

Database Health Check Checklist & Quality Improvement Record

This checklist is an example of a Practice Team Approach to Data Management and may be utilised as a Quality Improvement Record for Accreditation purposes (Criterion 3.1.1).

Task	Team Approach			Activity
	GP	Nurse	Admin	Completed (Date)
Step 1 – The How, Why and Who of Data Cleaning				
Setting the ground rules:				
⇒ Define what an inactive patient is for your Practice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⇒ Decide on the process for cleaning your database and document this process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Communicate these ground rules to the Practice Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Decide:				
⇒ Who will be responsible for cleaning and maintaining the database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⇒ When this data cleaning and maintenance will be done		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Step 2 – General Cleaning				
2.1 Inactivating patients who have not attended the Practice for the stipulated period of time as agreed by the Practice			<input checked="" type="checkbox"/>	
2.2 Set patient records with no clinical data to inactive			<input checked="" type="checkbox"/>	
2.3 Remove sample patient records (if appropriate)			<input checked="" type="checkbox"/>	
2.4 Minimise the number of test patient records				
2.5 Assign gender to all patient records				
2.6 Mark patient records as deceased			<input checked="" type="checkbox"/>	
Step 3 – Receive Pathology results in HL7 Format				
Contact pathology provider(s) to get results in HL7 format			<input checked="" type="checkbox"/>	
Step 4 - Consistent Coding				
Decide as a practice on:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
⇒ consistent clinical terms (codes) to be used for specific diseases. Choose from problem/diagnosis list in your Clinical Software and avoid using free text .				
⇒ an implementation date for using these codes				

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