



Government of **Western Australia**  
Department of **Health**

# Elective Services Wait List Data Collection Reference Manual

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### References

The Elective Services Wait List Data Collection Reference Manual should be read in conjunction with:

- [Elective Services Wait List Data Collection Data Reporting Requirements Policy](#)
- [Elective Surgery Access and Waiting List Management Policy](#).

## Version History

Version	Date	Changed by	Description
0.1	7 May 2018	S Leong	Initial Draft
0.2	15 May 2018	S Leong	Review
0.3	21 May 2018	S Leong	Review
0.4	24 May 2018	S Leong	Review
0.5	30 May 2018	S Leong	Review
0.6	5 Jun 2018	S Leong	For Approval
1.0	18 Jun 2018	S Leong	Final version

## Abbreviations

ACHI	Australian Classification of Health Interventions
AIHW	Australian Institute of Health and Welfare
DG	Director General
DIU	Data and Information Unit
ESWLDC	Elective Services Wait List Data Collection
ESWLDC Team	Elective Services Wait List Data Collection Team
ESWT NMDS	Elective Surgery Waiting Times National Minimum Data Set
HSP	Health Service Provider
JHC	Joondalup Health Campus
METeOR	Metadata Online Registry
PAS	Patient Administration System
PHC	Peel Health Campus
SJOG Midland	St John of God Midland
TOPAS	The Open Patient Administration System
webPAS	Web-based Patient Administration System

# 1. Elective Services Wait List Data Collection Reference Manual

The Elective Services Wait List Data Collection (ESWLDC) Reference Manual provides the Department of Health, Health Service Providers, Contracted Health Entities and data requesters with a complete information resource, including how data is to be reported to ESWLDC and the usage of the data.

It is designed to:

- Familiarise users with key terms and concepts associated with ESWLDC
- Detail or provide the location of related reference files and code lists for ESWLDC
- Provide ESWLDC Team (ESWLDCT) contact details
- Provide the information needed to successfully compile and supply data

The ESWLDC Reference Manual is only being released in electronic format. If using a printed version, ensure it is the latest publication.

## 2. About the Collection

### 2.1 Overview of the ESWLDC

The ESWLDC is managed by the Department of Health. The ESWLDC contains information about 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 wait list for the wait listed procedure (“**Admissions**”).
- Have been removed from the wait list for reasons other than admission for the wait listed procedure (“**Removals**”), e.g., procedure no longer required.
- Have had their scheduled admission date deferred, rescheduled, or cancelled post admission (currently applicable to Health Service Providers).

### 2.2 Purpose of the Collection

The primary purpose of the ESWLDC is to collect waiting time information regarding patients who are placed on the Elective Services Wait List (ESWL). This is as part of local reporting requirements for monitoring activity to ensure the Western Australian Elective Services Target (WEST) and patient waiting list thresholds are met as mandated in the [Performance Management Policy](#).

Other key purposes of the collection include provision of information for:

- mandatory reporting to the Commonwealth
- weekly and monthly reports for Health Service Provider staff to assist in the management of the ESWL
- reporting of performance indicators in internal WA health system performance reports
- reporting of performance indicators in publicly available reports
- responding to ad-hoc and regular data requests
- resource allocation and clinical services planning

## 2.3 Scope of the Collection

The ESWLDC contains data on patients waiting for surgical (i.e. elective surgery) and non-surgical procedures.

Patients should only be added to the elective services wait list if the procedure requires, or is expected to require, inpatient admission as per the [Admission, Readmission, Discharge, and Transfer Policy](#) for Health Service Providers and Contracted Health Entities.

Patient demographic and clinical information (including the intended principal procedure and clinical urgency category), and clinician information is collected for each wait list episode.

## 3. Definitions

Term	Definition
Elective Care	Elective care is care that, in the opinion of the treating clinician, is medically necessary and admission for which can be delayed for at least twenty-four hours ( <a href="#">METeOR 604410</a> ). People who need emergency treatment will not be placed on the elective surgery wait list.
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.
Elective Surgery	Elective surgery comprises elective care where the procedures required by patients are listed in the surgical operations section of the Medicare benefits schedule, with the exclusion of specific procedures frequently done by non-surgical clinicians.

## 4. Elective Services Wait List Data Collection Team Responsibilities

The ESWLDCT within the Data and Information Unit (DIU, formerly Data Integrity) of Department of Health manages the ESWLDC.

The ESWLDCT is responsible for:

- providing consistent standardised information to the Health Service Providers, Contracted Health Entities, Government and external stakeholders including Parliament and the Australian Institute of Health and Welfare (AIHW), whilst ensuring accountability for the collection, management, security, storage, quality, disclosure and destruction of data according to the [Information Management Policy Framework](#).
- providing advice and support to data collectors in Health Service Providers and Contracted Health Entities to ensure complete and accurate reporting of ESWL data
- responding to regular and ad hoc data requests from within the WA health system, or other external stakeholders including Parliament, media and AIHW.
- supporting data users within the WA health system
- engagement in state and national data developments in the elective surgery domain
- developing analytical tools for both national and state data quality and data reporting purposes
- supporting Health Service Providers and Contracted Health Entities in data quality

- maintain metadata to ensure all relevant documents and resources are updated to align with national reporting requirements.

## 5. Data Release

As per the Health Services Act 2016, the Director General (DG) of the Department of Health is the delegated owner of all data and information collected, stored, used and disclosed within the WA health system. The DG delegates a number of these responsibilities to senior officers to administer and/or manage.

The Data Coordinator, Elective Services Wait List Data Collection, is the delegated Data Custodian for ESWL data and ensures accurate and accountable release of data.

## 6. Patient Administration Systems

There are two core WA health system Patient Administration Systems (PAS) for recording ESWL patient activity. These are:

- The Open Patient Administration System (TOPAS)
- Web-based Patient Administration System (webPAS)

Contracted Health Entities use their own PAS to provide data to ESWLDCT.

Health Service Providers and Contracted Health Entities need to collect and maintain all wait list information in the relevant PAS to effectively manage the admission of people requiring elective care. The information that is collected within the PAS for the purposes of managing the wait list is extracted from the PAS and provided to the Department of Health for the purposes of the ESWLDC. For information regarding the addition of patients to the ESWL, refer to the [Elective Surgery Access and Waiting List Management Policy](#).

## 7. Key Concepts

The following concepts have been outlined to provide the Department of Health, Health Service Providers, Contracted Health Entities and external data requesters with further guidance in the interpretation of key concepts collected within the ESWLDC.

### 7.1 Census Date

The census date is the point in time at which the waiting list is reported from the PAS and provided as a data field within the data extract.

#### Weekly Extracts

The ESWLDC weekly census date is the Sunday of every week. Although referred to as a date, the census date is technically a date and time, and represents the moment the clock switches from 23:59:59 on the Sunday (weekly extract) to 00:00:00 on the Monday. Patients added to the wait list throughout Monday after the start of the first day of the week are not included as waiting at the census date.

#### Monthly Extracts

The ESWLDC monthly census date is the last day of the month. Although referred to as a date, the census date is technically a date and time, and represents the moment the clock switches from 23:59:59 on the end of the last day of the month to 00:00:00 at the start of the first day of the month. Patients added to the waiting list throughout the first day of the month, after the start of the first day of the month, are not included as waiting at the census date.

## 7.2 Excluded Procedures (Not Routinely Performed Procedures)

In the Western Australian context, 'excluded procedures' refers to procedures not routinely performed in the WA health system.

Further information on the list of not routinely performed procedures can be found in the [Excluded Procedures Code List](#). Refer to Section 3.3.8 Excluded Procedures in the [Elective Surgery Access and Waiting List Management Policy](#) for more information.

## 7.3 On List

Data are collected for patients on elective wait list who are yet to be admitted to hospital for their wait listed procedure (or removed for another reason). On List data is collected weekly as at Sunday (weekly extract) and the last day of the month (monthly extract).

## 7.4 Over Boundary (Overdue)

A patient is classified as over boundary if their wait time is longer than their clinical urgency category's specified maximum recommended waiting time.

A patient is considered over boundary if their waiting time at admission or census date was:

- Greater than 30 days for Category 1 patients; or
- Greater than 90 days for Category 2 patients; or
- Greater than 365 days for Category 3 patients.

## 7.5 Patient Listing Status

The Patient Listing Status is an indicator of the patient's readiness to begin the process that will lead directly to admission to hospital for the awaited procedure.

Patients should only be added to waiting lists when they are personally and clinically ready for care (that is, regarded as 'ready for care' for the purpose of monitoring waiting times, and for the purpose of allocation of a procedure date).

## 7.6 Removals/Admissions

Data are collected for patients who have been removed from an elective wait list (for admission or another reason). Patients who were 'ready for care' and patients who were 'not ready for care' at the time of removal are included. Removal/Admission data are collected weekly as at Sunday (weekly extract) and the last day of the month (monthly extract).



## 7.7 Reportable and Non-Reportable Procedures

Reportable procedures are procedures that are nationally mandated for reporting to the [Elective Surgery Wait Time National Minimum Data Set \(ESWT NMDS\)](#). The Commonwealth's definition of reportable and non-reportable procedures is available online from the Metadata Online Registry (METeOR), specified in the data item definition for [Elective care waiting list episode - elective care type](#). Procedures categorised as "Elective Surgery" under this definition are reportable to the Commonwealth. Any procedures categorised as "Other" are non-reportable to the Commonwealth. The list of procedure codes provided in the METeOR definition does not comprise the full list of non-reportable procedure codes. The [WA version of this list](#) captures the full scope of non-reportable procedure codes.

Non-reportable procedures should not be confused with the WA Health 'Excluded Procedures' policy (See [7.11 Excluded Procedures \(Not Routinely Performed Procedures\)](#)), which describes the list of surgical procedures that cannot be performed in a Public Hospital in Western Australia except under approval by the Hospital's Director or Medical/Clinical Services (see [Elective Surgery Access and Waiting List Management Policy](#)). The classification of procedures as excluded is independent of 'reportable' or 'non-reportable' status.

## 7.8 Snapshot Extracts

The ESWLDC is comprised of snapshot extracts taken from the PASs at regular intervals. This allows for the status of the wait list (e.g., number of patients waiting, current wait time on list) to be monitored and reported on over time. See Section 1 of the *Elective Services Wait List Data Collection Data Extract Provision Requirements* for the extract provision schedule from the PASs.

## 7.9 Wait Date or Listing Date

The date on which the admission request is first received by the hospital is the date used for ESWL registration.

## 7.10 Wait listed Principal Procedure

The planned *Principal Procedure* must be recorded for all wait listed patients, using the Australian Classification of Health Interventions (ACHI), at the time of the patient's addition to the wait list. The edition of ACHI to be used should be consistent with the Hospital Morbidity Data Collection (HMDC) specifications as specified in the HMDC Reference Manual. The HMDC Reference Manual (Part A Data Elements) is available through the [WA Clinical Coding Authority](#) under Policies and Guides.

Where a patient is awaiting more than one procedure, all codes should be listed.

The wait listed principal procedure must be reported to ensure Western Australia can fulfil the national mandatory reporting requirements for the ESWT NMDS. The wait listed principal procedure ACHI code is used to map to the corresponding *Elective surgery waiting list episode—intended procedure* for national reporting. (See METeOR identifier [683718](#) for a list of ACHI codes comprising each intended procedure category). The intended procedure data element contains 152 procedure categories and an 'other' category.

## 7.11 Waiting Time (Number of Days)

Waiting time is calculated as the total number of days from the wait date (the date a patient is placed on the elective surgery waiting list) to the end date (either the date of admission, removal or the census date) minus any days the patient was not ready for surgery, and also minus any days the patient waited within a less urgent clinical urgency category than their clinical urgency category at the end date.

The waiting time calculation uses three types of elapsed time:

- Total time in days (wait date to end date)
- Periods not ready for surgery, in days
- Periods the patient waited in a less urgent category, in days

Waiting time captured by the ESWLDC reflects the patient perspective and not hospital administrative processes. For example, a patient on the wait list at Hospital A for 50 days is transferred to Hospital B where they wait for an additional 10 days before being admitted for their procedure. The patient's waiting time to admission is 60 days.

When a patient is admitted from an elective services waiting list but the procedure is cancelled, and the patient remains on or is placed back on the waiting list within the same hospital, the time waited on the list should continue.

## 8. Change Management

The Department of Health will provide written notification to Health Service Providers and Contracted Health Entities as soon as possible should the mandatory activity scope for national or state reporting change.

In accordance with section 3 of the *Elective Services Wait List Data Collection Data Reporting Requirements Policy*, if Health Service Providers or Contracted Health Entities undertake any information system changes that impact on recording of elective services wait list activity including an inability to meet data submission requirements, this must be communicated to the ESWLDC to assess the impact on processing the data extracts and reporting.

## 9. Data Provision

In accordance with the *Elective Services Wait List Data Collection Data Reporting Requirements Policy*, Health Service Providers and Contracted Health Entities are to record ESWL data in an electronic information system in an accurate and timely manner so that the information can be supplied for inclusion into the ESWLDC in accordance with agreed documented extract submission schedule and data set specifications.

### 9.1 Data Extract Provision

Health Service Providers and Contracted Health Entities must provide the Department of Health with snapshot data extracts taken at regular intervals from the PASs. Details of the extract requirements and submission schedules are outlined in the *Elective Services Wait List Data Collection Data Reporting Requirement Policy* and the *Elective Services Wait List Data Collection Data Extract Provision Requirements*.

## 9.2 Data Standardisation

For each record, depending on the source system, coded value sets may differ between different PASEs. The collected data items and coded values (where applicable) are transformed (mapped) into the standardised ESWLDC by the ESWLDCT.

The majority of these standardised data items and their coded values (where applicable) correspond with the Elective Surgery Waiting Times National Minimum Data Set (ESWT NMDS) as defined in the AIHW Metadata Online Registry (METeOR). (Elective surgery waiting times NMDS 2017-18 METeOR: [651416](#))

## 10. Public Reporting

The ESWLDC is the source of data for mandatory Commonwealth and State reporting. The ESWLDC data are used to fulfil the WA health system's reporting requirements to the Commonwealth Government. In accordance with the National Health Information Agreement, the WA health system is, as are all State and Territories, mandated to provide an annual submission to the AIHW of all elective surgery waiting times information for the State.

### 10.1 Commonwealth (Elective Surgery Waiting Times)

The ESWLDC is the data source for the annual Elective Surgery Waiting Times National Minimum Data Set (ESWT NMDS) reported to the Commonwealth. See METeOR item [651416](#) for the 2017-18 Elective Surgery Wait Time National Minimum Data Set (ESWT NMDS) for specifications.

The AIHW releases an annual publication *Elective Surgery Waiting Times Australian Hospital Statistics* using the ESWT NMDS data. The report presents wait list information on overall activity, what elective surgery was provided and how long people waited for elective surgery across Australia.

### 10.2 Outcome Based Management - Key Performance Indicator

The ESWLDC is the data source for the following OBM KPI:

Proportion of elective wait list patients waiting over boundary for reportable procedures

(a) % Category 1 over 30 days

(b) % Category 2 over 90 days

(c) % Category 3 over 365 days

The related Outcome Based Management Policy and Definition Manual is found [here](#).

### 10.3 Health Service Performance Report – Performance Indicator

The ESWLDC is the data source for the following HSPR Performance Indicators:

P2-17: WEST – Percentage of elective wait list patients waiting over boundary for reportable procedures

- (a) % Category 1 over 30 days
- (b) % Category 2 over 90 days
- (c) % Category 3 over 365 days

P2-18: WEST – Percentage of elective wait list patients waiting over boundary for non-reportable procedures

- (a) % Category 1 over 30 days
- (b) % Category 2 over 90 days
- (c) % Category 3 over 365 days

The related Performance Management Policy can be found under the [Performance Policy Framework](#).

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