

MOI.5 Hospital leaders as well as users and other staff receive education and training on data management relevant to their roles and responsibilities.

- MOI.5.1 There is an education/training process for decision makers and other relevant staff on the principles of data management.
- MOI.5.2 The data management education/training is appropriate to the staff roles and responsibilities within the hospital.
- MOI.5.3 The data management education/training includes, but is not limited to, the following:
 - MOI.5.3.1 Selection and use of indicators (measures) in assessment and improvement of work processes.
 - MOI.5.3.2 Data collection and analysis.
 - MOI.5.3.3 Use of data and information for decision-making.
 - MOI.5.3.4 Data/information confidentiality and security.

MOI.6 The hospital has a policy and procedures on how confidentiality, security, and integrity of data and information including the medical records are maintained.

- MOI.6.1 The policy defines data and information confidentiality, security, and integrity.
- MOI.6.2 The policy is in compliance with laws and regulations.
- MOI.6.3 The hospital defines appropriate levels of security and confidentiality for data and information and provides appropriate confidentiality measures accordingly.
- MOI.6.4 Staff access to different categories of information is restricted on a need to know basis.
- MOI.6.5 There is an appropriate mechanism for response to requests for access to information.
- MOI.6.6 Data and information are safeguarded against loss, destruction, tampering, damage, and unauthorized access or use.
- MOI.6.7 There are measures for protecting data and information in the event of a disaster such as flood, fire, loss of power, and abnormal temperature conditions.
- MOI.6.8 Staff responsibilities to maintain confidentiality of data and information are defined (e.g., signing a confidentiality agreement).
- MOI.6.9 Information confidentiality and security incidents are reported and acted upon.

MOI.7 The hospital uses a standardized definitions, abbreviations, and symbols.

- MOI.7.1 The hospital uses standardized and approved definitions.
- MOI.7.2 The hospital implements a list of approved and prohibited abbreviations and symbols.
- MOI.7.3 The lists are consistent with national standards and professional organizations concerned with patient safety.
- MOI.7.4 The lists are developed and approved by the medical staff and other relevant structures (e.g., medical records review committee, pharmacy and therapeutics committee).
- MOI.7.5 The lists are revised periodically (e.g., annually).

MOI.8 The hospital has a policy on the retention of data and information.

- MOI.8.1 There is a policy on the retention of data and information that is consistent with relevant laws and regulations.
- MOI.8.2 The policy defines the length of time required to retain the data and information.