

# Checklist for Implementation of WHO-FIC Members at Country Level

## 1 Reasoning for implementation of classification(s)

If implementation of one or more of the WHO-FIC members is planned, it is recommended to identify why one wants to implement them and expected goals of implementation. Reasons can be need for:

- information to monitor population health
- improvement of quality of health (or social) information
- health policy development and evaluation
- design, monitoring and evaluation of health care system
- monitoring and evaluation of the public health system (e.g., disease prevention, health promotion)
- implementation of civil registration system for deaths
- standardization of language and coding (of diagnosis, functioning and disability, health interventions)
- improvement of communication, exchange and comparability of data

Expected goals follow from the identified reasons. Specifying the goals may help develop the implementation strategy.

## 2 Strategy

Two complementary strategies should be used: bottom-up (coming from the need in daily practice) and top-down (coming from a policy or management point of view).

For both strategies it is important to:

- make your centre visible,
- build partnerships
- build or make sure there is consensus of parties/people involved
- develop an organization structure (e.g., steering, operational, advisory roles)
- include implementation within a global process (take into account consequences of implementation of a classification on practice, multidisciplinary teams, etc.)

## 3 Necessary steps

- identify information needs
- assess status of record systems (civil registration, hospital or clinic records)
- create awareness (of need for a classification and which classification) in several

parts of society: political , scientific, professional, statistics, ministry, government, “users” groups (include health information management professionals, hospital associations)

- make clear why implementation of a classification is necessary or useful and for which purposes results can be used
- raise commitment : political , scientific, professional, statistics, ministry, government, “users” groups
- if possible, advocate for a comprehensive approach in which classifications are used together in a complementary manner
- however, it may be necessary to prioritize the area (mortality, morbidity, functioning and disability)
- if so, which classification is needed and why, for which kind of data collection
- create/organize training.

#### **4 Necessary materials**

- all WHO materials related to WHO-FIC
- classifications in English and your own language
- if the classification you need does not exist in your language: consider whether you need the translation for implementation and if yes, start translation as soon as possible (contact WHO for translation rights and protocols)
- educational materials (such as WHO web based training tools for ICD and ICF)
- recommendations /resolutions relating to WHO-FIC members such as UN Convention on the rights of disabled people, WHO Nomenclature regulations, European recommendations , Eurostat requirements/rules, WHA resolution 54 on the ICF, national regulation such as national health and disability related legislation with reference to ICD and ICF
- websites (WHO, Collaborating Centres, WHO-FIC Committees and regional networks, UN, ISO)
- WHO implementation databases (ICD and ICF)
- bibliography (methodology, research, experiences)
- examples of successful implementation and uses
- pay attention to access to information (e.g. alternatives in case access to Internet is absent)
- WHO-FIC Collaborating Centre briefing kit (maintained by Education and Implementation Committee)

#### **5 Potential groups/persons to be involved**

- government, ministry of health, ministry of social affairs
- support of key persons is recommended and a decision at governmental level
- NGO's, client/patient organizations, people with disabilities (PWD) representatives
- support of WHO (region or headquarters)
- national financing system (social security system, insurance companies)
- statisticians, national statistical bureau

- health information management professionals
- hospital associations
- universities, research
- professional organizations, health services
- see whether support from other parties is needed / helpful such as: World Bank, CEN, ISO, UN, Eurostat, Health Metrics Network.

## 6 Education

- availability of the selected classification in your own language or the language used in the relevant context is the first priority for implementation
- the second priority is creation of awareness and training on a base of train-the-trainers (use international experience and materials in order to develop your own training)
- promote inclusion of WHO-FIC members in regular curricula for clinicians, statisticians, researchers (basic and life-long training)
- best practices for training, as identified by WHO-FIC Network Education and Implementation Committee

## 7 Organizational issues

- create an organizational structure
- be in contact with interested partners, at the necessary level, to attune the implementation process
- network and create partnerships between collaborating centre(CC)/national responsible authorities and experts who can share experience, conduct studies, and discuss implementation strategies.

## 8 Resources

- necessary resources are: money and people (experts)
- make use of special rates for WHO classifications for developing countries
- try to find financial support for travelling from WHO, CC's, regional offices, ministry of health and other relevant governmental bodies
- create a first small group of experts and possible translators/trainers, continue through the way of train-the-trainers
- look for experts in your region or language area to present papers
- the steps in translation of a classification required by WHO should be taken into account
- translation back to English
- time limit for translation is one year from receiving the agreement for translation from WHO.

This document has been produced by the *WHO Family of International Classifications Network* [<http://www.who.int/classifications/en/>].