

ASSOCIATION OF PUBLIC HEALTH EPIDEMIOLOGISTS IN ONTARIO

CORE INDICATORS PROJECT POLICY AND PROCEDURE MANUAL

Section: ALL SUBGROUPS

Page No: 1 of 5

Subject: Core Indicators review process

Authority:

Core Indicators Work Group

Date Revised: February, 2012

Date Issued: February, 2012

POLICY

To optimize the quality of core indicators, the Association of Public Health Epidemiologists in Ontario (APHEO) will seek the expertise of a variety of contributors during the process of Core Indicator development and revision.

All proposed revisions to Core Indicators or suggestions for new Core Indicator development shall be brought to the attention of the Core Indicators Work Group (CIWG). The Core Indicator Working Group will determine if a revision is minor or major.

- A. A Core Indicator that has undergone minor revision does not require a formal review process. Minor revisions may include addition of new outcomes from the Ontario Public Health Standards; adding references to support 'indicator comments'; amending spelling/grammar; or wording modifications.
- B. A newly developed Core Indicator or a Core Indicator that has undergone major revision shall go through a formal review process. Major revisions may include changes to the Core Indicator definition; removal or addition of specific indicators; changes to method of calculation; removal or addition of new data sources; or changes to categories that may affect results.

PROCEDURE

Proposing Core Indicator Revisions or Development of New Core Indicators

Proposals for Core Indicator revision/development may arise through APHEO Core Indicators Project strategic planning, or may be brought forward by CIWG members or other stakeholders (e.g. through APHEOlist posting or contacting the CIWG chair directly). The CIWG will classify the revision as minor or major according to the criteria stated in the policy outlined above.

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A. Minor Revisions

1. If deemed minor, the CIWG may approve the proposed change to the indicator. Otherwise, the indicator shall undergo formal review.
2. Minor changes to the indicator may be documented in the "Changes Made" table at the discretion of the CIWG.

B. Formal Review Process (For a new Core Indicator or an existing Core Indicator that has undergone major revision)

1. Once the Core Indicators Work Group (CIWG) decides to revise a pre-existing Core Indicator or create a new Core Indicator, a subgroup shall be assembled (see 'Related Policies and Procedures' below). The subgroup lead or designate shall indicate that the pre-existing Core Indicator is "Under Revision" or that a new indicator is "Under Development" on the APHEO Core Indicators main page and at the top of the indicator page.
2. A Core Indicator that has been revised or a newly developed Core Indicator shall be approved at the Core Indicators subgroup level, consulting content experts and the CIWG throughout the process as necessary.
3. The subgroup lead or designate shall post the draft of a newly developed Core Indicator on the APHEO website or update the Core Indicator webpage to reflect revisions made to an existing Core Indicator and ensure that they are still marked as "Under Revision" or "Under Development". The subgroup lead or designate shall also record the "last date revised" on the Core Indicators main page for both new and updated Core Indicators.
4. The subgroup lead or designate shall coordinate the review process. Reviewers shall be solicited:
 - a. from the CIWG (at least two members); and

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b. through 'requests for reviewers' on APHEOlist.

If additional expertise is required, the subgroup lead or designate may also contact external associations to request 'calls for reviewers' on listservs or contact referred experts in the field. External reviewers include content experts, Medical Officers of Health, public health epidemiologists and members from related fields, among others.

5. The subgroup lead or designate shall liaise with reviewers to assist with questions/concerns and to compile feedback for the subgroup. If opinions of the content experts diverge, the subgroup lead or designate may facilitate a consensus meeting with the involved parties.
6. The indicator shall be revised and approved at the subgroup level based on reviewer feedback.
7. The subgroup lead or designate shall seek permission from each contributor to the Core Indicator development or revision process, (i.e. primary authors and reviewers), to include their names in the "acknowledgements" section of the Core Indicator reviewed.
8. The subgroup lead or designate shall update:
 - i. The Core Indicator webpage by removing the status of "Under Revision" or "Under Development".
 - ii. The Core Indicators main page by removing the status of "Under Revision" or "Under Development", (new indicators may be listed as "New"), and updating the "last date revised".
9. The subgroup lead or designate shall provide regular updates at CIWG meetings as to the progress of the indicator development and revision, and notify the CIWG of completion of the indicator.
10. The subgroup lead or designate shall notify APHEO members of completion of the indicator via APHEOlist.

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Sample listserv posting:

Dear colleagues,

The Association of Public Health Epidemiologists in Ontario is currently seeking reviewers for the recently revised insert indicator category (or subgroup) section of the "Core Indicators for Public Health in Ontario."

The Core Indicators for Public Health in Ontario were drafted by public health epidemiologists in Ontario and many partners to collate extensive information for over 120 public health indicators, housed on the website of the Association of Public Health Epidemiologists in Ontario (APHEO) (see www.apheo.ca). The result is a resource that enhances accurate and standardized reporting of data and information across public health units. The indicators were based on objectives from Ontario Public Health Standards.

As a result of work done by the insert name of indicator section or subgroup, revisions to the following indicators, resources and data sources are now complete: insert list. We are looking for individuals to review either some or all of this work. The revised indicators have been posted to the APHEO website. [Insert links as appropriate].

A summary of the major changes made is included at the bottom of each indicator. If you can assist in the review process please email at insert email or I can be reached via phone at insert telephone number.

If you know of any other experts in the field that might be interested, please let me know. We are particularly interested in finding MOH/AMOHs, content-experts, public health epidemiologists and anyone else with an interest or expertise in this area.

We would like to receive all feedback within 6-8 weeks but can provide extended timelines if needed.

Kind regards,

Insert name and contact information

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Information on how to provide feedback (This information can be included in e-mails and on postings for listservs):

You can provide your feedback in one of three ways;

- by jotting down some comments and responding by e-mail
- by printing the indicators and providing written comments directly on the pages and mailing them to me

- saving the html files (on the Core Indicators index page, <http://www.apheo.ca/index.php?pid=55>, right click on the link to the indicator and choose "save target as"; it will default to the name index.htm; you can change the name of the file to a new name), open the files in MS Word and insert comments or edits directly within the document (you can use track changes or simply add comments in another colour)

Note: Subgroups may develop specific questions on specific aspects of the indicator which they'd like feedback on to send alongside this point on how to provide feedback.

Related Policies

APHEO Policy and Procedure: [Membership](#) (Work Groups)

APHEO Policy and Procedure: [Recruitment, Roles and Responsibilities of Working Group Members](#)