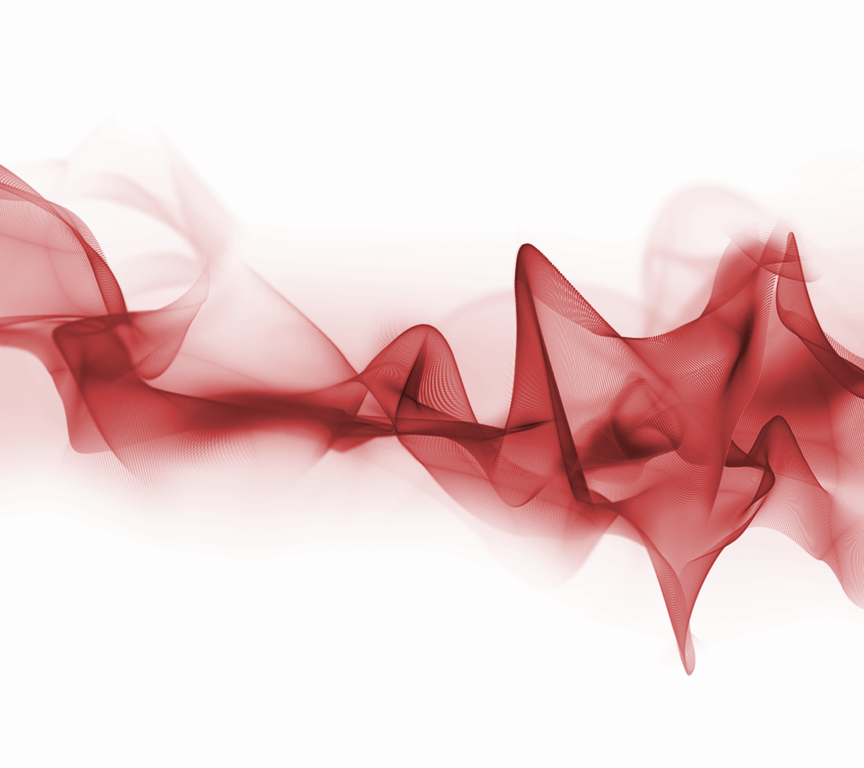
Data Quality & Data Warehouse Programme

Data Quality Induction Questionnaire

“Better Data for Better Decisions”



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It is part of an open source library which can be found at <https://github.com/perspicacity-ltd/DataQualityReporting>

Perspicacity's other open source offerings can be found at <https://github.com/perspicacity-ltd>

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# Data Quality Strategy - Introduction

## Data Quality Strategy Series

This document is part of an open source series of documents to facilitate the establishment of a Data Quality strategy and function within an organisation. The full open source library can be found at <https://github.com/perspicacity-ltd/DataQualityReporting>

* The series presents a set of documents as a starter for ten
* It can be used by organisations starting on their data quality journey and those who already have a data quality function
* It contains the following components of a data quality strategy:
  + Strategy & Exec Summary
  + Policy & Standard Operating Procedures
  + Technical Specification (including link to reporting suite at <https://github.com/perspicacity-ltd/DataQualityReporting>)
  + Highlight Report Template
  + Training Materials
  + DQ KiteMark Images

## A little bit about Perspicacity Ltd

Perspicacity provides decision support consultancy, coaching, & development to the NHS. They are passionate about reducing the cost of software development to the NHS and aspire to create an active community of NHS and commercial organisations. They all share a common goal of improving the quality and efficiency of patient care through better, and more informed, decision making.

Open source helps the healthcare community to do this by sharing software development, learning from each other, and help software meet the needs of every organisation without being constrained to a single solution or paying for the same piece of work over and again across different organisations.

Although these Data Quality open source products are suitable for any organisation, healthcare or not, they are here as a result of wanting to freely share Perspicacity's collective products and ideas across the NHS and to widen the benefit of good, but usually locally isolated, projects further.

Perspicacity's open source offerings can be found at <https://github.com/perspicacity-ltd>

If you'd like to find out more, please contact Matthew Bishop on 07545 878906 or [matthew.bishop@perspicacityltd.co.uk](mailto:matthew.bishop@perspicacityltd.co.uk)

**Perspicacity Data Quality Assurance**

**Basic Data Quality Induction Questionnaire**

**Candidate Name: .........................................**

**Date: ............................................................**

**Candidate Employee Number .......................**

# 6 Characteristics of Data Quality

1. Anita suddenly feels unwell 7½ hours into the middle of her 10 hour shift and is told to go home and rest. She needs to record her sickness absence on the staff database. Which one of these would be the most accurate record of her absence:

|  |  |  |  |
| --- | --- | --- | --- |
| A  ½ day | B  ¼ day | C  150 minutes | D  2½ hours |

1. Idris has to produce a weekly report by the end of Friday on staff overtime. He runs a report at 12:30 from the system and then puts the data into excel to count up the hours and make a nice graph. Tick all the times when his staff can enter their overtime in a timely way:

|  |  |  |  |
| --- | --- | --- | --- |
| A  12:00 on a Friday | B  Sometime between Monday and Thursday | C  12:35 on Friday | D  Any time - Just ask Idris to add it into his report for now |

1. Nia needs to record the time she went on break for her timesheets. Which of the following would affect the validity of her record:

|  |  |  |  |
| --- | --- | --- | --- |
| A  Nia records the time on her watch, which is 2 minutes slow | B  Nia types the time into the timesheet, but her finger slips and hits a 4 instead of a 1 | C  Nia guesses the time as she doesn’t have a watch | D  Nia rounds the time on her watch to the nearest 15 minutes |

1. Rick has been tasked with organising the Christmas party for his station at the team’s favourite restaurant. He needs to give the restaurant a list of people who are coming. Which piece of information is **NOT** relevant for Rick to collect from each team member?

|  |  |  |  |
| --- | --- | --- | --- |
| A  Name | B  Mother’s maiden name | C  Food allergies | D  Whether they are vegetarian |

1. Kim is confused about which clock to use to record her time on scene on the Patient Record Form (PRF). Which of the following are a reliable method to record the time:

|  |  |  |  |
| --- | --- | --- | --- |
| A  Use the Mobile Data Terminal (MDT) as everyone else can use the MDT clock as well | B  Use any clock she can find – she needs to get to the patient | C  Use her phone because it sets the time automatically | D  Use her watch as she always uses that |

# Data Capture & Data Correction

1. Malik is a temporary worker covering vacancy and sick leave in one of the trust’s workshops. He needs to record a defect that will put a vehicle out of service for the next 3 days, but he doesn’t know how to do this on the vehicle database. Which one of the following should Malik **NOT** do?

|  |  |  |  |
| --- | --- | --- | --- |
| A  Ask Joel to do it for him | B  Have a go for himself – he’s seen Lula do it before | C  Ask someone to arrange his training and show him the correct procedure for now | D  Tell the workshop manager |

1. Leila works in the finance department copying paper invoices onto the finance system. Which of the following are essential to maintain good quality of her data capture?

|  |  |  |  |
| --- | --- | --- | --- |
| A  Double check each new record on the finance system against the paper invoice before she presses save | B  Have regular tea breaks with Arya, who sits next to her | C  Keep her work station tidy and wipe away the tea-stain on the desk from Arya’s mug | D  Check the invoice received date is correct because the system automatically puts today’s date in |

1. Stuart also works in the finance department copying paper invoices onto the finance system. He has received an email from the data quality team – it turns out he missed the invoice amount from 3 records yesterday. Which one of the following should he **NOT** do:

|  |  |  |  |
| --- | --- | --- | --- |
| A  | B  Leave them until the end of the month – he prefers to do them in a batch together | C  | D  |

1. Kamal runs 2 different reports at the end of the month to show how many patient complaints his team has investigated – one for his line manager and one for submission to a national audit. He notices that one of his colleagues, Raisa, made a mistake and hadn’t recorded a recent investigation. Which one of the following should he **NOT** do?

|  |  |  |  |
| --- | --- | --- | --- |
| A  Tell his line manager | B  Manually correct it in his 2 reports and re-submit them | C  Enter it on the complaints system for Raisa and re-run the reports for re-submission | D  Ask Raisa how she ended up not capturing the investigation on the complaints system |