

**Newfoundland and Labrador
Allied Health
Information System and
Minimum Data Set Specification**

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Introduction

In September 1999, a Steering Committee was established through the Department of Health and Community Services, to study human resource (HR) planning. Three subcommittees were also established to represent the following groups:

1. Registered Nurses (RN)/Licensed Practical Nurses (LPN)
2. Allied Health Professionals
3. Physicians

The Allied Health Subcommittee developed this paper to suggest a framework for a minimum data set for standardizing Allied Health human resource (HR) information in this province. Professional associations and licencing bodies play a significant role in the collection of this information as well as in human resource planning overall.

Collecting information in a standardized format is very important for HR data analysis, especially where Employer Types and Areas of Responsibility are concerned. Professional licensing associations and other stakeholders involved in planning HR requirements stand to benefit from having a common data set.

Although the Canadian Institute for Health Information (CIHI) has not engaged professional associations responsible for the registration of Allied Health professionals in the development of a Minimum Data Set, they were consulted during the development of this paper in an attempt to align as much as possible with their future efforts to standardize.

To augment its usefulness, it was expanded to become an information system specification, as some provincial Allied Health associations do not have electronic registration databases. There may be opportunities to share software and/or development costs where registration systems are concerned.

Those pieces of data targeted for a minimum data set are indicated with a tick (✓). All other elements were added to reflect an information system specification.

Professional licensing associations have many other considerations besides those raised below, especially where their professionals work in other sectors besides health. The suggestions contained in this proposal are intended to assist in planning for the health sector and do not address all the needs of all groups.

It is not expected that the professional licensing association will immediately change their information systems and associated registration forms to start collecting information in this standardized format. This document is simply offered up as opportunity to standardize to the benefit of all interested.

The template is suggested as a basis for potential revisions to annual registration processes and as such could be incorporated into forms used for such purposes. User-friendly formats could be developed based on this template that require minimum effort on the part of the applicant. The following is not a form, but rather a specification.

Table 1. Information System Specification and Minimum Data Set.

Number	Element	Description		Minimum Data Set	
1	Identification	Provincial registration number	Unique number for each member		
2		Registration	Status (Pick from list)	✓	
3			Registration year	✓	
4			First Registration Year	✓	
5			Date of Registration		
6			Registration Fee		
7			Other Fees		
8			Amount paid		
9			Date paid		
10			Receipt number		
11			Comments	Memo field	
12		Demographics		First name	
13				Middle name	
14			Last Name		
15			Home address		
16			Province		
17			Postal Code	✓	
18			Gender	✓	
19			Year of Birth	✓	
20			Home Phone		
21			Home email		
22		Comments	Memo field		

(Indicate all formal education completed)

Number	Element	Description	Minimum Data Set	
23	Education	Diploma	Yes/no	✓
24			Year of graduation	✓
25			Name of certificate	
26			Name of institution	✓
27			Location of institution	✓
28		Bachelor's	Yes/no	✓
29			Year of graduation	✓
30			Name of certificate	
31			Name of institution	✓
32			Location of institution	✓
33		Master's	Yes/no	✓
34			Year of graduation	✓
35			Name of certificate	
36			Name of institution	✓
37			Location of institution	✓
38		Doctorate	Yes/no	✓
39			Year of graduation	✓
40			Name of certificate	
41			Name of institution	✓
42			Location of institution	✓
43		Other Education (Equivalency or other)	Memo field	
44		Comments	Memo field	

Number	Element	Description	Minimum Data Set	
45	Employment	Practicing or non-practicing	Check one ✓	
46		Primary employment (more than half of total employment income)	Name of Organization	✓
47			Work address	
48			Province	
49			Postal Code	✓
50			Job Title	✓
51			Phone	
52			Fax	
53			Employment email	
54			Employer type (Pick one from Table 2) Example: 1	✓
55			Primary areas of responsibility (Pick three from Table 3) Example: 7,8,12	✓
56		Secondary employment (less than half of total employment income)	Name of organization	✓
57			Work address	
58			Province	
59			Postal Code	✓
60			Job Title	✓
61			Employer type (Pick one from Table 2) Example: 11	✓
62		Primary areas of responsibility (Pick three from Table 3) Example: 25,28,28	✓	
63		Employment status for primary employment	Check one below	✓
64		Permanent	Full time	
65	Part time			
66	Temporary – guaranteed a certain number of hours	Full time		
67		Part time		
68	Temporary – casual basis, hours not guaranteed	Full time		
69		Part time		
70	Comments	Memo field		

Table 2. Employer Types.

Number	Element	Definitions
1	General hospital	Organization which offers in-patient and out-patient health care services
2	Mental Health Centre	Stand-alone centre that has as its primary focus the care of psychiatric-related problems
3	Health Centre	Stand-alone centre that offers in-patient (holding beds only) and out-patient health care services
4	Community Clinic	Stand-alone centre that has nurses as the on-site managers and practitioners
5	Rehabilitation/convalescent Centre	Stand-alone centre for the restorative/optimization of physical, psychological, and social activity of an individual
6	Nursing home/long term care	Centre that accommodates residents who require care on a continuous basis, with medical service as required
7	Home care	Organization that has as its major focus the provision of services to support health care in the client's home
8	Community health	Organization that provides services with a major focus to promote and preserve the health of populations
9	Educational Institution	Organization in which learning is the major focus
10	Association/government	A national, provincial, territorial, regional or municipal organization or government that deals with policy development and/or the protection of the public
11	Private employer	Agency that markets services for hire
12	Self-employed	
13	Other (specify)	
14	Not specified	

Table 3. Primary Areas of Responsibility (See note 1).

Number	Element	Division	Division	Sub-element	Notes
1	Direct Care –Institutional	Adult	In patient	Medical/surgical/critical care	
2				Rehabilitation	
3				Mental health	
4			Out patient	Medical/surgical/critical care	
5				Rehabilitation	
6				Mental health	
7		Paediatric	In patient	Medical/surgical/critical care	
8				Rehabilitation	
9				Mental health	
10			Out patient	Medical/surgical/critical care	
11				Rehabilitation	
12				Mental health	
13			Geriatric/long term care		
14	Direct Care – Community	Health Promotion/protection			
15		Mental health			
16		Addictions			
17		Child, youth and family services			
18		Community supports/home care			
19		Community rehabilitation services			
20	Administration	Management			
21	Education	Teaching students			
22		Teaching employees			
23		Teaching patients/clients			
24	Research	Research			
25	Private	Outpatients			
26		Other (specify)			
27	Other	Specify (Indicate solo practice here)			
28	Not specified	Not specified			

Note 1 Allied health professionals typically have a wide range of responsibilities; especially where solo practice is concerned (solo practice to be noted in 27). The intention of the above is to indicate the top three time-consuming areas of responsibility. The registrant indicates the codes as follows: the first is the most time consuming responsibility, the second is the second most time consuming and the third is the third most time consuming. The ‘Other’ section allows further comment. The alternative of indicating all areas that apply would not give a clear indication of primary responsibilities.