Terms of Reference

—

AI in Healthcare Community of Practice



DHA | TE RŌPŪ HAUORA MATIHIKO
Digital Health Association

Purpose

- Bring together people and organisations across health, disability, technology, academia, government, iwi/Māori, community, consumer and lived-experience groups who are interested in learning about, shaping and safely using AI in health.
- Create an inclusive, trusted and practical space where participants can ask questions, share experience, test ideas, learn from each other and build confidence in the responsible use of AI.
- Support shared understanding of safe, ethical, equitable and effective AI in health, including opportunities, risks, limitations and real-world examples.
- Connect with and complement the work of the AI Forum New Zealand and other relevant communities, ensuring the health sector voice contributes to broader national conversations about AI.
- Share examples of innovation from across Aotearoa New Zealand and encourage learning that supports better outcomes for people, whānau, communities and the health and disability system.
- These Terms of Reference set out the purpose, role, participation arrangements and ways of working for the AI Community of Practice.

Goal

To be an open and collaborative Community of Practice that:

- Welcomes people with different levels of AI knowledge, from those who are curious and learning through to practitioners, researchers, innovators and subject-matter experts.
- Builds shared understanding of how AI can be used safely, ethically and effectively in health and disability settings.
- Encourages practical knowledge exchange, including lessons learned, emerging issues, useful resources, case studies and examples of implementation.
- Supports capability building by creating opportunities for discussion, peer learning, mentoring and collaboration.
- Promotes equity, inclusion, transparency and trust in the development and use of AI, with attention to the needs and perspectives of people, whānau, communities and the wider health and disability sector.
- Contributes, where appropriate, to sector conversations, standards, guidance and advisory processes related to AI.

Role and Functions

The role of the AI Community of Practice is* to*:

- Provide a welcoming forum for people interested in AI in health to connect, share questions, discuss ideas and learn from one another.
- Encourage collaboration across organisations, disciplines and communities, including government and non-government groups, industry, clinical and care settings, research, consumer and community voices.
- Share practical experience, emerging evidence, resources and examples that help participants understand both the opportunities and responsibilities associated with AI.
- Support safe, ethical and equitable approaches to AI by encouraging open discussion about assurance, governance, privacy, security, bias, transparency and trust.
- Identify common challenges and opportunities where collective learning, guidance or collaboration would be valuable.
- Invite guest contributors or subject-matter experts where this will support learning, broaden perspectives or deepen discussion.
- Contribute insights to relevant sector initiatives, advisory groups or national conversations where appropriate and agreed by the Community of Practice.

Composition of the Group

- Participation is open to people and organisations with an interest in learning about, sharing knowledge on, or contributing to the safe and responsible use of AI in health and disability.
- Participants may include people from health and disability services, technology providers, academia, government, iwi/Māori organisations, community groups, consumer and lived-experience networks, and other relevant areas.
- Participants are encouraged to contribute in ways that reflect their experience, interests and capacity, whether by sharing examples, asking questions, bringing resources, identifying challenges or supporting discussion.
- Organisations may nominate one or more people to take part where this supports broader learning or brings useful subject-matter knowledge to the Community of Practice.
- DHA members are encouraged to participate, and associate participants may also be invited or welcomed where they bring relevant perspectives, skills or experience.
- All participants are expected to support a respectful, inclusive and constructive environment that enables open learning and shared discussion.

Administration

- Two Co-Chairs will be appointed by the DHA Board to help guide the Community of Practice and support an inclusive, participatory approach.
- The Co-Chairs will facilitate meetings, encourage broad participation and act as the main point of contact with DHA.
- DHA will provide secretariat support, including meeting coordination and administrative support.
- The Community of Practice may identify a spokesperson or representative for specific matters where this is agreed and appropriate.
- DHA will support any agreed spokesperson or representative as required.
- The Community of Practice will usually meet monthly and may meet more often where there is interest or need. Meetings may be held in person, online or in a hybrid format to support participation from different locations.
- Guests may be invited to meetings where they can contribute useful knowledge, experience or perspectives to support shared learning.
- Participants are encouraged to share openly while respecting confidentiality, privacy and any sensitivities attached to information discussed or shared.
- The Community of Practice, and individual participants, must not make public statements on behalf of DHA unless prior approval has been provided by the DHA representative, usually the DHA CEO or Chair. This includes the use of the DHA logo or related images.