

Digital Enablement Working Group DRAFT V5

22nd February 2021

Background

The NZ Telehealth Forum vision is that telehealth is embedded across the health sector as a sustainable way to deliver healthcare in New Zealand. The mission is to provide leadership in using sustainable models of care enabled by telehealth that supports equitable, patient-centred care.

The Digital Enablement Working Group was formed in November 2020 under the NZ Telehealth Forum's umbrella to focus on the telehealth technology and digital services that sit between a clinician and patient.

The working group absorbs two previous working groups responsible for:

- a. National Telehealth Directory
- b. Naming and Interoperability Standards

Terms of Reference

1. The working group will support the telehealth community in New Zealand on matters of importance to digital enablement for telehealth in New Zealand. They will work closely with the New Zealand Telehealth Leadership Group and their members and the Ministry of Health, including the Digital Enablement Oversight Group.
2. The working group will provide **leadership** relating to digital enablement and telehealth. They will promote and advocate for best practice, while also identifying opportunities where national leadership can overcome barriers and increase telehealth adoption.
3. The working group will create and share **knowledge** in areas including
 - Software products and solutions used to support telehealth in NZ
 - Hardware products including phone, tablet, computer and peripherals (tech and clinical)
 - Security and privacy requirements for telehealth
 - Connectivity required to facilitate telehealth
4. The working group will create **awareness**, sharing and promoting positive digital enablement examples in telehealth
5. The working group will support the Telehealth Forums focus on governance, risk, compliance, equity and Te Tiriti obligations. They will collaborate with other working groups and organisation as required.
6. The Digital Health Equity Reference Group will primarily interact with:
 - 6.1. The Ministry of Health
 - 6.2. The New Zealand Telehealth Leadership Group
 - 6.3. District Health Boards
 - 6.4. Primary Health Organisations
 - 6.5. Primary and community healthcare providers
 - 6.6. Professional bodies including RNZCGP, HiNZ, CiLN

Membership Composition

7. The working group's composition will be at the discretion of the NZTLG and the working group chair. Generally, there should be no more than 15 members in the working group.
8. Membership should include:
 - 8.1. Representatives from a mix of roles
 - Clinical
 - Technical
 - Operational
 - Governance
 - 8.2. Representatives with a mix of expertise and experience
 - Telemedicine/Video conferencing (software, hardware, peripherals, connectivity)
 - Telemonitoring (ideally a member of the VHIG)
 - Security and Privacy
 - *(Please note Apps & mHealth are out of scope)*
 - 8.3. Representatives from a range of providers
 - Primary and community health providers or organisations
 - District health boards
 - Ministry of Health or governmental organisation
 - 8.4. Other ex officio members will be reserved for the Chair of the New Zealand Telehealth Leadership Group and a representative from the Ministry of Health;
9. Members of the working group will be appointed for two years in the first instance. After two years, appointments will be reconfirmed or altered. This same process will occur if a member is unable to complete their two-year appointment.
10. At any stage, a person may be co-opted to the working group for a temporary period.

Communications

11. The only spokesperson for the Working Group, NZTLG and NZ Telehealth Forum is the residing NZTLG Chairperson unless permission has been granted and duties delegated by the NZTLG Chairperson.
12. All new projects/proposals should be brought to the attention of the NZTLG Executive, as they are being designed/developed. Regular updates from the Working Group will be provided by the Working Group Chair and/or Programme Manager to the NZTLG Executive.

Function

MEETINGS

13. The Working Group will determine a schedule of meetings as required. All meeting arrangements will be made by the support people, Working Group Chair or delegate/s (videoconference, in-person) as required.
 - All members will be expected to attend all meetings (videoconference, in-person). Where a member is away for a period of time, their replacement may be agreed as a substitute by the Chair.

- Attendance of 50% of members will constitute a quorum.
- Some business may be conducted out of a session where required.

SUPPORT

14. Some administrative and programme management support for the Working Group will be provided by the New Zealand Telehealth Leadership Group (NZTLG). The administrator will support the Chair in meeting minutes, formal meetings and distribution of any hard copy materials. The Programme Management support will facilitate the function of activities and ensure all the necessary approvals are logged and signed off by the NZTLG Chairperson and Executive.

CONFIDENTIALITY

15. Working Group members shall not disclose any confidential information obtained in the course of their activities without the prior approval of the Working Group Chair. Working Group file sharing and storage will be available on Microsoft Teams. This is a platform where all forum business can be reviewed and is visible by all Telehealth Forum members.

DECISION MAKING

16. Where decisions are required, it is important to try to gain a unanimous outcome between all members present; however, where there is division, a majority decision is appropriate to move forward.

CONFLICT OF INTEREST

17. Working Group members will not, during the currency of their membership, make any commitments which conflict the Member's obligations under the Terms of Reference. Members will register all interests in the Telehealth Forum conflict register, and any real conflict arising will require a conflict management plan. This plan will be developed by the PM, working group Chair and NZTLG Exec.

REIMBURSEMENT

18. The NZTLG and NZ Telehealth Forum are volunteer organisations. There is no remuneration for meeting preparation, in-person meetings or participation in videoconferences.

REVIEW PROVISIONS

19. The Digital Enablers working group terms of reference and membership will be reviewed every twelve months. The next review date is January 2022.