

# INFORMATION STANDARDS ASSURANCE PROCESS

## INFORMATION STANDARD FINAL PROPOSAL

FOR NEW OR CHANGED (INCLUDING RETIRED) INFORMATION STANDARD

***[TITLE]***

***[DATE]***

## INFORMATION STANDARD FINAL PROPOSAL FOR NEW OR CHANGED (INCLUDING RETIRED) INFORMATION STANDARD

Assistance in completing this document can be found in the  
GUIDANCE ON COMPLETING THE “INFORMATION STANDARD  
FINAL PROPOSAL NOTIFICATION” SUBMISSION TEMPLATE

### REVISION HISTORY

Date of this revision:

Version no.	Revision date	Summary of Changes	Changes marked
2.0	21/03/2024	Inserted Section 1.2 Welsh Health Circular (WHC)/Official Letter	N

### SUBMITTED BY:

Document completed by:
Role & organisation:
Phone:
Email:

### FEEDBACK TO BE PROVIDED TO:

WISB's decision will normally be communicated within 3 working days after the meeting. Informal feedback may be available, on request, within 2 weeks. A formal Outcome will be ratified at the next WISB meeting and sent to Sponsors and Developers. If the feedback is to be directed to another nominee from that given above, please provide the name and contact details below.

Name:
Email:

### SUBMISSION PURPOSE

Proposal submitted for: Information / Draft Proposal / Formal Approval

If this Proposal submission is not for formal approval then please state the specific aspects on which you would like more detailed comments.

Specific Areas for WISB to comment on when not submitting for formal approval at the Proposal stage

## SECTION 1: BASIC INFORMATION STANDARD DESCRIPTORS

1. Information Standards Reference Number

2. Welsh Health Circular (WHC)/Official Letter

3. Name of Information Standard

4. Type of change

5. Sponsor

6. Developer

7. Implementation Date

## **SECTION 2: BUSINESS JUSTIFICATION**

### **8. Purpose**

### **9. Scope**

### **10. Funding**

### **11. Support**

## **SECTION 3: HEALTH INFORMATION STRATEGIC AND OPERATIONAL FIT**

### **12. Strategic National Fit**

### **13. Known standards in use nationally and internationally**

## **SECTION 4: THE PROPOSAL**

### **14. Proposed Solution**

### **15. Testing / Pilot**

### **16. Information Governance**

### **17. Commercial Considerations**

### **18. Fitness for Purpose**

## SECTION 5: IMPACT ASSESSMENT

### 19. Impact Assessment

## **SECTION 6: IMPLEMENTATION PLAN**

### **20. Implementation plan**

### **21. Official Documentation**



## **SECTION 7: MAINTENANCE AND REVIEW**

### **22. Maintenance Process**

### **23. Planned review dates**

## SECTION 8: ASSURANCE PROCESS HISTORY

### 24. Documentation

## SECTION 9: APPENDIX

### 25. Appendix