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/].