

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

**AIHW**

The logo for METEOR (Metadata Online Registry), consisting of the word 'METEOR' in a bold, white, sans-serif font.

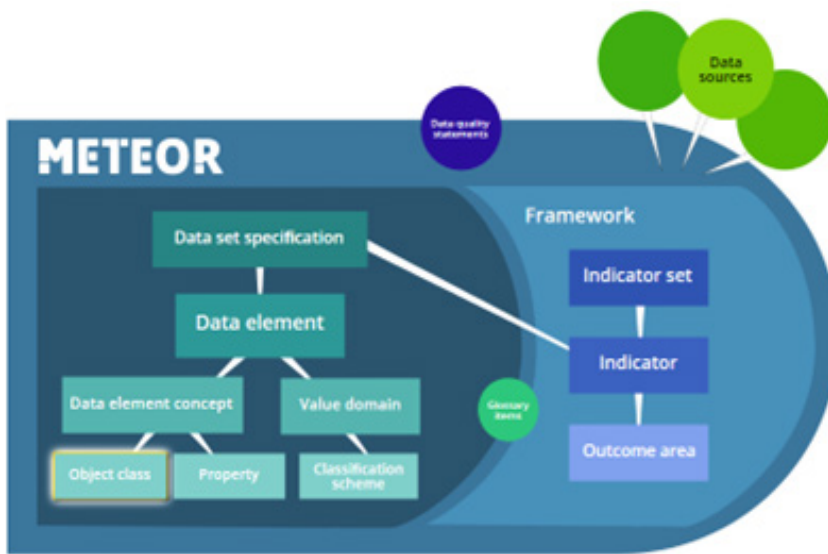
**METEOR**

Metadata Online Registry

[meteor.aihw.gov.au](http://meteor.aihw.gov.au)

### **3. Object class business rules**

## 3 Object class business rules



### 3.1 Introduction

An object class, commonly referred to as an 'OC', forms the core of the metadata used within METEOR. An object class, expressed as a singular noun, represents the 'thing of interest', such as:

- a person/group of people or a service recipient or target group; for example: person, client, admitted patient, household
- a service/care event or episode; for example: community services event, episode of care, date
- a life event; for example: injury event, pregnancy
- an organisation or service provider; for example: hospital, community housing provider
- an asset associated with a service provider/recipient; for example: dwelling, available bed, identifier.

In some cases, the 'thing of interest' may be further specialised or sub-typed, depending on the data being collected and analysed. For example, 'person' could be sub-typed into the object class 'male' or 'female' or 'child' if data was only being collected on one of these sub-types. An object class may be broad (such as 'person') or narrow (such as 'female'). It is important to note, however, that if a concept is broadly applicable to the general population for example, it is better to use a broader object class, such as 'person', rather than a narrower one, such as 'female', even though at the time of initial data collection females may have been the only 'thing' of interest.

In such a collection, for example, it would be inappropriate to collect 'date of birth' data under the object class Female, as date of birth is a characteristic relevant to all persons. It would, however, be appropriate to use the object class Female to collect data related to 'parity' or 'date of first antenatal screening', as these characteristics are not relevant to all persons.

Using the broader 'person' object class in this example means that if, in the future, the data collection can be broadened to include males as well as females, the 'person' object class would not need to be revised.

### 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

## 3.1.1 For developers: Overview of object class attributes

Table 3.1.1.1 below provides an overview of the attributes requiring action by a developer when an object class is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 3.1.1.1: Overview of object class attributes for developer action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the object class.	Mandatory	3.2.1
Synonymous name(s)	One or more synonyms for the object class name within the context of the metadata item.	Optional	3.2.2
Definition	A concise statement that expresses the essential nature of the object class and its differentiation from other metadata items.	Mandatory	3.2.3
Context	A designation and/or description of the application environment or discipline in which the object class definition has meaning.	Optional	3.2.4
Guide for use	Advice or instructions for the interpretation or application of the object class.	Optional	3.2.5
Collection methods	Advice or instructions for the actual capture of data.	Optional	3.2.6
Comments	Any additional information that adds to the understanding of the object class.	Optional	3.2.7
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	3.2.8
Steward	The name of the organisation responsible for ongoing maintenance and management of a metadata item.	*Obligation is completed by Registrar.	3.2.9
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.	3.2.10

Attribute	Definition	Obligation to complete	Section in this Chapter
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.	3.2.11
Relationship type	An indicator of relationships between metadata items.	Optional	3.2.12
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	* Obligation is completed by registrar.	3.2.13
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	* Obligation is completed by registrar.	3.2.14
Steward contact details	The details of at least one contact person for the steward organisation.	* Obligation is completed by registrar.	3.2.15

### 3.1.2 For registrars: Overview of object class attributes

Table 3.1.2.1 below provides an overview of the attributes requiring action by a registrar when an object class is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 3.1.2.1: Overview of object class 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.	3.2.9
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Optional: This can only be created and viewed by registrars and have been designed to assist communication between registrars.	3.2.13
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	3.2.14
Steward contact details	The details of at least one contact person for the steward organisation.	Optional	3.2.15

## 3.2 Attributes requiring developer or registrar action

Attributes in the object class template requiring action by a developer or registrar are described below.

### 3.2.1 Name

A single or multi-word designation assigned to the object class.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. The term 'event' should only be used in the name for an event-based object class in order to make it clear the item refers to an event, rather than a physical entity. For example, the name 'Injury event' signifies that the object class refers to the event in which an injury occurred, not the injury itself.</li> <li>2. The broader term 'person' should be used in the name for a person/group of people/service recipient/target group object class (e.g., 'Person with diabetes').</li> <li>3. The following common rules for metadata also apply: The name must: <ul style="list-style-type: none"> <li>• be unique</li> <li>• reflect the concept being defined</li> <li>• be stated in the singular</li> <li>• avoid the use of words that imply a preselected single instance</li> <li>• be concise as possible</li> <li>• The name must begin with a capital letter. The use of capital letters is only permitted at the beginning of the name, for proper nouns, or when necessary for an acceptable abbreviation (see rule 4. below).</li> </ul> </li> <li>4. The name should avoid abbreviations (including acronyms and initialisms), unless they 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.</li> <li>5. Slashes (/) are permitted. Do not leave any spaces before or after the slash.</li> <li>6. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen. The following are not permitted: <ul style="list-style-type: none"> <li>• semi-colons</li> <li>• colons</li> <li>• commas (exception is if required to separate two or more terms in a name (e.g., 'ear, nose and throat'))</li> <li>• full stops</li> <li>• parentheses or square brackets</li> <li>• quotation marks</li> </ul> </li> </ol>

### 3.2.2 Synonymous name(s)

One or more synonyms for the object class 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"> <li>1. List any synonyms for the metadata item name which may be used to identify the item.</li> <li>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 any acronyms/abbreviations used in synonymous name(s).</li> <li>3. Separate each synonymous name with a semi-colon and space. For example, synonymous names for a property may include: Clinical intervention; Operation; Surgery</li> <li>4. End the list of synonymous names without a full stop.</li> </ol>

### 3.2.3 Definition

A concise statement that expresses the essential nature of the object class and its differentiation from other metadata items.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"> <li>1. The definition should be expressed: <ul style="list-style-type: none"> <li>precisely and unambiguously so that the exact meaning of the metadata item is apparent from the definition</li> <li>• concisely without embedding the definitions of related concepts or supportive information, such as rationale, functional usage, domain or procedural information</li> <li>• through terms and a structure that is consistent with related definitions.</li> </ul> </li> <li>2. Do not repeat the name of the metadata item at the start of the definition.</li> <li>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.</li> <li>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.</li> <li>5. If there is a need to define a term within the definition, a glossary item may be used.</li> <li>6. 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.</li> </ol>
Notes	See chapter 11 'Glossary item business rules' if a new glossary item needs to be created.

### 3.2.4 Context

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

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. State or describe the application environment or discipline in which the object class has meaning, (e.g., Palliative care).</li><li>2. Do not include the justification or reasoning for the object class.</li></ol>
Notes	<ol style="list-style-type: none"><li>1. The context defines the setting within which the subject data has meaning.</li><li>2. 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.</li><li>3. See also section 2.6.3</li></ol>

### 3.2.5 Guide for use

Advice or instructions for the interpretation or application of the object class.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe how the metadata item is intended to be interpreted or applied.
Notes	Guide for use information is generally more applicable at the data element level where it provides information about how to use a data standard.

### 3.2.6 Collection methods

Advice or instructions for the actual capture of data.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Outline any collection guidelines for the metadata item (e.g., recommended data collection instruments).
Notes	Collection methods information is generally more applicable at the data element level where it provides information about how data are to be captured.

### 3.2.7 Comments

Any additional information that adds to the understanding of the object class.	
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.

### 3.2.8 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"> <li>1. For each organisation responsible for the submission of the metadata item, state the full official organisation title at the time of submission.</li> <li>2. Abbreviations and symbols should only be used when they are part of the official organisation title.</li> <li>3. Conclude and separate each organisation's name with a new line (without a full stop).</li> </ol>
Notes	<ol style="list-style-type: none"> <li>1. Click on down arrow to show drop-down list of departments and organisations.</li> <li>2. Click on chosen organisation.</li> <li>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.</li> <li>4. In the case of a metadata with missing submitting organisation, go back to the item, choose 'edit item' to add the submitting organisation, in order to update registration status.</li> </ol>

### 3.2.9 Steward

The name of the organisation responsible for ongoing maintenance and management of a metadata item.

Obligation to complete:	Optional: Complete if a steward has been endorsed and has agreed to perform steward role.
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none"> <li>1. Each metadata item may be associated with only one steward.</li> <li>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.</li> <li>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.</li> <li>4. State the complete and official organisation title for the steward (including a committee where necessary).</li> <li>5. Abbreviations and symbols should only be used when they are part of the official organisation title.</li> </ol>

### 3.2.10 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"> <li>1. Origin references should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li> <li>2. List the full reference for any in-text references cited in the body of that metadata item.</li> <li>3. Conclude and separate each reference with a new line (without a full stop).</li> </ol>
Notes	References included in the 'origin' attribute are not included in the 'references' attribute and vice versa.

### 3.2.11 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"><li>1. References should comply with the referencing guidelines in Appendix C 'Referencing guidelines'.</li><li>2. Conclude and separate each reference with a new line (without a full stop).</li></ol>
Notes	References included in the 'reference' attribute are not included in the 'origin' attribute and vice versa.

### 3.2.12 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"> <li>1. 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).</li> <li>2. 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).</li> <li>3. 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.</li> <li>4. When creating a Superseded relationship, the registration status of the superseded item must be changed to Superseded once the new item becomes Standard.</li> </ol> <p>To create a relationship:</p> <ul style="list-style-type: none"> <li>• select a value from the ‘relationship type’ drop-down list</li> <li>• click the Add button to open the metadata item browser</li> <li>• select the metadata item and click the Add button</li> <li>• select or enter the item you wish to create a relationship to and click the Add button</li> <li>• the relationship will then be listed on the metadata item creation window.</li> </ul> <p>The relationship can be deleted by clicking on the Cancel button.</p>
Notes	References included in the ‘reference’ attribute are not included in the ‘origin’ attribute and vice versa.

### 3.2.13 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.

### 3.2.14 Submitting organisation contact details

The details of at least one contact person for each listed submitting organisation.

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

### 3.2.15 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"><li>1. Approval from the steward contact person must be received before any contact information is stored within METEOR.</li><li>2. For each steward contact, list their name, position title, organisational unit, telephone number and email address.</li></ol>
Notes	This attribute can only be created and viewed by registrars.