



# Policy

## Data Quality Policy

### Policy Statement

Data will be collected, stored and used in a manner that ensures it is relevant, timely, accurate, coherent, transparent and accessible.

Data will be assessed and managed in accordance with the ACT Health Data Quality Framework to ensure that it is of a quality that is fit for purpose.

Correction of data will be done in or as close as possible to the Primary Source System.

### Purpose

The primary purpose of this policy is to ensure that high quality data are available to support clinical and business decisions within ACT Health.

The Health Directorate Corporate Plan 2012-2017 identifies strengthening decision support as a key strategy aiding the improvement of health services delivery. High quality data underpins decision support for both clinical and business decisions.

### Scope

The policy applies to all ACT Health employees, contracted medical officers, contractors, and students on work placement who create, modify, store, use and interpret data.

Agencies and other directorates with responsibilities for ACT Health data are expected to collect, store and use it appropriately.

All data collected, used and reported by ACT Health including patient, clinical, administrative, financial and human resource data are within scope of this policy.

Aboriginal and Torres Strait Islander identification in key administrative data collections is essential to enable accurate assessment of health outcomes of, and service use by, Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander data including identification is within scope of this policy.

### Roles & Responsibilities

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DGD14-006	Dec 2013	Dec 2015	P&I	1 of 5

# Policy Document Template

**Scott Jamison, Susan Hanley, Chris  
Bortlik**



## **Policy Document Template:**

**How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements** Stephanie L. Skipper, 2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

**The Complete Company Policies** Ian Long, 2024-03-29 This book is about a much neglected but essential element of the success of any business company policy This is a comprehensive guide to determining what policies your company needs and how to draft and approve the relevant documents and implement them throughout the organization From anti bribery laws to data privacy and health and safety your business is faced with a range of legal and regulatory obligations that must be identified and documented properly These obligations must be addressed for internal and external stakeholders The task of identifying and documenting effective policies is an essential step in establishing good corporate governance and ultimately a culture of compliance These policies in turn provide a solid foundation for the reputation and commercial success of the organization and form an essential bridge between the company s strategy and the various procedures needed to carry it out With many useful templates and practical examples this book will help you to ensure the accuracy and completeness of your policy documents It covers all areas of your business including financial reporting anti money laundering anti fraud conflicts of interest data privacy and security remote working social media whistleblowing and more This book will be useful to company directors company secretaries and senior managers and their advisers including consultants auditors and solicitors It will be particularly relevant to any business that needs to create or review their policies in light of current regulations and standards

Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In

order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

**Information Security Policies, Procedures, and Standards** Douglas J. Landoll, 2017-03-27 Information Security Policies Procedures and Standards A Practitioner's Reference gives you a blueprint on how to develop effective information security policies and procedures It uses standards such as NIST 800 53 ISO 27001 and COBIT and regulations such as HIPAA and PCI DSS as the foundation for the content Highlighting key terminology policy development concepts and methods and suggested document structures it includes examples checklists sample policies and procedures guidelines and a synopsis of the applicable standards The author explains how and why procedures are developed and implemented rather than simply provide information and examples This is an important distinction because no two organizations are exactly alike therefore no two sets of policies and procedures are going to be exactly alike This approach provides the foundation and understanding you need to write effective policies procedures and standards clearly and concisely Developing policies and procedures may seem to be an overwhelming task However by relying on the material presented in this book adopting the policy development techniques and examining the examples the task will not seem so daunting You can use the discussion material to help sell the concepts which may be the most difficult aspect of the process Once you have completed a policy or two you will have the courage to take on even more tasks Additionally the skills you acquire will assist you in other areas of your professional and private life such as expressing an idea clearly and concisely or creating a project plan [Programming Amazon Web Services](#) James Murty, 2008-03-25 A guide to Amazon Web services provides code samples and information on using APIs to create applications [SharePoint Online Power User Playbook](#) Panda Deviprasad, 2020-09-03 Manage and administrate your SharePoint Online site with ease Key Features a Explore next generation sites libraries lists for better collaboration a Configure SharePoint features a Permission management a modern approach to secure and share a Design modify site with next generation webparts a Next generation approach to monitor and analyze reports Description This book is a one stop guide for everyone who wants to learn how to administer SharePoint online sites This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next generation SharePoint Site templates You will learn how to select the right template for your business You will get familiar with Site contents and all the upgraded features of lists and libraries Furthermore the book focuses on features such as Information Management Policy Permissions Content Approval Concept Document ID Service Managing metadata and Server Publishing You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site Towards the end you will organize and monitor site content and usage What will you learn a Configure features like

Information Management Policy Document ID Content Organizer Managed Metadata and Server Publishing etc a Improved Permission Management for better quick navigation and sharing a Configure and Integrate external content types with site Designing configuring modern web parts and site a New approach of Monitoring and analyzing site s reports Who this book is for This book is a must read for everybody who uses SharePoint Online users responsible for managing or administrating sites users with roles like owner designer approver contributor Table of Contents 1 Introduction and Site Information 2 Library and List of Smart Management 3 Content Approval Concept 4 Configure Document ID Service 5 Document Sets Feature 6 Content Organizer Feature 7 Manage Permission 8 Managed Metadata Concept 9 SharePoint Server Publishing Infrastructure Feature 10 Application of Business Connectivity Services 11 Site Designing and Enhancement 12 Manage Site Usage About the Author Deviprasad Panda is currently working as a Lead SharePoint administrator having almost 9 year relevant experience in sharepoint He is having strong experience in sharepoint 2010 sharepoint 2013 sharepoint 2016 sharepoint 2019 on premises production farm sharepoint online hosting sharepoint in azure He completed certifications in e 70 573 Microsoft SharePoint Application Developmente e 70 667 Microsoft SharePoint Configuratione e 70 668 Microsoft SharePoint 2010 Administratore e 70 331 Core Solutions of Microsoft SharePoint Server 2013e e 70 332 Advanced Solutions of Microsoft SharePoint Server 2013e e 70 339 Managing Microsoft SharePoint Server 2016e e 70 533 Implementing Microsoft Azure Infrastructure Solutionse He has huge production experience in multiple reputed companies in India He is the founder of e SharePointTechnicalSupport e a website to support sharepoint related queries to people He is a trainer YouTuber having channel e Deviprasad Pandae as well He is very passionate about the work that he steps into and his dedication to providing quality work as committed is highly appreciated Your LinkedIn Profile [www.linkedin.com/in/deviprasadpanda](http://www.linkedin.com/in/deviprasadpanda) *Integrative Document & Content Management* Len Asprey,Michael Middleton,2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution s business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere **AWS Cookbook** John Culkin,Mike Zazon,2021-12-02 This practical guide provides over 100 self contained recipes to help you creatively solve issues you may encounter in your AWS cloud endeavors If you re comfortable with rudimentary scripting and general cloud concepts this cookbook will give you what you need to

both address foundational tasks and create high level capabilities AWS Cookbook provides real world examples that incorporate best practices Each recipe includes code that you can safely execute in a sandbox AWS account to ensure that it works From there you can customize the code to help construct your application or fix your specific existing problem Recipes also include a discussion that explains the approach and provides context This cookbook takes you beyond theory providing the nuts and bolts you need to successfully build on AWS You ll find recipes for Organizing multiple accounts for enterprise deployments Locking down S3 buckets Analyzing IAM roles Autoscaling a containerized service Summarizing news articles Standing up a virtual call center Creating a chatbot that can pull answers from a knowledge repository Automating security group rule monitoring looking for rogue traffic flows And more      **Effective Cybersecurity** William Stallings,2018-07-20

The Practical Comprehensive Guide to Applying Cybersecurity Best Practices and Standards in Real Environments In Effective Cybersecurity William Stallings introduces the technology operational procedures and management practices needed for successful cybersecurity Stallings makes extensive use of standards and best practices documents that are often used to guide or mandate cybersecurity implementation Going beyond these he offers in depth tutorials on the how of implementation integrated into a unified framework and realistic plan of action Each chapter contains a clear technical overview as well as a detailed discussion of action items and appropriate policies Stallings offers many pedagogical features designed to help readers master the material clear learning objectives keyword lists review questions and QR codes linking to relevant standards documents and web resources Effective Cybersecurity aligns with the comprehensive Information Security Forum document The Standard of Good Practice for Information Security extending ISF s work with extensive insights from ISO NIST COBIT other official standards and guidelines and modern professional academic and industry literature Understand the cybersecurity discipline and the role of standards and best practices Define security governance assess risks and manage strategy and tactics Safeguard information and privacy and ensure GDPR compliance Harden systems across the system development life cycle SDLC Protect servers virtualized systems and storage Secure networks and electronic communications from email to VoIP Apply the most appropriate methods for user authentication Mitigate security risks in supply chains and cloud environments This knowledge is indispensable to every cybersecurity professional Stallings presents it systematically and coherently making it practical and actionable      *Essential SharePoint 2013* Scott Jamison,Susan Hanley,Chris Bortlik,2014 With 85% new and revamped content from a team of long time enterprise SharePoint consultants this book will help the reader focus on the SharePoint features capabilities and applications that offer the most real world value The authors give practical advice for succeeding with content management business intelligence and process improvement and for deriving value from SharePoint 2013 s most significant new innovations      Workplace Drug Testing Alain G. Verstraete,2011 This comprehensive text provides clear explanations of the effects of drugs on human performance and the need for workplace drug testing It provides essential information on the regulatory and legal

frameworks around the world how to set policies and coverage of all aspects of drug analysis and the associated interpretation of results Contents include epidemiology of drug use in the working population the evidence base and guidelines for workplace drug testing legal regulatory aspects and policies for drugs and alcohol urine and alternative sample collection process analytical techniques and specimen adulteration Case studies of successful programmes are also included to illustrate the principles discussed Written by internationally acknowledged experts this informative book will be essential reading for anyone interested in workplace drug testing or setting up such a system including clinical and forensic toxicologists occupational health physicians nurses human resources drug counselling and treatment providers analytical chemists and lawyers Alain Verstraete is Professor at the Department of Clinical Chemistry Microbiology and Immunology Ghent University Ghent Belgium and Department Head of the Toxicology Laboratory of the Laboratory of Clinical Biology Ghent University Hospital Ghent Belgium

*Ideology, Agency, and Intercultural Communicative Competence* Jeremie Bouchard, 2017-03-30 Associated with an important epistemological shift from language proficiency to language criticality in applied linguistic research this book provides a sociological perspective on foreign language education in Japan By employing ethnographic methods to investigate the relationship between three core analytical elements foreign language education geared towards the development of learners intercultural communicative competence nihonjinron and native speakerism as potentially constraining ideological forces and EFL practices observed at four Japanese junior high schools the author not only shares valuable insights into how English is taught and learned in a stratum of the Japanese EFL system which has received limited attention from researchers over the years but also clarifies the fundamental and complex changes currently taking place in the Japanese EFL landscape This multi faceted book also calls for greater consideration in postmodern ideology critique for the stratified nature of social processes as well as the material conditions and underlying generative mechanisms involved in the production and consumption of including resistance to ideological discourse Accordingly it outlines several challenges shaping ideology research in educational settings and responds by developing a realist oriented theoretical and methodological approach to address these challenges This book serves as a unique point of reference for the study of parallel nationalist discourses embedded in foreign language education systems around the world

**Special Ops: Host and Network Security for Microsoft Unix and Oracle** Syngress, 2003-03-11 Special Ops Internal Network Security Guide is the solution for the impossible 24 hour IT work day By now most companies have hardened their perimeters and locked out the bad guys but what has been done on the inside This book attacks the problem of the soft chewy center in internal networks We use a two pronged approach Tactical and Strategic to give readers a complete guide to internal penetration testing Content includes the newest vulnerabilities and exploits assessment methodologies host review guides secure baselines and case studies to bring it all together We have scoured the Internet and assembled some of the best to function as Technical Specialists and Strategic Specialists This creates a diversified project removing restrictive corporate

boundaries The unique style of this book will allow it to cover an incredibly broad range of topics in unparalleled detail Chapters within the book will be written using the same concepts behind software development Chapters will be treated like functions within programming code allowing the authors to call on each other's data These functions will supplement the methodology when specific technologies are examined thus reducing the common redundancies found in other security books This book is designed to be the one stop shop for security engineers who want all their information in one place The technical nature of this may be too much for middle management however technical managers can use the book to help them understand the challenges faced by the engineers who support their businesses Unprecedented Team of Security Luminaries Led by Foundstone Principal Consultant Erik Pace Birkholz each of the contributing authors on this book is a recognized superstar in their respective fields All are highly visible speakers and consultants and their frequent presentations at major industry events such as the Black Hat Briefings and the 29th Annual Computer Security Institute Show in November 2002 will provide this book with a high profile launch The only all encompassing book on internal network security Windows 2000 Windows XP Solaris Linux and Cisco IOS and their applications are usually running simultaneously in some form on most enterprise networks Other books deal with these components individually but no other book provides a comprehensive solution like Special Ops This book's unique style will give the reader the value of 10 books in 1

Coaching in Government Theodora Fitzsimmons, Marykate Behan Dougherty, Alan Lee Myers, 2022-12-20 This book captures the story of how internal coaching was introduced and has since evolved in the U S Federal Government It provides coaches and government agency leaders with skills and tools to help them implement their own successful coaching programs Written by leaders in the field the book follows the stories of several pioneers who have implemented coaching programs in government aiming to help coaches learn from their mistakes and gain from their wisdom Filled with interviews case studies reflective questions and how to action points each chapter accessibly highlights the successes and failures of each program's journey so that professionals can incorporate these lessons in their own practice Chapters take readers from the beginning considerations to contemplating the future of their programs focusing on setting a vision overcoming issues and challenges leveraging predictors of success making key decisions building foundations for sustainability and creating continuing education for sustainment of change Accessible and relatable these stories will help professionals learn from those that have come before them helping them begin the groundswell of change effectively and proactively in their own programs This book is essential reading for coaches and government agency leaders as well as for any public sector agency and any private sector organization that is interested in implementing coaching

**Model policy for inclusive ICTs in education for persons with disabilities** Watkins, Amanda, 2014-04-07

Microsoft SharePoint 2010 Plain & Simple Chris Beckett, Johnathan Lightfoot, 2010-10-22 Learn the simplest ways to get things done with Microsoft SharePoint 2010 Here's WHAT You'll Learn Manage and share team information in one location Use project task lists to organize people and processes Create libraries



for documents media slides and more Work seamlessly with Microsoft Office Find content quickly with the Search Center Add SharePoint blogs wikis and personal sites Here s HOW You ll Learn It Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away [SharePoint 2016 User's Guide](#) Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides *Implementing AWS: Design, Build, and Manage your Infrastructure* Yohan Wadia,Rowan Udell,Lucas Chan,Udita Gupta,2019-01-31 Work through exciting recipes to administer your AWS cloud Key FeaturesBuild secure environments using AWS components and servicesExplore core AWS features with real world applications and best practicesDesign and build Lambda functions using real world examplesBook Description With this Learning Path you ll explore techniques to easily manage applications on the AWS cloud You ll begin with an introduction to serverless computing its advantages and the fundamentals of AWS The following chapters will guide you on how to manage multiple accounts by setting up consolidated billing enhancing your application delivery skills with the latest AWS services such as CodeCommit CodeDeploy and CodePipeline to provide continuous delivery and deployment while also securing and monitoring your environment s workflow It ll also add to your understanding of the services AWS Lambda provides to developers To refine your skills further it demonstrates how to design write test monitor and troubleshoot Lambda functions By the end of this Learning Path you ll be able to create a highly secure fault tolerant and scalable environment for your applications This Learning Path includes content from the following Packt products AWS Administration The Definitive Guide Second Edition by Yohan WadiaAWS Administration Cookbook by Rowan Udell Lucas ChanMastering AWS Lambda by Yohan Wadia Udita GuptaWhat you will learnExplore the benefits of serverless computing and applicationsDeploy apps with AWS Elastic Beanstalk and Amazon Elastic File SystemSecure environments with AWS CloudTrail AWSConfig and AWS ShieldRun

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**AWS Administration Cookbook** Lucas Chan, Rowan Udell, 2017-04-24 Build automate and manage your AWS based cloud environments About This Book Install configure and administer computing storage and networking in the AWS cloud Automate your infrastructure and control every aspect of it through infrastructure as code Work through exciting recipes to administer your AWS cloud Who This Book Is For If you are an administrator DevOps engineer or an IT professional who is moving to an AWS based cloud environment then this book is for you It assumes familiarity with cloud computing platforms and that you have some understanding of virtualization networking and other administration related tasks What You Will Learn Discover the best practices to achieve an automated repeatable infrastructure in AWS Bring down your IT costs by managing AWS successfully and deliver high availability fault tolerance and scalability Make any website faster with static and dynamic caching Create monitoring and alerting dashboards using CloudWatch Migrate a database to AWS Set up consolidated billing to achieve simple and effective cost management with accounts Host a domain and find out how you can automate health checks In Detail Amazon Web Services AWS is a bundled remote computing service that provides cloud computing infrastructure over the Internet with storage bandwidth and customized support for application programming interfaces API Implementing these services to efficiently administer your cloud environments is a core task This book will help you build and administer your cloud environment with AWS We ll begin with the AWS fundamentals and you ll build the foundation for the recipes you ll work on throughout the book Next you will find out how to manage multiple accounts and set up consolidated billing You will then learn to set up reliable and fast hosting for static websites share data between running instances and back up your data for compliance Moving on you will find out how to use the compute service to enable consistent and fast instance provisioning and will see how to provision storage volumes and autoscale an application server Next you ll discover how to effectively use the networking and database service of AWS You will also learn about the different management tools of AWS along with securing your AWS cloud Finally you will learn to estimate the costs for your cloud By the end of the book you will be able to easily administer your AWS cloud Style and approach This practical guide is packed with clear practical instruction based recipes that will enable you to use and implement the latest features of AWS

[Security Program and Policies](#) Sari Stern Greene, 2014 This is a complete up to

date hands on guide to creating effective information security policies and procedures It introduces essential security policy concepts and their rationale thoroughly covers information security regulations and frameworks and presents best practice policies specific to industry sectors including finance healthcare and small business Ideal for classroom use it covers all facets of Security Education Training Awareness SETA illuminates key concepts through real life examples

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