoing process of engagement between the Sponsor of a new or changed (including retired) information standard and the Welsh Information Standards Board (WISB) as part of the NHS Wales Information Standards Assurance Process.

## Purpose

The purpose of the Review Submission is to collate a body of evidence that will:

1. Notify WISB of the outcomes of the implementation, adoption or cessation of a standard for consideration of recommendations.
2. Identify that there is an ongoing need for a standard and that the standard meets that need (or no further need has been indicated for a retired standard).
3. Indicate whether affected organisations have the ongoing ability to comply with the standard.
4. Enable planning of subsequent reviews.

This submission template should only be used when *no change is proposed to the status of a standard*. If it is anticipated that the status might change, i.e. retirement of an existing standard or reinstatement of a retired standard then the Sponsor should arrange for submission of a Requirement Notification, Development Proposal or Final Proposal to WISB. The change development should be progressed to Final Proposal approval to enable the new position to be communicated formally to the Service.

## Review Submission Document

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

The document requires information on the following topics:-

1. Background  
Including the original information on the sponsor, developer and actual implementation (or cessation) date of the standard.
2. Business Requirement  
Including the original purpose and scope of the requirement for the standard (or reasons for retirement) and details of original and ongoing funding and support.
3. Maintenance and Review  
Details of how maintenance is being undertaken and timetable of planned reviews.
4. Standard Review  
Details of the outcomes of the review assessing standard fitness for purpose; lesson learned; and recommendations.

NB Information from previous submissions can be used in completing this submission and is particularly relevant for Sections 1 and 2 of this document which refer to information previously submitted to WISB. However the submission should be updated to reflect the current WISB status of the standard. It should not simply include a copy of the original content as it was submitted to WISB.

## WISB Assessment of Review Submission

WISB will consider:

- relationships with other standards in operation or development
- lessons learned from the implementation (or cessation) of the standard
- how an implemented standard meets ongoing business requirements (i.e. is it fit for purpose)
- recommendations
- when a further review of the standard should be undertaken

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

### COMPLETING THE DOCUMENT

The following guidance is provided to assist in completing the sections of the Review Submission template.

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

#### DOCUMENT CONTROL INFORMATION

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

<b>Header Page</b>	The <b>TITLE</b> of the information standard should be entered here along with the <b>DATE</b> the document has been completed.
<b>Form completion sheet</b>	<p>The <b>REVISION HISTORY</b> section should be completed</p> <p>Details should be provided for person completing the document in the <b>SUBMITTED BY</b> section and contact details for feedback in the <b>FEEDBACK TO</b>.</p> <p>Indicate the <b>SUBMISSION PURPOSE</b> i.e. whether the submission is for: information; draft review 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 information standard and the origins of the proposals to develop, implement or retire a standard. Each sub-section identified below should be completed as far as possible with indication given where assumptions are made.

<b>1</b>	<b>Information Standards Reference Number</b>	Available from the Head of Information Standards, Informatics Services Division
<b>2</b>	<b>Name of Information Standard</b>	Name of the information standard this Review refers to.
<b>3</b>	<b>Type of change</b>	Identify the type of change that was undertaken. I.e. was the requirement for - a new standard;

		<ul style="list-style-type: none"> <li>- a change / amendment to an existing standard;</li> <li>- the formal adoption of an existing standard that had not previously received formal approval from WISB;</li> <li>- or the retirement (cessation) of an existing standard.</li> </ul>
<b>4</b>	<b>Sponsor</b>	<p>Identify the name and contact details of the original sponsor for this requirement. Indicate if the sponsor has subsequently changed.</p> <p><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></p> <p><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 Assembly who has the authority to issue a Welsh Health Circular or equivalent.</i></p>
<b>5</b>	<b>Developer</b>	<p>Identify the developer(s) of the standard. Developer in this context would also include the person(s) who undertook the implementation (or retirement) of the standard.</p>
<b>6</b>	<b>Implementation Date</b>	<p>Indicate the original implementation (or cessation) date for the standard.</p>

## SECTION 2: BUSINESS JUSTIFICATION

The purpose of this section is to capture information on the original Business Justification for the proposal to implement, adopt or retire a standard.

The intention is to understand how the requirement arose and what the customer / business need is / was; what the implementation of the new or changed (including retired) standard was intended to achieve; how the implementation was funded and continuing support for the standard.

Each sub-section identified below should be completed as far as possible with indication given where any assumptions are made.

<b>7</b>	<b>Purpose</b>	<p>Identify the purpose of the Information Standard giving information on any relevant areas of policy, customer need, business requirements that generated the requirement for a standard to be implemented, adopted or retired.</p> <p>Further comments on benefits of the standard should also be incorporated.</p>
<b>8</b>	<b>Scope</b>	<p>Indicate the scope (coverage) of the standard in terms of the NHS service / business areas it covers and who uses / used the standard.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> <li>- a subset of NHS patients e.g. children;</li> <li>- a subset of NHS services or organisation e.g. LHBs, NHS Trusts.</li> <li>- a subset of users e.g. clinicians</li> </ul> <p>Note any exclusions from the scope.</p>

		Indicate any changes in scope since the standard was approved e.g. new users.
<b>9</b>	<b>Funding</b>	Document funding arrangements that were available, to undertake implementation (or retirement) of the standard and any ongoing financial support for usage or maintenance of the standard.
<b>10</b>	<b>Support</b>	Provide details of the bodies / organisations that supported implementation, adoption or retirement of the standard and support for ongoing use of the standard.  e.g. WG policy directorates; professional bodies; representative committees.

### SECTION 3: MAINTENANCE AND REVIEW

The purpose of this section is to identify how maintenance and review processes have been managed post implementation.

<b>11</b>	<b>Maintenance Process</b>	Provide information on the process for maintaining and reviewing the standard. (NB Not required for reviews of standard retirement.)
<b>12</b>	<b>Planned Review Dates</b>	Identify when any further post implementation / retirement review activities will take place.

### SECTION 4: STANDARD REVIEW

This section forms the main part of the Review Submission. The purpose is to understand how successful implementation (or retirement) of the standard has been and any issues that need to be considered for the future.

<b>13</b>	<b>Review undertaken by</b>	Details of the person(s) undertaking the review.
<b>14</b>	<b>Implemented Solution</b>	Provide a brief description of the standard that was introduced (or retired) referencing any official documentation such as Ministerial or Director's letter and DSCNs.
<b>15</b>	<b>Original Fitness For Purpose</b>	Provide details of the original description of how the standard would be judged "fit for purpose".
<b>16</b>	<b>Review Findings</b>	Outline the findings from the review.  The review should consider: Whether there is an ongoing requirement for the standard. Any change in requirements or usage since the standard was approved. Whether the standard is judged "fit for purpose". Any issues with usage (e.g. conformance, quality) or maintenance of the standard including whether retirement of a standard was successfully achieved. Any unforeseen impact of the standard (positive or negative). Ongoing or emerging links with other standards.
<b>17</b>	<b>Lessons Learned</b>	Identify any lesson learned from the implementation,

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		adoption, retirement or ongoing use of the standard.
<b>18</b>	<b>Recommendations</b>	Note any recommendations for ongoing use, maintenance, review or development of the standard. Provide details of any action plan that will be undertaken.