

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.

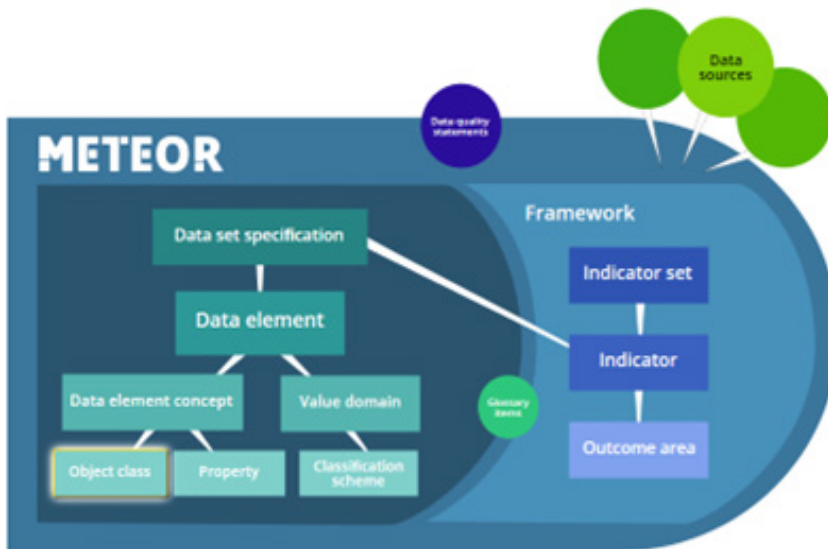
**METEOR**

Metadata Online Registry

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

## 10. Classification scheme business rules

# 10 Classification scheme business rules



## 10.1 Introduction

A 'classification scheme' represents an official terminological system for classifying data that is recognised and endorsed by a national or international body.

A classification scheme contains descriptive information to arrange concepts into groups based on criteria such as the characteristics which they have in common. Types of classification schemes include controlled vocabularies, uncontrolled vocabularies, taxonomies, thesaurii, and ontologies. An example of a classification scheme is the International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification, Twelfth edition.

In METEOR, a classification scheme may be implemented by one or more value domains. The classification scheme acts as a type of reference, pointing to where the user may find the list of permissible values for the value domain, without the need to enumerate them explicitly in the value domain.

### **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

### 10.1.1 For developers: Overview of classification scheme attributes

Table 10.1.1 below provides an overview of the attributes requiring action by a developer when a classification scheme is created in METEOR. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 10.1.1.1: Overview of classification scheme attributes for developer action**

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the classification scheme.	Mandatory	10.2.1
Synonymous name(s)	One or more synonyms for the classification scheme name within the context of the metadata item.	Optional	10.2.2
Definition	A concise statement that expresses the essential nature of the classification scheme and its differentiation from other metadata items.	Mandatory	10.2.3
Context	A designation and/or description of the application environment or discipline in which the classification scheme definition has meaning.	Optional	10.2.4
Classification structure	The underlying structure of a classification scheme such as the number and type of scales or axes within the classification.	Optional	10.2.5
Guide for use	Advice or instructions for the interpretation or application of the classification scheme.	Optional	10.2.6
Collection methods	Advice or instructions for the actual capture of data.	Optional	10.2.7
Comments	Any additional information that adds to the understanding of the classification scheme.	Optional	10.2.8
Submitting organisation	One or more organisations responsible for the submission of the metadata item for endorsement as a standard.	Mandatory	10.2.9
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.	10.2.10
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.	10.2.11
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.	10.2.12		

Attribute	Definition	Obligation to complete	Section in this Chapter
Revision status	The status of the classification scheme in terms of formal revisions.	Optional	10.2.13
Relationship type	An indicator for relationships between metadata items	Mandatory	10.2.14
Unresolved issues			
	Comments which highlight issues for data committee or registrar consideration.	Completed by registrar	10.2.15
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Completed by registrar	10.2.16
Steward contact details	The details of at least one contact person for the Steward organisation.	Completed by registrar	10.2.17

## 10.1.2 For registrars: Overview of classification scheme attributes

Table 10.1.2.1 below provides an overview of the attributes requiring action by a registrar when a classification scheme is submitted for review. The business rules relating to these attributes are provided in the relevant sections in this chapter.

**Table 10.1.2.1: Overview of classification scheme 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.	10.2.10
Unresolved issues	Comments which highlight issues for data committee or registrar consideration.	Optional	10.2.15
Submitting organisation contact details	The details of at least one contact person for each listed submitting organisation	Optional	10.2.16
Steward contact details	The details of at least one contact person for the Steward organisation.	Optional	10.2.17

## 10.2 Attributes requiring developer or registrar action

Attributes in the classification scheme template requiring action by a developer or registrar are described below.

### 10.2.1 Name

A single or multi-word designation assigned to the classification scheme.	
Obligation to complete:	Mandatory
Completed by:	Developer
Visibility:	All users
Rules:	<ol style="list-style-type: none"><li>1. State the full and formal name of the classification scheme, without beginning the name with the word 'The'. For example, 'Australian Refined Diagnosis Related Groups version 6'.</li><li>2. If the classification scheme has an edition or version number, insert the edition or version number and the suffix edition or version. For example, 'International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification, Twelfth edition.'</li><li>3. If the classification scheme is not associated with an edition or version number, insert the year of publication after the name. For example, 'Australian Standard Classification of Languages 2016'.</li><li>4. Slashes (/) are permitted. Do not leave any spaces before or after the slash.</li><li>5. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen.</li><li>6. Do not include any of the following in the classification scheme name unless they are part of the official classification scheme title:<ul style="list-style-type: none"><li>• colons</li><li>• quotation marks</li></ul></li></ol>
Notes	Specifying the revision, edition or year of the classification, or year of publication, is important as it enables consistent and comparable data collection that would otherwise be left to assumptions being made about which version of the classification was or is used.

## 10.2.2 Synonymous name(s)

One or more synonyms for the classification scheme 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. State the abbreviated title of the classification scheme, including the version/edition number (if any). For example, the synonymous name for the 'International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification Twelfth Edition' is 'ICD-10-AM Twelfth Edition.'</li> <li>2. If the classification scheme has an edition or version number, abbreviate the term 'edition' with 'edn' (e.g., 'UICC TNM Classification of Malignant Tumours 8th edn'), and 'version' with 'v' (e.g., Tier 2 Non-Admitted Services Classification v7.0).</li> <li>3. The latest edition of ICD-10-AM is spelled out, and not abbreviated (e.g., 'ICD-10-AM Twelfth Edition.')</li> <li>4. If there is no version/edition number associated with the classification scheme, insert the year of publication after the name of the classification scheme. For example, the synonymous name for the 'Australian Standard Classification of Languages 2016' is 'ASCL 2016'.</li> <li>5. If more than one synonymous name is included, separate each synonymous name with a semi-colon and space.</li> <li>6. Do not include a full stop at the end of the synonymous names.</li> </ol>

## 10.2.3 Definition

A concise statement that expresses the essential nature of the classification scheme 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. Express the classification scheme definition using the following format: The (insert the formal name of the organisation) classification for the (insert the topic of the classification scheme). For example, 'The National Centre for Classification in Health classification of diseases and related health problems'.</li> </ol> <p>The following common rules for metadata also apply:</p> <ol style="list-style-type: none"> <li>2. 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>3. Do not repeat the name of the metadata item at the start of the definition.</li> <li>4. 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>5. 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>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>

## 10.2.4 Context

A concise statement that expresses the essential nature of the classification scheme 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>Express the classification scheme definition using the following format: The (insert the formal name of the organisation) classification for the (insert the topic of the classification scheme). For example, 'The National Centre for Classification in Health classification of diseases and related health problems'.</li> </ol> <p>The following common rules for metadata also apply:</p> <ol style="list-style-type: none"> <li>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>Do not repeat the name of the metadata item at the start of the definition.</li> <li>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>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>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>

## 10.2.5 Classification structure

The underlying structure of a classification scheme such as the number and type of scales or axes within the classification.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe the structure of the classification scheme with particular reference to levels of hierarchy, domains, axes or scales corresponding to particular topics or subject areas.

## 10.2.6 Guide for use

Advice or instructions for the interpretation or application of the classification scheme.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe any restrictions as to how the classification scheme is to be applied that are applicable to the collection of all data elements using the classification scheme.

## 10.2.7 Collection methods

Advice or instructions for the actual capture of data.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	1. Outline any guidelines applicable to the collection of all data elements that may implement that classification scheme through the relevant value domain(s). For example, suggested or mandatory indicators, data collection formats, minimum data collection requirements, requirements for supportive material, and or how missing or not stated data is to be treated.

## 10.2.8 Comments

Any additional information that adds to the understanding of the classification scheme.	
Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe any additional information which facilitates understanding of the classification scheme. For example, whether the classification scheme is likely to be reviewed in the near future, considerations for further development, potential terminology issues, and justification for the inclusion or exclusion of content.

## 10.2.9 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 and choose 'edit item' to add the submitting organisation, in order to update registration status.</li></ol>

## 10.2.10 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>

## 10.2.11 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 all 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.

## 10.2.12 Reference documents

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 all 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.

## 10.2.13 Revision status

Significant publication(s) and/or website(s) used in the aid of the development of the metadata item.

Obligation to complete:	Optional
Completed by:	Developer
Visibility:	All users
Rules:	Describe the edition or version of the classification referenced (e.g., 'The first edition of the ASCL was published in 1997. The ASCL was revised in 2005, 2011 and 2016').

## 10.2.14 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	See Appendix F for more detailed information on valid relationship types and their associated meanings.

## 10.2.15 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.

## 10.2.16 Submitting organisation contact details

Any publication(s), website(s), organisation(s) and/or committee(s) from which any content of the metadata item originates.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	Registrar
Rules:	<ol style="list-style-type: none"><li>1. Approval from each submitting organisation contact person must be provided before any contact information is stored within METEOR.</li><li>2. For each submitting organisation 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.

## 10.2.17 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.