

HIM5113 Assignment1.1

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1 Data dictionary

Data Collection Scenario:

The community health workers are collecting information for COVID-19 vaccination for the residents in their community. They first register those who want to be vaccinated with their contact information (such as phone and address) and basic demographic information (such as name, age, race, and ethnicity). The residents then received the vaccine at a specific time (date and time) with the choice of their preferred vaccines (Pfizer, Moderna, etc.). The community workers need to report who was vaccinated at what time with what vaccine as well as the dose of the vaccine (1st dose, 2nd dose, booster1, booster2).

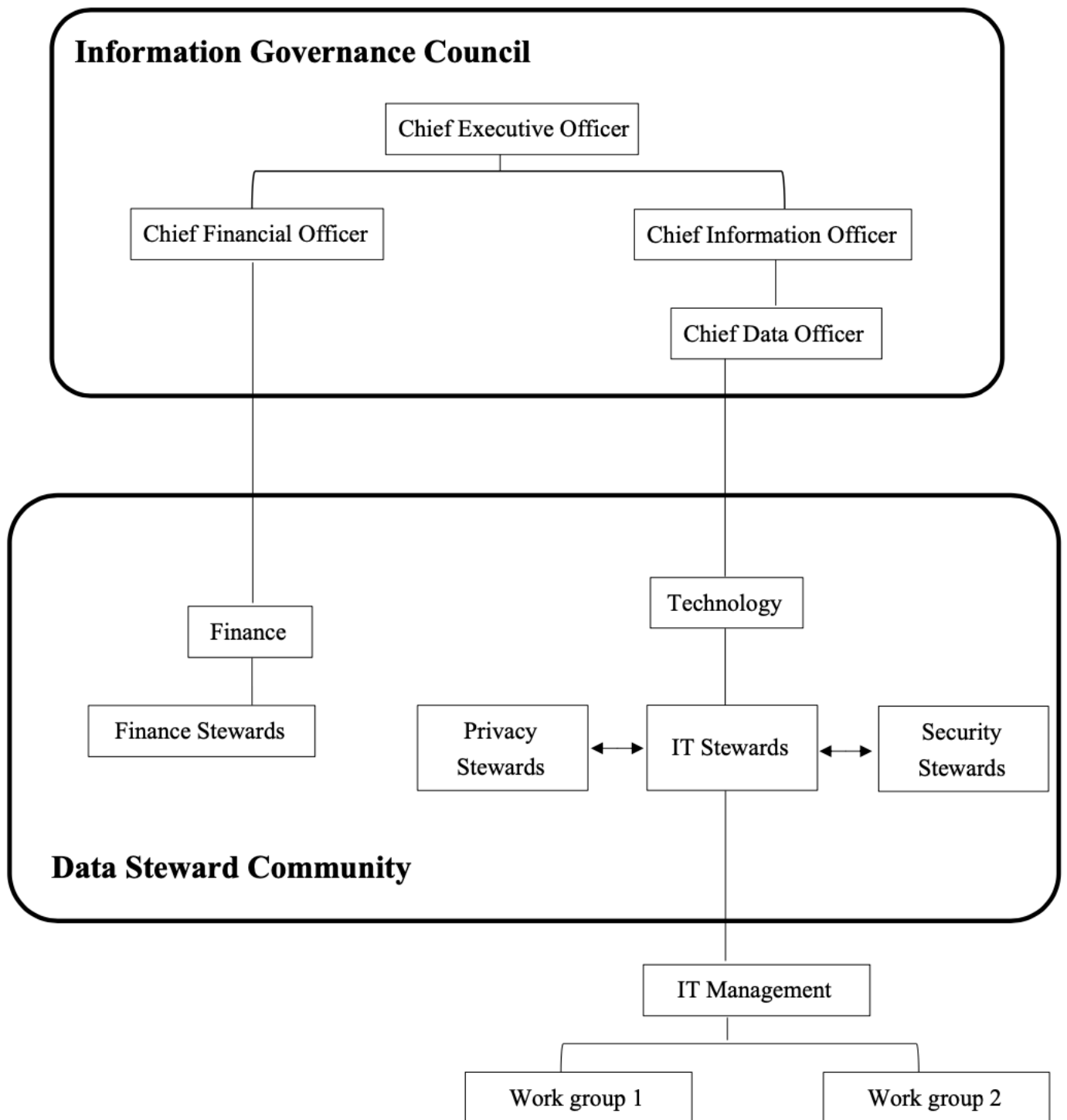
Table 1: The contact information of registers

Field name	Data type	Data format	Field size	Description	Example	Required
Surname	String		25	Surname for resident	Wang	Yes
Middlename	String		25	Middlename for resident		No
Firstname	String		25	Firstname for resident	Weiting	Yes
Gender	String		10	Gender for resident	Female	Yes
DOB	Date/Time	DD/MM/YYYY	10	Residents Date of birth	21/07/1997	Yes
Race	String		10	Race for Residents	Asian	Yes
Address1	String		100	Residents contact Address	1801 N Broad St,	Yes
City	String		100	Residents contact City	Philadelphia	Yes
State	String		25	Residents contact State	Pennsylvania	Yes
Zipcode	String		5	Residents contact Zip-code	19122	Yes
Phone No.	String		10	Resident contact number	2152047000	Yes

Table 2: The registers' vaccine information

Field name	Data type	Data format	Field size	Description	Example	Required
1st dose-Type	String		15	The type of first vaccine was vaccinated by resident	Pfizer-BioNTech	Yes
1st dose-Date	Date/Time	DD/MM/YYYY	10	The date of first vaccine was vaccinated by resident	18/05/2021	Yes
2ed dose-Type	String		15	The type of second vaccine was vaccinated by resident	Pfizer-BioNTech	Yes
2ed dose-Date	Date/Time	DD/MM/YYYY	10	The date of second vaccine was vaccinated by resident	18/07/2021	Yes
booster1-Type	String		15	The type of first booster vaccine was vaccinated by resident	Pfizer-BioNTech	Yes
booster1-Date	Date/Time	DD/MM/YYYY	10	The date of first booster vaccine was vaccinated by resident	18/12/2021	Yes
booster2-Type	String		15	The type of second booster vaccine was vaccinated by resident	Pfizer-BioNTech	Yes
booster2-Date	Date/Time	DD/MM/YYYY	10	The date of second booster vaccine was vaccinated by resident	18/03/2022	Yes

2 Information governance organization



3 Five necessary policies

- (1) **Create the organizational standards and maintenance process**
 - purpose : Make the general information governance policies to let all workers follow and know the concept.
 - points: Defines the baseline set of policies
- (2) **Define the metadata management policies**
 - purpose : The collecting data are huge, create a policy to manage the data will make the project clear and easier.
 - points: Define the requirements for the creation, classification, usage, retention, and management of metadata.
- (3) **Define the privacy and security policies**
 - purpose: Protect residents' privacy avoiding leaking personal information.
 - points: Define the requirement of creation, classification, usage, and management of all organizational data
- (4) **Define the data quality management policies**
 - purpose : Create a data in quality management will assist to evaluate the data and monitoring.
 - points: Defines the policy requirements for data quality definition, monitoring, and issue resolution.
- (5) **Socialize and publish the new information governance policies**
 - purpose : Create a regulation of new information policy publish to help workers follow.
 - points: Define the standards and rules of new policy.

Reference

[1] Giordano, A. D. (2014). Performing information governance: A step-by-step guide to making information governance work. IBM Press.

References