

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, consisting of the word 'METEOR' in a bold, white, sans-serif font.

Metadata Online Registry

meteor.aihw.gov.au

6. Property group business rules

Property group business rules

6.1 Introduction

When a property reaches a registration status of *Candidate*, it should be assigned to a property group. Property groups gather together all properties which describe similar characteristics. This helps the task of navigating the large number of properties in METEOR easier. For example, the property group, Physical characteristics includes properties such as Blood pressure, Height, Influenza immunisation indicator, Tattoo indicator and Weight.

Table 6.1.1.1: Overview of property group attributes for registrar action

Attribute	Definition	Obligation to complete	Section in this Chapter
Name	A single or multi-word designation assigned to the property group.	Mandatory	6.2.1
Description	A concise statement that expresses the essential nature of the property group and its differentiation from other property groups.	Mandatory	6.2.2

6.2 Attributes requiring registrar action

Attributes in the property group template requiring action by a registrar are described below.

6.2.1 Name

A single or multi-word designation assigned to the property group.	
Obligation to complete:	Optional
Completed by:	Registrar
Visibility:	All users
Rules:	<ol style="list-style-type: none"> 1. The name of the property group should not be embedded within the property group name. 2. For circumstances where the property group name is required to reflect the categorical nature of the characteristics or object in question, the name should include the term: <ul style="list-style-type: none"> • 'mode' or 'method' if the property represents a method by which a process is undertaken (e.g., admission mode or birth method) • 'status' if the property represents the current state of the characteristic or object in question (e.g., identifier status) • 'type' or 'category' if the property represents general characteristics of an object (e.g., labour onset type or practice modification category). 3. A representation class name (e.g., Time) is not a valid property name. For example, 'Admission time' is acceptable over the more generic property 'Time' because of the need to define which 'time' is being described. The following common rules for metadata also apply: 4. The name must: <ul style="list-style-type: none"> • be unique • reflect the concept being defined • be stated in the singular • avoid the use of words that imply a preselected single instance • be concise as possible. 5. 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 6. below). 6. 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. 7. Slashes (/) are permitted. Do not leave any spaces before or after the slash. 8. Hyphens are permitted only when used in a compound word (e.g., 'non-admitted'). Do not leave any spaces before or after the hyphen. 9. 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

6.2.2 Description

A concise statement that expresses the essential nature of the property group and its differentiation from other property groups.

Obligation to complete:	Mandatory
Completed by:	Registrar
Visibility:	All users
Rules:	<ol style="list-style-type: none"> 1. Describe the property group's characteristics. For example, 'Physical characteristics: This property group relates to the physical dimensions or age of an entity (i.e. age, body height, hip circumference)' The following common rules for metadata also apply. The definition should be concise and expressed: <ul style="list-style-type: none"> • precisely and unambiguously so that the exact meaning of the metadata item is apparent from the definition • without embedding the definitions of related concepts or 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. If there is a need to define a term within the definition, a glossary item may be used. 6. The description 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.