

Data Standards working group

5 July 2023

Background

The NZ Telehealth Forum (NZTF) 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 and expert advisory in using sustainable models of care enabled by telehealth that supports equitable, patient-centred care.

The Data Standards working group was formed in July 2020 under the NZTF's reformed working groups, with the focus on context and data uses for telehealth measures.

Data standards establish consistent ways for describing and recording data across groups and different agencies. Data standards help to ensure there is only one way of talking about each data point and establish a common approach to the collection, management and use of data. The NZTF Data Standards group focusses on the telehealth context in the use of data.

Terms of Reference (ToR)

1. The working group will support the telehealth community in New Zealand on matters of importance to telehealth data standards in New Zealand. They will work closely with the New Zealand Telehealth Leadership Group (NZTLG) and their members and the Ministry of Health, including the Digital Enablement Oversight Group.
2. The working group will provide **Advisory** and **Advocacy** relating to data standards within telehealth. They will advise and advocate for adoption of best practice, while also identifying opportunities where national or local **leadership** can overcome barriers and increase telehealth adoption.
3. The working group will create and share **knowledge** in areas including:
 - Data and information landscapes in New Zealand including across primary, secondary and allied health
 - Define and advocate appropriate measures used for telehealth
 - Set definitions where it is ambiguous
 - Identify gaps and propose solutions to data standards and use
 - Advocate for meaningful outcomes and outputs to advancing telehealth
4. The working group will provide leadership, create **awareness**, sharing and promoting data standards across the sectors
5. The working group will support the NZTF's focus on governance, risk, compliance, equity and Te Tiriti obligations. They will collaborate with other working groups, especially those in data and digital, and with other organisation as required.
6. The Data Standards working group will primarily interact with:
 - 6.1. Manatū Hauora - The Ministry of Health, System Performance and Monitoring
 - 6.2. The NZTLG/NZTF
 - 6.3. Te Whatu Ora - Health New Zealand including the Data and Digital team, those who work on HISO and HIRA, and teams such as primary care or hospital and specialist services.
 - 6.4. Te Aka Whai Ora – the Māori Health Authority

- 6.5. Secondary care services including private providers
- 6.6. Primary and community healthcare providers, including NGOs, Aged Residential Care
- 6.7. Professional bodies including but not limited to RNZCGP, HiNZ, CiLN
- 6.8. Industry Bodies including but not limited to DHA

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 12 members in the working group. Additional members may be appointed as advisors to the group.
- 8. Membership should include:
 - 8.1. Representatives from a mix of roles
 - Clinical
 - Policy
 - Analytics
 - Technical
 - Operational
 - Governance
 - 8.2. Representatives with a mix of expertise and experience
 - Health and Data Standards
 - Clinical Governance
 - Service providers
 - Analytics
 - Data governance
 - Research, audit and evaluation
 - 8.3. Representatives from a range of providers or agencies:
 - Primary, secondary and community health providers or organisations
 - Te Whatu Ora - Health New Zealand
 - Te Aka Whai Ora - Māori Health Authority
 - Manatū Hauoroa - Ministry of Health or governmental organisation
 - Industry representatives
 - Academia
 - 8.4. Other ex officio members will be reserved for the chair of the NZTLG and a (technical) 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. Members may be removed or transitioned to an advisory role if the member has not been active for a period of six months.
- 11. At any stage, a person may be co-opted to the working group for a temporary period.

Communications

12. The only spokesperson for the working group, NZTLG and NZTF is the residing NZTLG chairperson unless permission has been granted and duties delegated by the NZTLG chairperson.
13. 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

14. 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

15. Some administrative and programme management support for the working group will be provided by the 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

16. 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 NZTF members.

Decision making

17. 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

18. 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 (ToR). Members will register all interests in the NZTF conflict register, and any conflict arising will require a conflict management plan. This plan will be developed by the programme manager, working group chair and NZTLG executive.

Reimbursement

19. The NZTLG and NZTF are volunteer organisations. There is no remuneration for meeting preparation, in-person meetings or participation in video conferences.

Review provisions

20. The Data Standards working group Terms of Reference (ToR) and membership will be reviewed every 12 months. The next review date is March 2022.