

Single Integrated Metadata Structure (SIMS)

Country: Greece

Compiling agency: ELSTAT

Domain name: Health Centres Census

ELSTAT metadata

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1. Contact Top	
1.1 Contact organisation	Hellenic Statistical Authority (ELSTAT)
1.2 Contact organisation unit	Division of Social Statistics, Department of Health Statistics and Social Security and Protection, code 010104Γ6
1.3 Contact name	George Dimitroulas, Employee of the Department
1.4 Contact person function	Transmission, collection, codification – data processing and corrections, compilation of tables and checking of tables. Within the framework of this specific census, the corresponding Health Centres Register is also checked and updated (closing of current units and opening of new ones).

1.5 Contact mail address	46, Peireos & Eponiton str., 185 10 Piraeus
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2. Introduction Top	
2.1 <u>Introduction</u>	The survey is a census survey and it is conducted on a yearly basis, covering all the Health Centres of Greece, except for the Mental Health Centres. The data derive from the local health units (Health Centres) and pertain to the personnel (medical, paramedical, nursing, social care, administrative, technical, auxiliary personnel), number of beds, type and number of medical equipment.

3. Metadata update Top	
3.1 Metadata last certified	June 2016
3.2 Metadata last posted	June 2016
3.3 Metadata last update	June 2016

4. Statistical presentation Top	
4.1 Data description	
The survey is a census survey conducted on an annual basis and covers all Health Centres of Greece, except Mental Health Centres, that were operating on 31 December of the reference year. The data derive from the local health units by filling in the relevant questionnaire and pertain to their characteristics (staff, medical and non medical, equipment and beds in the specific health centre). The data are based on the Register of Health Centres, where each health unit has a unique identification number, on the basis of the geographical code, address etc. The Register is updated according to any possible changes (new health centres, or closing of others).	
4.2 Classification system	
There is no International Classification system that is followed. The questionnaire that has been compiled contains specific codes attributed by ELSTAT to the Health Centres, to medical specialties, to specialties of non-medical staff by educational level and to medical equipment, so as the questionnaire can be processed electronically. The results of the census (number of Health Centres and number of beds) refer to Greece total, yet data are also broken down by Geographical Department or Regional Unit. The geographical classification is based on the Nomenclature of Regional Units, NUTS3.	
4.3 Sector coverage	
Public Health.	
4.4 Statistical concepts and definitions	
<p>The surveyed variables are:</p> <ol style="list-style-type: none"> 1. Medical staff by specialty. 2. Non-medical staff by specialty (nursing, paramedical, social care, technical, administrative and nutritional and administrative care staff). 3. Number of beds (usually on health centres beds are classified at the category of Short-term Hospital Treatment). 4. Medical equipment. <p>Health Centres and other units providing Primary Health Care services of Public Health Regions (YPE),</p>	

<p>(Regional Clinics), constitute the public structures for the provision of Primary Health Care services (P.F.Y) that used to operate as decentralized units in non-urban areas.</p> <p>The specialties of medical staff are: Hematologists, Radiologists, Allergists, General Pathologists, Dermatologists- Venereologists, Occupational Health specialists, Cardiologists, Social Medicine, Obstetricians – Gynecologists, Biopathologists (former Microbiologists), Neurologists, Dentists, Orthopedics, Urologists, Ophthalmologists, Physicians, Pediatricians, Language Pathologists – Pulmonologists, Surgeons of general surgery, Pediatric surgeons, Psychiatrists, Otolaryngologists, Rural doctors, Residents and doctors with no specialty.</p> <p>Non medical staff is divided into: Administrative staff, Nursing staff, Paramedical staff, social cares staff, IT staff, Technical staff, Nutritional staff and staff of administrative care.</p> <p>Medical equipment is classified as: Ultrasounds, Electroencephalographs, Cardiac scanners, Dental equipment, Microscopes, Photometers, Defibrillators, Spectrometers.</p>
4.5 Statistical unit
Health Centre.
4.6 Statistical population
Health Centres, Employees of Health Centres, Medical equipment of the Health Centre, Beds of the Health Centre.
4.7 Reference area
Regional Unity (former Department- NUTS 3)) and Greece total.
4.8 Time coverage
Annually. Data is available from the year 1992 on hardcopy and from 2000 onwards in electronic format.
4.9 Base period
N/A

5. Unit of measure	Top
Health Centres, Employee in a Health Centre (medical or other), medical equipment, beds (absolute number).	

6. Reference period	Top
Calendar Year, as stated on 31 December of each year.	

7. Institutional mandate	Top
7.1 Legal acts and other agreements	
The legal framework concerning the organization and operation of ELSTAT is as follows:	
<ul style="list-style-type: none">➤ Law 3832/2010 (Government Gazette No 38, Issue A): <i>"Hellenic Statistical System Establishment of the Hellenic Statistical Authority (ELSTAT) as an Independent Authority"</i>, as amended and in force➤ Regulation on the Operation and Administration of the Hellenic Statistical Authority (ELSTAT), 2012, (Government Gazette No 2390, Issue B, 28-8-2012)➤ Regulation (EC) No 223/2009 of the European Parliament and of the Council, on the European statistics (Official Journal of the European Union L 87/164).➤ Article 14 of the Law 3470/2006 (Government Gazette No 132, Issue A): <i>"National Export Council, tax regulations and other provisions"</i>.	

- **Article 3, paragraph 1c, of the Law 3448/2006** (Government Gazette No 57, Issue A): *"For the further use of information coming from the public sector and the settlement of matters falling within the responsibility of the Ministry of Interior, Public Administration and Decentralization".*
- **European Statistics Code of Practice**, adopted by the Statistical Programme Committee on 24 February 2005 and promulgated in the Commission Recommendation of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical Authorities, after its revision, which was adopted on 28 September 2011 by the European Statistical System Committee.
- **Presidential Decree 226/2000** (Government Gazette No 195, Issue A): *"Organization of the General Secretariat of the National Statistical Service of Greece".*
- **Articles 4, 12, 13, 14, 15 and 16 of the Law 2392/1996** (Government Gazette No 60, Issue A): *"Access of the General Secretariat of the National Statistical Service of Greece to administrative sources and administrative files, Statistical Confidentiality Committee, settlement of matters concerning the conduct of censuses and statistical works, as well as of matters of the General Secretariat of the National Statistical Service of Greece".*

The Legal Framework is detailed in the following link:
<http://www.statistics.gr/en/legal-framework>

7.2 Data sharing

No.

8. Confidentiality

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8.1 Confidentiality policy

The issues concerning the observance of statistical confidentiality by the Hellenic Statistical Authority (ELSTAT) are arranged by articles 7, 8 and 9 of the Law 3832/2010 as in force, by Articles 8, 10 and 11(2) of the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System and by Articles 10 and 15 of the Regulation on the Operation and Administration of ELSTAT.

More precisely:

ELSTAT disseminates the statistics in compliance with the statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

<http://www.statistics.gr/en/statistical-confidentiality?inheritRedirect=true>

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8.2 Confidentiality – data treatment

- ELSTAT protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. ELSTAT takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by ELSTAT if and only if:
 - a) these data have been treated, as it is specifically set out in the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System (ELSS), in such a way that their dissemination does not prejudice statistical confidentiality or
 - b) the statistical unit has given its consent, without any reservations, for the disclosure of data.
- The confidential data that are transmitted by ELSS agencies to ELSTAT are used exclusively for

statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task and appointed by an act of the President of ELSTAT.

- ELSTAT may grant researchers conducting statistical analyses for scientific purposes access to data that enable the indirect identification of the statistical units concerned. The access is granted provided the following conditions are satisfied:
 - a) an appropriate request together with a detailed research proposal in conformity with current scientific standards have been submitted;
 - b) the research proposal indicates in sufficient detail the set of data to be accessed, the methods of analyzing them, and the time needed for the research;
 - c) a contract specifying the conditions for access, the obligations of the researchers, the measures for respecting the confidentiality of statistical data and the sanctions in case of breach of these obligations has been signed by the individual researcher, by his/her institution, or by the organization commissioning the research, as the case may be, and by ELSTAT.
- Issues referring to the observance of statistical confidentiality are examined by the Statistical Confidentiality Committee (SCC) operating in ELSTAT. The responsibilities of this Committee are to make recommendations to the President of ELSTAT on:
 - the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible;
 - the anonymization criteria for the microdata provided to users;
 - the granting to researchers access to confidential data for scientific purposes.
- The staff of ELSTAT, under any employment status, as well as the temporary survey workers who are employed for the collection of statistical data in statistical surveys conducted by ELSTAT, who acquire access by any means to confidential data, are bound by the principle of confidentiality and must use these data exclusively for the statistical purposes of ELSTAT. After the termination of their term of office, they are not allowed to use these data for any purpose.
- Violation of data confidentiality and/or statistical confidentiality by any civil servant or employee of ELSTAT constitutes the disciplinary offence of violation of duty and may be punished with the penalty of final dismissal.
- ELSTAT, by its decision, may impose a penalty amounting from ten thousand (10,000) up to two hundred thousand (200,000) euros to anyone who violates the confidentiality of data and/or statistical confidentiality. The penalty is always imposed after the hearing of the defense of the person liable for the breach, depending on the gravity and the repercussions of the violation. Any relapse constitutes an aggravating factor for the assessment of the administrative sanction.

9. Release policy

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9.1 Release calendar

There is no defined date for the release of data.

9.2 Release calendar access

There is no announcements calendar.

9.3 User access

Data is simultaneously disseminated to all interested parts, through the dissemination of tables on ELSTAT's website at:

<http://www.statistics.gr/el/statistics/-/publication/SHE06/>

Equal access of users on data is governed by the European Code of Good Practice of Eurostat with respect to professional independence, in objectively, professional and transparent way in which all users have the same treatment. Data is not disseminated to users prior to their release.

10. Frequency of dissemination

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Annually. Final data are published approximately fourteen (14) months after the end of the reference year..

11. Dissemination format

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11.1 News release

N/A

11.2 Publications

Statistical Yearbook of Greece, Living Conditions in Greece.

11.3 On-line database

Not available.

11.3.1 Data tables - consultations

Total access to the website as regards the above survey for the year 2015 amounts to 1967 hits.

11.4 Micro-data access

The micro data are available upon request at:
Division of Statistical Information and Publications
46, Peireos & Eponiton str., 185 10 Piraeus
Tel. (+30) 213-1352173, FAX: (+30) 213-1352022
e-mail : data.dissem@statistics.gr
Confidentiality of data is always ensured (Chapter S.8)

11.5 Other

<http://dlib.statistics.gr/portal/page/portal/ESYE/>

11.5.1 Metadata - consultations

Not calculated. Last available data were validated in October 2014.

12. Accessibility of documentation

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12.1 Documentation on methodology

There is no methodological or other relevant note available.

12.1.1 Metadata completeness - rate

100%

12.2 Quality documentation

No quality report is compiled.

13. Quality management

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13.1 Quality assurance

Quality checks are carried out throughout the whole process, starting from data collection until compilation of tables.

Data is collected in hardcopies through the filling in of the relevant questionnaire by every Health Centre. They are codified, summed where there is aggregation of data, then checked for any omissions and correctness of data through communication with the agencies, when necessary and finally they are

compared with the data of the previous years. Then, they are imported into the Computers. During the electronic processing of data there are specifications and checks for the correction of errors, which are either corrected automatically by the System or by the employee where further investigation is required. After data importation, data verification follows in order to confirm that data has been correctly imported and any errors have been corrected. After that, tables are compiled and their results are checked at the level of the Department in order to ensure comparability among time series.

Please visit ELSTAT's website at:

<http://www.statistics.gr/en/policies>

13.2 Quality assessment

Quality of data is considered satisfactory. Quality checks are carried out throughout the whole process starting from data collection until compilation of tables. During the electronic processing of data there are checks for identifying and correcting any errors.. After data importation data are verified in order to confirm that data has been imported correctly and any errors have been corrected. Improvement measures can be applied by means of restructuring the instructions of completing the questionnaire in order to be filled in with more accuracy and containing only the absolutely necessary information.

14. Relevance

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14.1 User needs

Users of data are people or agencies involved with the health sector for educational, professional and research purposes along with the International Organizations OECD, Eurostat and WHO.

14.2 User satisfaction

<http://www.statistics.gr/en/user-satisfaction-survey>

14.3 Completeness

It is considered satisfactory. The response rate of Health Centers is 100%. No missing values.

15. Accuracy and reliability

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15.1 Overall accuracy

Accuracy and reliability of data is high since the survey is a census survey and the data are filled in for every Health Centre by the responsible employee; the response rate is 100%.

15.2 Sampling error

The survey is a census survey.

15.3 Non-sampling error

Lack of response, erroneous filling in of questionnaires on account of changes in the competencies of the responsible employees or workload.

15.3.1 Coverage error

The survey is a census survey. No coverage error.

15.3.1.1 Over-coverage rate

No.

15.3.1.2 Common Units - proportion

Not applicable, data are collected only from administrative sources.

15.3.2 Measurement error

Any erroneous data concerning the value of some variables are corrected after contact with the competent agencies.

15.3.3 Non response error

No. Response rate is 100%.

15.3.4 Processing error

Checks on the questionnaire and on the recorded data.

15.3.5 Model assumption error

Not applicable.

16. Timeliness and punctuality

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16.1 Timeliness

Data are released 14 months after the end of the reference year.

16.2 Punctuality

Data are released 14 months after the end of the reference year, with the only exception of cases where there is a delay in the receipt of the questionnaires.

17. Comparability

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17.1 Comparability – geographical

There is geographical comparability since a common method is used and common checks are carried out by the central offices for all the Health Centres of Greece.

17.1.1 Asymmetry for mirror flows statistics - coefficient

Not applicable.

17.2 Comparability over time

The data of the survey are comparable over time. In case there are changes in the definitions of the variables, the questionnaire is modified accordingly.

18. Coherence

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18.1 Coherence cross-domain

There are not any other statistical data for the same variables of the Health Centres census.

18.1.1 Coherence – sub annual and annual statistics

Not applicable, the survey is annual.

18.1.2 Coherence – National Accounts

Not applicable, there are no common data with National Accounts

18.2 Coherence - internal

The same definitions and the same census units are used in all the Geographical Areas and in all the Regions.

19. Cost and burden

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Not calculated.

20. Data revision

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20.1 Revision policy

The Hellenic Statistical Authority has adopted the following Revision Policy, posted on its website at:
<http://www.statistics.gr/en/policies>

20.2 Revision practice

In case there are changes in variables it is possible to revise the statistical figures. These changes may be on account of improved information, methodological changes or compliance with international standards and are carried out in compliance with standard, documented and transparent procedures.

21. Statistical processing

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21.1 Source data
Primary data derive from the local administrative sources, which are also responsible for the completion of the questionnaire.
21.2 Frequency of data collection
The data are collected on a yearly basis.
21.3 Data collection
Hardcopy questionnaires are filled in by the administrative staff of the Health Centres and are transmitted by post.
21.4 Data validation
Data are validated by means of quantitative and qualitative checks that are based on the cross-checking of primary data with the data of the previous year.
21.5 Data compilation
Once collected, the data undergo logical checks, they are codified, imported in the electronic database, are tabulated and finally they are published.
21.5.1 Imputation - rate
Not applicable, the survey is a census survey.
21.6 Adjustment
No.
21.6.1 Seasonal adjustment
Not applicable.

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