

Governance Framework for requesting new items to be added to interRAI assessments

|                  | Initiating  | Testing   | Enhancement   |
|------------------|---|---|---|
| Purpose          | <p>Preliminary approach and meeting with interRAI NZ Services regarding proposal and requirements. Define background, purpose and rationale. Approval from interRAI Board to proceed the proposal to interRAI Instrument and Systems Development Committee (ISD).</p>   | <p>Formal proposal to interRAI ISD Committee. Develop item design and complete field testing. Approval from interRAI ISD Committee and item assigned i-code.</p>  | <p>Proposal logged on Software enhancement list by Systems Clinician. Prioritised set of enhancements completed. Estimates received from vendor. Estimates reviewed by Governance Board and priority list agreed. Final decision on whether item added made by Software user group.</p>   |
| Templates        | <p>Initial outline of proposal</p>  | <p>Item design</p> <p>Updated form for ISD</p>  | <p>Software enhancement list</p> <p>Governance Board Prioritisation list</p> <p>Final prioritised enhancement list</p> <p>Estimates</p> <p>Process previously approved June 2016</p>  |
| Process          |   |   |   |
| Board Evaluation | <p>Preliminary approach and meeting with interRAI NZ Services regarding proposal and requirements. Define background, purpose and rationale.</p> <ul style="list-style-type: none"><li>Is the item of value in planning an individual's care?</li><li>Is the information available elsewhere?</li><li>Is the item generically useful to interRAI international?</li><li>Has an assessment of validity/reliability been completed?</li><li>Has the item been discussed before internationally?</li></ul> | <p>Monitoring and review of the requested addition</p> <ul style="list-style-type: none"><li>Have there been any barriers to the progress of the pilot?</li><li>Are quality requirements being met?</li><li>What is the feedback from users about their experience of the new item?</li><li>Does the item collect what is expected?</li><li>Does the form for submitting to the ISD Committee met the specifications?</li></ul> | <p>Evaluation and prioritization of enhancement</p> <ul style="list-style-type: none"><li>Does the enhancement benefit the maximum number of the user community and enhance client outcomes to maximise return on investment?</li><li>Does the enhancement align with Government directives?</li><li>What is the security complexity of the proposed enhancement?</li><li>Does the enhancement align with the National Health Strategy and/or National Health Information Systems priority?</li></ul> |

# Proposal to add an item to an interRAI assessment

|                     |   |
|---------------------|---|
| <b>To:</b>          | interRAI New Zealand Governance Board       |
| <b>Lead:</b>        | Name, title                                 |
| <b>Prepared by:</b> | Name, title                                 |
| <b>Subject:</b>     | Subject                                     |
| <b>Date:</b>        | <a href="#">Click here to enter a date.</a> |

**Decision** ☐

**Discussion** ☐

**Information** ☐

## Purpose

*(State the purpose of the proposal and link it to interRAI's goals and objectives. Describe the need that this proposal will ultimately fulfil and the benefits it will deliver. Identify if there are any specific business drivers, mandates, policies or laws that drive the project)*

## Background

*(Include a description of the background for the proposal, i.e. how this proposal came to be, why the interRAI assessment has been identified as the instrument for the proposal)*

## Rationale

*(Describe how the proposal is of value in planning an individual's care and whether it is generically useful to interRAI international. Here it can also be helpful to include key success factors)*

## Summary

*(May include recommendations and lessons learnt from related initiatives)*

# Proposal to add an item to an interRAI assessment – item design

|                     |   |
|---------------------|---|
| <b>To:</b>          | interRAI Instrument and Systems Development Committee |
| <b>Lead:</b>        | Name, title   |
| <b>Prepared by:</b> | Name, title   |
| <b>Subject:</b>     | Subject   |
| <b>Date:</b>        | <a href="#">Click here to enter a date.</a>           |

**Decision** ☒

**Discussion** ☒

**Information** ☒

## Purpose

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## Background

*(Include a description of the background for the proposal, i.e. how this proposal came to be, why the interRAI assessment has been identified as the instrument for the proposal)*

## Rationale

*(Describe how the proposal is of value in planning an individual's care and whether it is generically useful to interRAI international. Here it can also be helpful to include key success factors)*

## Item design

*(Include what assessment the proposed item is for, what section the proposed item will be included in, what title the item will have and the intent, definitions, process and coding. Use format as found in interRAI coding manuals)*

## Assessment

*(Long Term Care Facilities, Home Care, Contact Assessment, Palliative Care)*

## Section

*(i.e Section M. Medications)*

### Item

*(M1)*

### Title

*(Number of medications)*

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## Intent

*(Reason(s) for including the item in the assessment, including discussions of how the information will be used by clinical staff to identify the patient's problems and develop the care plan.*

## Definition

*(Explanation of key terms)*

## Process

*(Sources of information and methods for determining the correct response for an item. Sources include:*

- Interview and observation of the person;*
- Discussion with the person's family, other caregivers, and the person's physician; and*
- Review of any clinical records or other administrative documentation*

## Coding

*(Proper method of recording the response for each item, with explanations of the individual response options)*