

GUIDANCE ON COMPLETING THE “INFORMATION STANDARD DEVELOPMENT PROPOSAL” SUBMISSION TEMPLATE

Introduction

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

The development proposal should be used for new standards and changes to existing standards. Submissions for the retirement or formal adoption of existing standards should utilise the Final Proposal template.

Purpose

The purpose of the Development Proposal is to collate a body of evidence that will:

1. Notify WISB of the business requirement and emerging proposals on the information requirement so that they can make any comments at this stage and approve development work if they so choose.
2. Begin or continue the formal process of seeking approval for the development and implementation (or cessation) of a standard
3. Clarify whether there is a need for a given information standard and what that need is.
4. Indicate what is known on whether affected organisations have the ability to comply with the standard.
5. Present plans for formal national impact assessment and the final stages of development
6. Clarify that funding arrangements are or will be in place for development and implementation.
7. Enable planning of further submissions to WISB.

Development Proposal Submission Document

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

The document requires information on the following topics:-

1. Background
Including information on the sponsor, developer and potential implementation date.
2. Business Justification
Including the purpose and scope of the standard and details of funding and support.
3. Health Information Strategic Fit
Including details of how the proposal fits with existing strategic and operational approaches to Information / IT and any known national and international standards that may relate to the proposal.
4. The Proposal
An outline of the proposed standard including options considered and how the standard will be tested and judged fit for purpose. Also includes any known commercial and security / confidentiality considerations.
5. Impact Assessment

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Details of ongoing impact assessment and consultation work undertaken and resulting comments and issues.

6. Development Plan

Outline plan for the development including timescales, responsibilities, costs and risks.

WISB Review of Development Proposal

WISB will consider:

- clarity of the business requirement and the justification for undertaking the work (it is expected that this will explicitly link to extant Welsh Government strategies, policies and programmes)
- the ongoing justification for undertaking the work, following informal feasibility assessments
- how the standard meets business requirements (i.e. demonstrating fitness for purpose)
- relationships with other standards in operation or development including timing of implementation
- the potential impact of implementing the proposed standard
- the robustness of the proposed development plan
- the overall viability of the proposal leading to consideration of approving development work
- referral of the requirement to the Information Requirements Board if concerns are identified regarding development prioritisation or resourcing for development or implementation

If there is a concern with any element of the Proposal this will be discussed further with the Sponsor.

Following submission to WISB the Head of Information Standards, Informatics Services Division can provide guidance on how the requirement proceeds through the further stages of the Information Standards Assurance process.

COMPLETING THE DOCUMENT

The following guidance is provided to assist in completing the individual sections of the Development Proposal submission template.

DOCUMENT CONTROL INFORMATION

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

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

1	Information Standards Reference Number	Available from data.standards@wales.nhs.uk
2	Welsh Health Circular (WHC)/Official Letter	<p>The reference number for the Welsh Government policy mandate associated with this standard.</p> <p>The policy mandate carries the necessary authority to ensure that a standard is implemented in accordance with the detail in the DSCN until the standard is retired or superseded. Any Welsh Government policy initiated standard that requires person identifiable information to flow into DHCW should be supported by a policy mandate.</p> <p>The reference number for the policy mandate may not be known at the Development Proposal stage, in which case this should be noted here. If it is felt that a policy mandate is not required, the rationale for that decision should be recorded.</p>
3	Name of Information Standard	Name of existing or proposed information standard this proposal refers to.
4	Type of change	<p>Identify the type of change that is required. I.e. is the requirement for</p> <ul style="list-style-type: none">- a new standard;- a change / amendment to an existing standard;- the formal adoption of an existing standard that has not previously received formal approval from WISB;

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		- the retirement (cessation) of an existing standard.
5	Sponsor	<p>Identify the name and contact details of the sponsor for this development.</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 Welsh Government who has the authority to request or issue a Ministerial or Official letter or equivalent.</i></p>
6	Developer	Identify the known or potential developer(s) for the standard. Developer in this context would also include the person(s) who would undertake the implementation planning for the standard.
7	Implementation date	Indicate the potential implementation date for the standard.

SECTION 2: BUSINESS JUSTIFICATION

The purpose of this section is to capture information on the Business Justification for this Proposal. The intention is to understand how the requirement has arisen and what the customer / business need is, what the new or change to standards will achieve, how the development will be funded and any identified support for the development. Each sub-section identified below should be completed as far as possible with indication given where assumptions are made.

8	Purpose	<p>Identify the purpose of the Information Standard giving information on any relevant areas of policy, customer need, business requirements that have generated the requirement for a new or changed standard.</p> <p>Further comments on benefits of the proposed development and risks if the development is not approved should also be incorporated.</p>
9	Scope	<p>Indicate the scope (coverage) of the standard in terms of the NHS service / business areas it would cover and who would use the standard.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> - a subset of NHS patients e.g., children; - a subset of NHS services or organisation e.g., NHS LHBs or Trusts. - a subset of users e.g., clinicians <p>Note any exclusions from the scope.</p>
10	Funding	<p>Document funding arrangements that are or will be available to undertake development and / or implementation of the standard.</p> <p>Consideration should also be given to:</p> <ul style="list-style-type: none"> ▪ whether a Business Case is required and in place

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		<ul style="list-style-type: none"> ▪ the period for which funding is assured ▪ whether this covers capital <i>and</i> revenue costs and for what period ▪ what the funding will resource (e.g. corporate developments in WG/DHCW etc or developments within the Service)
11	Support	<p>Provide details of the bodies / organisations that are required to support the development and implementation of this standard and whether this support has been identified.</p> <p>e.g., WG policy directorates; professional bodies; representative committees.</p>

SECTION 3: HEALTH INFORMATION AND IT STRATEGIC, NATIONAL AND INTERNATIONAL FIT

This section captures information on how the standard relates to existing national IT and information programmes and any current standards in use in Wales, the UK or internationally.

12	Strategic National Fit	<p>Provide details of how this proposal fits with strategic national developments in IT and information systems, policy and standards.</p> <p>Provide details of any known or likely interactions or dependencies with the ongoing work of national projects, programmes, or other existing information requests. State how these will be addressed.</p>
13	Known standards in use nationally and internationally	<p>Provide details of any existing standards in use or under development in NHS Wales, the UK and internationally that may have relevance to this proposal and how links will be made between the standards.</p> <p>For relevant standards provide information on how an existing standard should be adopted or adapted for use in Wales or why it would not be an option for use in Wales.</p>

SECTION 4: THE PROPOSAL

This section sets out the proposed solution for meeting the business requirement including any options that have been or will be considered. Details include how the solution will be judged “fit for purpose” and how it will be tested.

14	Proposed Solution	<p>Provide details of the proposed standard including options that have been or will be considered.</p> <p>Identify the proposal in terms of “what; where; when; how; and who” e.g.:</p> <ul style="list-style-type: none"> ▪ Where it will be used ▪ Who will use it (i.e. which groups of staff / patients / public)
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		<ul style="list-style-type: none"> ▪ How it will be used in routine practice (i.e. give some scenarios) ▪ How will data be sourced, transmitted, received, processed, analysed and applied <p>Identify any strengths and weakness of the proposed solution and how these may be addressed during development.</p> <p>Include draft DSCN</p>
15	Testing / Pilot	Provide details of how the standard will be tested and / or piloted.
16	Information Governance	<p>Provide details of any governance issues such as. security, confidentiality, consent (including third party consent) and ethics. Indicate if any advice on issues has been sought and from whom.</p> <p>If relevant, the evidence must also explicitly state whether the developers are undertaking the Clinical Risk Management Process</p>
17	Commercial Considerations	Indicate if there are any commercial considerations that need to be taken into account e.g. the standard is or relies on a proprietary product; licensing arrangements; intellectual property rights.
18	Fitness for Purpose	Provide information on how the standard will be judged “fit for purpose”. I.e. how will the standard be judged as meeting the original business requirement? This may include operational or analytical examples.

SECTION 5: IMPACT ASSESSMENT

This section captures a high level view on the expected impact of the proposed solution and whether organisations can implement the proposed solution. At this stage it is expected that this will not be detailed information and plans should be included for consultation on the impact that will inform the Final Proposal submission to WISB.

19	Impact Assessment	<p>Detail consultation and impact assessment activities that have been undertaken or are planned including:</p> <ul style="list-style-type: none"> ▪ the capability of organisations to comply with the standard ▪ issues that need to be resolved (e.g. data quality; timescales; compliance.) <p>Provide details of your approach to gaining support for this proposal from interest groups and users likely to be affected by the implementation of the standard, namely:</p> <ul style="list-style-type: none"> • The range of users within NHS and partner organisations (e.g. Social Services); • Suppliers; • Interest groups e.g. secondary users, professional organisations, patient groups, etc. <p>Include Impact Assessment Report, where produced.</p>
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SECTION 6: DEVELOPMENT PLAN

20	Development Plan	<p>Outline the plan for undertaking the development. More detailed plans can be attached as an appendix.</p> <p>Details should include:</p> <ul style="list-style-type: none">Products / DeliverablesResponsibilitiesInterdependenciesCommunicationsTimescalesTraining and EducationCosts / ResourcesRisk assessmentChange management / migrationQuality assurance
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SECTION 7: ASSURANCE PROCESS HISTORY

This section outlines the assurance process history of a Submission. Formal documentation which has been appraised by the NHS Wales Assurance Process (WISB or WIDG) should be embedded below.

The sub-section identified below should **be completed by DHCW staff only**. External Sponsors and/or Developers should liaise with relevant DHCW staff to complete this section on their behalf.

21	Documentation	<p>Attachments should include:</p> <ul style="list-style-type: none">Requirement NotificationRequirement Notification – Final Outcome
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SECTION 8: APPENDIX

Use this section to provide additional context to the proposal that is not recorded in any other section of the document

22	Appendix	<p>Attachments could include, for example:</p> <ul style="list-style-type: none">SBARProject documentation etc
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