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## National Work Injury Statistics (NWISP) Committee - AWCBC Work Plan

<b>Executive Sponsor:</b> Guy Kerr	<b>Committee Chair(s):</b> Mary Ottorino; Pieter Lambooy	<b>Date Updated:</b> May 2015
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<b>Mandate</b>	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
<p>In collaboration with Boards and Commissions, the National Work Injury Statistics Program collects, collates, analyses and disseminates nationally comparable statistical data on work injuries and diseases. The program promotes and communicates relevant statistical data analysis and information, and it provides insight and expert knowledge of the data.</p>	

<b>Goals</b>	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
<ol style="list-style-type: none"> <li>1. To <i>collect and maintain</i> national work injury data from Boards and Commissions, using a standardized approach.</li> <li>2. To assist Boards and Commissions to code work injury data <i>consistently</i> and accurately</li> <li>3. To <i>continuously improve</i> consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups.</li> <li>4. To <i>promote and communicate</i> NWISP data and services to Boards, and Commissions</li> <li>5. Provide <i>insight and expert data knowledge</i> to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries.</li> <li>6. To <i>develop and maintain</i> a long term Strategic Plan to shape the NWISP Committee's future state.</li> </ol>	

Objectives	<i>Set objectives that define the results/outcomes expected. Objectives must be: focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
1.1. Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols	
1.2. Track and record changes affecting data interpretation over time	
1.3. Resolve issues of data error	
2.1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data	
2.2. Establish and maintain processes and tools to resolve coding issues	
3.1. Review and revise protocols and coding standards.	
3.2. Identify and coordinate knowledge and training requirements of Boards and Commissions.	
4.1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions.	
4.2. Promote NWISP at all levels of Boards and Commissions	
5.1. Establish and maintain a national network of subject matter experts related to NWISP data	
6.1. Develop a process to maintain and continually evolve the plan.	

Activities	Target Date(s)	Resources	Status	Budget
<b>Goal #1-</b> To collect and maintain national work injury data from Boards and Commissions, using a standardized approach				
<b>Objectives:</b>				
1.Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols				
2.Track and record changes affecting data interpretation over time				
3.Resolve issues of data error				
1.0 Extract data following established protocols. The data must be extracted from the jurisdiction database and formatted for submission.	July 31/15	Board reps		
1.1 Complete checklist by deadline. The checklist supports the data submission by showing the number of records and coding standards used at the jurisdictions.	July 31/15	Board reps	AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions to reflect 2014 data year.	
1.1.1 Achieve 100% submission compliance by July 31, 2014.	July 31/15	Board reps		
1.2 Provide conversion tables of industry and occupation classification units to recent industry and occupation standards ( i.e. NAICS, NOC).	As required	Board reps		

Activities	Target Date(s)	Resources	Status	Budget
2.1 Ensure changes at the jurisdiction that could affect interpretation of the data are identified on the checklist.	July 31/15	Board reps		
3.2 Validate data for submission, once complete, approve for publication.	July 31/15	Board reps		
<b>Goal #2</b> - To assist boards and commissions to code work injury data <i>consistently and accurately</i>				
<b>Objectives:</b> <ol style="list-style-type: none"> <li>1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data</li> <li>2. Establish and maintain processes and tools to resolve coding issues</li> <li>3. Review issue database for the validity of the previous resolutions</li> </ol>				
1.1 Ensure relevance of NWISP web information.	Ongoing	Chair & Board reps		
1.2 Develop “on-boarding” orientation material for new committee members (Include recent activities & roles and responsibilities for reps).	Feb 28/16	Ray/Pieter		
1.2.1 Update Data Committee mandate on 5-year plan.	May 30/ 16	Peter , Mary, Ray		
1.3 Case examples submitted for coding exercise – outline answers and reasons (10 cases per jurisdiction are to be submitted. Cases should be representative of normal everyday coding).	Sept 30/15	CTC		
1.4 Distribute coding exercise to jurisdictions.	Nov 30/15	Diane		
1.5 Coding exercise completion.	Mar 15/16	Board reps		
1.6 Evaluation report distributed.	May 1/15	Diane		
2.0 Review previous resolutions for the purpose of determining the validity of the data.		Diane	<ul style="list-style-type: none"> <li>- Completion of 530 issues 1996-2010</li> <li>- The CTC reviewed 38 issues</li> <li>- Ontario reviewed 27 issues that were specific to Ontario</li> </ul>	
2.1 Create an archiving process for existing coding issues.	Sep 30/15	Ray/ Diane		

Activities	Target Date(s)	Resources	Status	Budget
2.2 Review guidelines and description for Event codes in the coding manual to clarify how to apply the codes.	Nov 30/15	CTC, Mary	The CTC has reviewed Fire and Explosions and Twisting and recommended additions to the Coding Manual (for both, these were includes/ excludes lists).	
3.0 Collaborate with IJA Committee to resolve discrepancies in the fatality definition.	Sept. 30/15	Pieter		
<b>Goal #3 - To continuously improve consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups</b>				
<b>Objectives:</b>				
<ol style="list-style-type: none"> <li>1. Review and revise protocols and coding standards.</li> <li>2. Identify and coordinate knowledge and training requirements of Boards and Commissions.</li> </ol>				
1.1 Review the work plan at the NWISP meeting.	Ongoing	Board reps		
1.2 Update lookup table and update the alpha index for the Coding Manual (Key words)	Ongoing	Committee		
<b>Goal #4 - To promote and communicate NWISP data and capabilities to Boards, Commissions</b>				
<b>Objectives:</b>				
<ol style="list-style-type: none"> <li>1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions.</li> <li>2. Promote NWISP at all levels of Boards and Commissions</li> </ol>				
1.1 Participate in annual meetings with representation from all jurisdictions.	Ongoing	Board reps		
2.1 Provide information on NWISP to members.	As required	AWCBC	All Committee documentation provided on member section of the website.  Statistic releases announced in AWCBC e-news.	
2.2 Provide AOC training to the NWISP Committee.	Ongoing	AWCBC	ON, AB, MB, YK, NS, NT	

Activities	Target Date(s)	Resources	Status	Budget
<b>Goal #5</b> - Provide <i>insight and expert data knowledge</i> to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries				
<b>Objectives:</b> 1. Establish and maintain a national network of subject matter experts related to NWISP data				
1.1 Review, update and publish contact list as required.	Ongoing	Committee & AWCBC		
<b>Goal #6</b> - <i>Maintain</i> a long term Strategic Plan to shape the NWISP Committee's future state.				
<b>Objectives</b> 1. Maintain and continually evolve a five-year plan.				
1.1 Review five-year plan annually to support Committee work.	May /16	Pieter, Mary		
1.2 Develop terms of reference for Data/IT Committee	Dec 31/15	Pieter/Norm		