

Elective Services Wait List Data Collection Data Reporting Requirements Policy

1. Purpose

The Elective Services Wait List Data Collection (ESWLDC) is the WA health system's central source of information on public patients who are waiting, or have been admitted, for elective inpatient procedures. The data is used for:

- weekly and monthly reports for Health Service Provider staff to assist in the management of the Elective Services Wait List (ESWL);
- mandatory national reporting to the Commonwealth as required under the *National Healthcare Agreement*;
- reporting of performance indicators in internal Health Service Provider and Contracted Health Entity performance reports;
- reporting of performance indicators in publicly available reports, including annual reports;
- responding to data requests, including but not limited to:
 - Parliamentary Questions
 - Ministerials
 - media requests
 - requests from Department of Health, Health Service Providers and Contracted Health Entity staff
 - researchers;
- resource allocation and clinical services planning.

This Policy outlines the data provision requirements of Health Service Providers and Contracted Health Entities for the purposes of the ESWLDC, to ensure the Department of Health can fulfil the above reporting requirements.

This Policy supersedes MP0014/16 – *Elective Services Wait List Data Collection (ESWLDC): Data Reporting Requirements for Health Service Providers*.

This Policy is a mandatory requirement under the *Information Management Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

This Policy should be read in conjunction with MP 0050/17 - [Elective Surgery Access and Waiting List Management Policy](#) which outlines Health Service Provider and Contracted Health Entity responsibilities in the delivery of public elective surgery services in accordance with clinical need and efficient management of the elective surgery waiting lists.

2. Applicability

This Policy is applicable to the following Health Service Providers:

- North Metropolitan Health Service
- South Metropolitan Health Service

Before referencing this mandatory policy please ensure you have the latest version from the [Policy Frameworks website](#).

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- East Metropolitan Health Service
 - Child and Adolescent Health Service
 - WA Country Health Service
 - Health Support Services.

This Policy is applicable to relevant Health Service Provider staff members involved in the collection and maintenance of data for patients on the ESWL. This includes Health Support Services staff providing technical support for the Patient Administration Systems (PASs).

This Policy is also applicable to Contracted Health Entities to the extent that this Policy forms part of the contract.

3. Policy requirements

To ensure the availability of accurate and timely ESWL data that is compliant with all state and national data reporting requirements, Health Service Providers and Contracted Health Entities must be aware of and meet the relevant ESWLDC reporting deadlines and processes detailed in the *Elective Services Wait List Data Collection Data Extract Provision Requirements*.

Health Service Providers and Contracted Health Entities are to notify the ESWLDC team via ESWLDC@health.wa.gov.au should they be unable to meet the data submission requirements at any stage.

Health Service Providers (excluding Health Support Services) and Contracted Health Entities must ensure that:

- ESWL activities recorded on the PAS are accurate, complete as required by MP 0050/17 - [Elective Surgery Access and Waiting List Management Policy](#) and representative of all relevant elective services activity that has taken place during the reporting period detailed in section 1 of the *Elective Services Wait List Data Collection Data Extract Provision Requirements*.
- Where the ESWLDC team detects that the ESWL data provided is inaccurate, the relevant Health Service Providers and Contracted Health Entities are required to correct the information on the PASs in a timely manner.

Health Support Services and Contracted Health Entities must ensure that:

- ESWL data extracts from the PASs are provided to the ESWLDC team for patients who:
 - At a given point in time (“census date”) are on the wait list for an elective procedure (“**On List**”).
 - Have been admitted from the elective wait list for the wait listed procedure (“**Admissions**”).
 - Have been removed from the elective wait list for reasons other than admission for

the wait listed procedure (“**Removals**”), e.g., procedure no longer required.

- Have had the scheduled admission date of the elective wait listed procedure deferred, rescheduled, or cancelled post admission.
- ESWL data extracts from the PASs are submitted to the ESWLDC team weekly and monthly as per the submission schedule detailed in section 1 of the *Elective Services Wait List Data Collection Data Extract Provision Requirements* and in accordance with the ESWL Data Set Specifications detailed in section 2 of the *Elective Services Wait List Data Collection Data Extract Provision Requirements*.
- Where the ESWLDC team detects that the ESWL data received is inaccurate, Health Support Services and Contracted Health Entities are required to resubmit the data to the ESWLDC team in a timely manner.

4. **Compliance, monitoring and evaluation**

Compliance with this Policy is mandatory for Health Service Providers and Contracted Health Entities and their staff members involved in the delivery of ESWL services and associated data and information capture.

The System Manager will monitor compliance with this Policy by monitoring that Health Service Providers and Contracted Health Entities are meeting the data submission requirements as outlined in the *Elective Services Wait List Data Extract Provision Requirements*.

5. **Related documents**

The following documents are required to give affect to this Policy (i.e. the documents included are mandatory):

- [Elective Service Wait List Data Collection Data Extract Provision Requirements](#)

6. **Supporting information**

The following documents inform this Policy (i.e. documents that are not mandatory to the implementation of this Policy but may support the implementation of the Policy):

- [Elective Services Wait List Data Collection Reference Manual](#)

7. **Definitions**

The following definitions are relevant to this Policy.

| Term | Definition |
|--------------------|--|
| Census date | The point in time at which the waiting list is reported from the Patient Administration System. |
| Elective Procedure | In the opinion of the treating clinician, a procedure that is medically necessary and admission for which can be delayed for at least twenty-four hours. |

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| Elective Services | Elective services are defined as planned surgical and non-surgical procedures that can be booked in advance as a result of an assessment by a clinician resulting in placement on the elective services wait list. |
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8. Policy owner

Assistant Director General Purchasing and System Performance Division

Enquiries relating to this policy may be directed to:

Title: Coordinator, Elective Services Wait List Data Collection, Inpatient Data Collections
 Division: Purchasing and System Performance Division
 Email: ESWLDC@health.wa.gov.au

9. Review

This mandatory policy will be reviewed and evaluated as required to ensure relevance and recency. At a minimum it will be reviewed within 2 years after first issue and at least every 3 years thereafter.

| Version | Effective from | Effective to | Amendment(s) |
|------------------|----------------|--------------|------------------|
| MP 0088/18 | 27 June 2018 | 29 May 2019 | Original version |
| MP 0088/18 v.1.1 | 29 May 2019 | 1 July 2019 | |
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The review table indicates previous versions of the mandatory policy and any significant changes.

10. Approval

This mandatory policy has been approved and issued by the Director General of the Department of Health.

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| Approval by | Dr David Russell-Weisz, Director General, Department of Health |
| Approval date | 21 June 2018 |
| Published date | 29 May 2019 |
| RMR# | F-AA-40231 |



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