Data Quality Improvement Action Plan Template



**Instructions**

The Data Quality Improvement Action Plan Template[[1]](#footnote-1) must be considered in conjunction with the Data Quality Policy, Data Quality Summary and Data Quality Improvement Action Plan (Action Plan).

The Template has been developed to assist Data Custodians meet the mandatory reporting requirements of the Action Plan and provides an **optional format** for reporting.

If you have any questions about this document please contact: Senior Policy Officer, Purchasing and System Performance Division. Email: [RoyalSt.PSPInfoManagement@health.wa.gov.au](mailto:RoyalSt.PSPInfoManagement@health.wa.gov.au).

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| Data Quality Improvement Action Plan  (Action Plan) |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Action Plan Details | | | | | | | |
| Full name of data collection: | | | | | | | |
| Click here to enter text. | | | | | | | |
| Start date of Action Plan: | | | | | | | Date |
| Review Date of Action Plan: | | | | | | | Date |
| Name and position of Data Steward: | | | | | | | |
| Name: | | Click here to enter text. | | **Position:** | | Click here to enter text. | |
| Data Custodian details and approval: | | | | | | | |
| Name: | Click here to enter text. | | **Position:** | | Click here to enter text. | | |
| Signature/ HE Number: |  | | | | | | |
| Name and position of data quality staff member(s) assisting with the Action Plan  (where relevant): | | | | | | | |
| Name: | Click here to enter text. | | **Position:** | | Click here to enter text. | | |
| Signature/ HE Number: |  | | | | | | |
| Name: | Click here to enter text. | | **Position:** | | Click here to enter text. | | |
| Signature/ HE Number: |  | | | | | | |

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| Objective (s) |

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| Please state the overall objective(s) of the Action Plan. |
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| --- | --- |
| Data quality issues and priorities | |
| Use the findings from the Data Quality Summary to identify and prioritise data quality issues\*. | |
| Data quality issue | **Dimension of data quality** |
| 1. | Choose |
| 2. | Choose |

\*If any data quality issues have been documented in a risk register (corporate or clinical), please reference the relevant risk identification number(s).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Detailed Action Plan | | | | |
| Use the findings from the Data Quality Summary to identify strategies/activities for data quality improvement and name the person with key responsibilities for implementing each of the strategies/activities by the required date. Measures of success refer to the indicators that demonstrate achievement of each key strategy/activity as the project progresses. | | | | |
| Data quality Issue (number) | **Strategy or improvement activity required** | **Responsible person to action (Name/Position)** | **Required by date or ongoing** | **Measures of success** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

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on request for a person with a disability.**

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1. The Data Quality Improvement Action Plan is based on the Bureau of Quality Improvement Services (BQIS) [Quality Improvement Template](http://www.in.gov/fssa/files/003_Quality_Improvement_Plan_Guide_and_Example_BQIS_122815.pdf) though has been customised to make appropriate for the WA health system. [↑](#footnote-ref-1)