

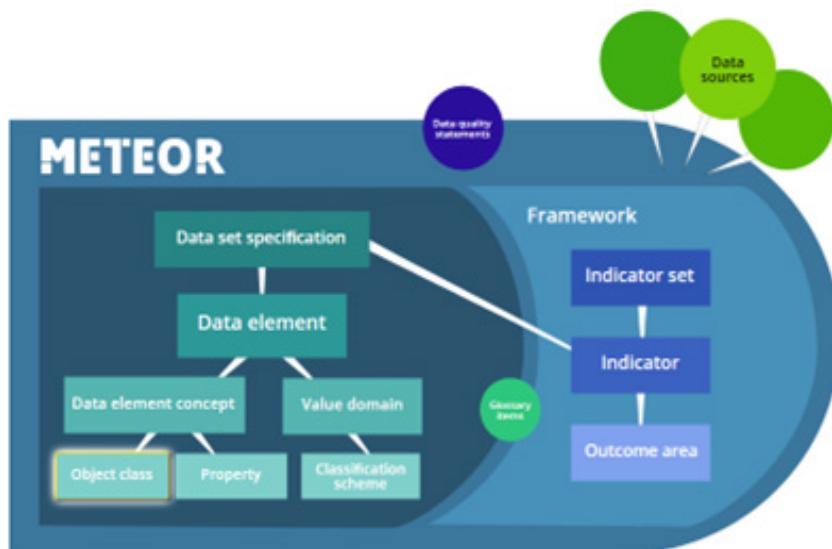
The logo for the Australian Institute of Health and Welfare (AIHW), consisting of the letters 'AIHW' in a bold, white, sans-serif font.The logo for METEOR (Metadata Online Registry), consisting of the word 'METEOR' in a bold, white, sans-serif font.

Metadata Online Registry

meteor.aihw.gov.au

11. Glossary item business rules

11 Glossary item business rules



11.1 Introduction

A glossary item may be used to define the meaning of a term within a specific context.

A glossary item (e.g., to define the meaning of the term 'Adverse event') may be inserted into metadata items that uses the term (such as a data set specification, and the data elements within it.) The glossary item allows the term to be defined precisely and consistently within the context of these metadata items, without the need for the full definition to be repeated each time.

When a glossary item is used for a particular term, not every instance of the term should be linked to the glossary item. In general, only the first instance of the term that appears in a metadata element should be linked.

N.B. in METEOR, glossary items must be inserted into metadata elements using the 'metadata items' option under the METEOR drop-down menu of the WYSIWIG editor toolbar. This creates a 'mouseover' displaying the definition, and 'metadata items which use this glossary item' links. Glossary items should **not** be inserted as simple hyperlinks.

Remember the 'create once, use often' principle:

Before creating a new object class, it is important to check that a suitable object class does not already exist in METEOR. See section 2.2

11.1.1 For developers: Overview of glossary item attributes

Table 11.1.1 below provides an overview of the attributes requiring action by a developer when a glossary item is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 11.1.1.1: Overview of glossary item attributes for developer action

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	The term being defined.	Mandatory	11.2.1
Synonymous name(s)	One or more synonyms for the glossary item name within the context of the metadata item.	Optional	11.2.2
Definition	A concise statement that expresses the essential nature of the glossary item and its differentiation from other metadata items.	Mandatory	11.2.3
Context	A designation and/or description of the application environment or discipline in which the glossary item definition has meaning.	Conditional: Complete if there is more than one glossary item with the same name.	11.2.4
Guide for use	Advice or instructions for the interpretation or application of the glossary item.	Optional	11.2.5
Collection methods	Advice or instructions for the actual capture of data.	Optional	11.2.6
Comments	Any additional information that adds to the understanding of the glossary item.	Optional	11.2.7
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	11.2.8
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Completed by Registrar	11.2.9
Origin	Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	Conditional: Complete for metadata items based on the content outside of METEOR.	11.2.10
Reference documents	Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.	11.2.11
Relationship type	An indicator for relationships between metadata items	Mandatory	11.2.12
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Completed by Registrar	11.2.13

Attribute	Definition	Obligation to complete	Section in this Chapter
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Completed by Registrar	11.2.14
Steward contact details	The details of at least one contact person for the Steward organisation.	Completed by Registrar	11.2.15

11.1.2 For registrars: Overview of glossary item attributes

Table 11.1.2.1 below provides an overview of the attributes requiring action by a registrar when a glossary item is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

Table 11.1.2.1: Overview of glossary item attributes for registrar action

Attribute	Definition	Obligation to complete	Section in this Chapter
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.	11.2.9
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Optional	11.2.13
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	11.2.14
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	11.2.15

11.2 Attributes requiring developer or registrar action

Attributes in the glossary item template requiring action by a developer or registrar are described below.

11.2.1 Name

The term being defined.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Glossary specific rules:	<ol style="list-style-type: none">1. The name must be concise and indicative of the content of the glossary item.2. The name must begin with a capital letter. The use of capital letters is only permitted at the beginning of the name or for proper nouns.3. Numbers in a term are expressed in a numeric rather than alphabetic form (e.g., 'Defined 12-month period').4. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen.5. Slashes (/) are permitted. Do not leave any spaces before or after the slash.6. The following are not permitted:<ul style="list-style-type: none">• semi-colons• colons• commas (exception is if required to separate two or more terms in a name (e.g., 'Ear, nose and throat'))• full stops• parentheses or square brackets• quotation marks
Notes	<p>There may be more than one glossary item with the same name if a particular term has different meanings in different contexts. In such cases, it is necessary for the 'context' attribute to clearly identify the context for each glossary item with the same name.</p> <p>For example, to differentiate between two glossary items with the name 'Admission', it would be necessary to add the contexts of 'Law', 'Admitted patient care', or 'Health' respectively.</p>

11.2.2 Synonymous name(s)

One or more synonyms for the glossary item name within the context of the metadata item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. List any synonyms for the metadata item name which may be used to identify the item.2. Spell the first word of each synonymous name with a capital letter. Spell all other words in a synonymous name with a lower-case letter, unless referring to a proper noun. Spell out in capital letters if acronyms/abbreviations are used in synonymous name(s).3. Separate each synonymous name with a semi-colon and space. For example, synonymous names for property may include: Clinical intervention; Operation; Surgery4. End the list of synonymous names without a full stop.

11.2.3 Definition

A concise statement that expresses the essential nature of the glossary item and its differentiation from other metadata items.

Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> 1. The definition should be expressed: <ul style="list-style-type: none"> • precisely and unambiguously so that the exact meaning of the metadata item is apparent from the definition • concisely without supportive information, such as rationale, functional usage, domain or procedural information • through terms and a structure that is consistent with related definitions. 2. Do not repeat the name of the metadata item at the start of the definition. 3. The definition must be expressed as a complete, grammatically correct, descriptive phrase, sentence or paragraph, not merely through the use of synonyms or paraphrasing the name of the metadata item. 4. The definition must not contain definitions of other metadata items or underlying concepts. Rather, it should provide an explanation of WHAT is being described. It should generally not include information about the WHO, WHERE, WHEN, WHY and HOW of data collection. 5. The definition may use abbreviations (including acronyms and initialisms) provided they are first spelled out in full, or else are commonly understood or widely accepted within the context of the metadata item. See Appendix A 'Use of abbreviations in name and definition attributes' for further information on the use of abbreviations.
Notes	In cases where a term is used in a glossary item definition for which there is an existing glossary item, the existing glossary item may be inserted into the definition.

11.2.4 Context

A designation and/or description of the application environment or discipline in which the glossary item definition has meaning.

Obligation to complete:	Conditional: Complete if there is more than one glossary item with the same name.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. State or describe the application environment or discipline in which the glossary item has meaning, (e.g., palliative care).2. Do not include the justification or reasoning for the glossary item.
Notes	<ol style="list-style-type: none">1. There may be more than one glossary item with the same name if a particular term has different meanings in different contexts. In such cases, it is necessary for the 'context' attribute to clearly identify the context for each glossary item with the same name.2. The context defines the setting within which the subject data has meaning.3. The context attribute should be left blank if a metadata item is applicable in all contexts, or the context is implied by the metadata item name or definition.4. See also section 2.6.3

11.2.5 Guide for use

Advice or instructions for the interpretation or application of the glossary item.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Describe any restrictions on how the glossary item is intended to be interpreted or applied which are specific to the use of this term in this context.

11.2.6 Collection methods

Advice or instructions for the actual capture of data.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Outline any guidelines for the collection of all data that relate to the glossary item.

11.2.7 Comments

Any additional information that adds to the understanding of the glossary item.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe any additional information that facilitates understanding of the metadata item. For example, considerations for further development of the metadata item, potential terminology issues, or justification for the inclusion or exclusion of content.

11.2.8 Submitting organisation

One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> 1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission. 2. Abbreviations and symbols should only be used when they are part of the official organisation title. 3. Conclude and separate each organisation's name with a new line (without a full stop).
Notes	<ol style="list-style-type: none"> 1. Click on down arrow to show drop-down list of departments and organisations. 2. Click on chosen organisation. 3. If you skip this process, you will not be able to proceed to change registration status to <i>Standard</i> when you update the status later down the track. You must fill this template in. 4. In the case of a metadata with missing submitting organisation, go back to the item and choose 'edit item' to add the submitting organisation, in order to update registration status.

11.2.9 Steward

One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission.2. Abbreviations and symbols should only be used when they are part of the official organisation title.3. Conclude and separate each organisation's name with a new line (without a full stop).
Notes	<ol style="list-style-type: none">1. Each metadata item may be associated with only one steward.2. The steward has responsibility for ensuring that the metadata item is kept up-to-date for all registration authorities to which it has been proposed.3. Leave this field blank until an organisation has agreed and has been approved by a registration authority to provide ongoing maintenance and management of the metadata item.4. State the complete and official organisation title for the steward (including a committee where necessary).5. Abbreviations and symbols should only be used when they are part of the official organisation title.

11.2.10 Origin

Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	
Obligation to complete:	Conditional: Complete for metadata items based on the content outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.2. List the full reference for any in-text references cited in the body of that metadata item.3. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'origin' attribute are not included in the 'references' attribute and vice versa.

11.2.11 Reference documents

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	
Obligation to complete:	Conditional: Complete for metadata items developed in consultation with a significant publication and/or website outside of METEOR.
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none">1. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.2. Conclude and separate each reference with a new line (without a full stop).
Notes	References included in the 'reference' attribute are not included in the 'origin' attribute and vice versa.

11.2.12 Relationship type

An indicator for relationships between metadata items.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> Relationships may be created between any two metadata items. Note that some relationship types can only be created to link items of the same metadata type (e.g., between two data elements). See also relationships may be created to link items of a different metadata type (e.g., a between a property and a value domain). Related metadata relationships should not duplicate information stored or available elsewhere in METEOR. For example, where data element A implements data element concept B, this is already explicit in both the name of the data element and the Data element concept attributes of the data element. A related metadata relationship would thus be superfluous. Similarly, if data element C is normally collected together with data element D, this will be apparent from the fact that both occur in the same DSS. Valid relationships are listed in the table F1. METEOR will automatically create the complementary relationship within the second metadata item (listed in the second column of the table F1). A See also relationship may be used to draw the reader's attention to another element, however should not take the place of another valid relationship type, or duplicate information stored elsewhere. A See also relationship should be applied judiciously, i.e. where it is critical for the reader to know that the other item exists, and not just because there are similarities between the linked elements. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard. <p>To create a relationship:</p> <ul style="list-style-type: none"> select a value from the 'relationship type' drop-down list click the Add button to open the metadata item browser select the metadata item and click the Add button select or enter the item you wish to create a relationship to and click the Add button the relationship will then be listed on the metadata item creation window. <p>The relationship can be deleted by clicking on the Cancel button.</p>
Notes	See Appendix F for more detailed information on relationship types and their associated meanings.

11.2.13 Unresolved issues

Comments which highlight issues for data committees or registrar consideration.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	This field should be used to document issues which are relevant to the quality of the metadata item and its management within METEOR (e.g., any recommended changes awaiting approval from a data committee).
Notes	This attribute can only be created and viewed by registrars.

11.2.14 Submitting organisation contact details

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none">1. Approval from each submitting organisation contact person must be provided before any contact information is stored within METEOR.2. For each submitting organisation contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute can only be created and viewed by registrars.

11.2.15 Steward contact details

The details of at least one contact person for the steward organisation.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none">1. Approval from the steward contact person must be received before any contact information is stored within METEOR.2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.
Notes	This attribute can only be created and viewed by registrars.