

Terms of Reference (10 July 2024)

Name of group: NZ Telehealth Forum: Telehealth Professionals Community of Practice (TPCoP)

Title: Terms of Reference

Date: May 2024

Review date: 2 Years - May 2026.

Role of the Group

NZ Telehealth Forum's (NZTF) Telehealth Professionals Community of Practice (TPCoP) is a peer group where members support each other in their roles. The forum is dedicated to fostering collaboration, innovation, and the sharing of best practices in the field of telehealth. As healthcare continues to evolve rapidly, this forum offers a unique opportunity to connect and learn about the latest advancements and discuss the challenges and opportunities in telehealth.

The group will openly share knowledge and information, involvement in initiatives with one another and across other working groups and communities of practice. This is achieved through advocating for the use of telehealth as an enabler to provide equitable and accessible healthcare, along with opportunities for clinician collaboration and education and consumer engagement.

Current focus

- Collaboration across health and disability sectors.
- Community of Practice for highlighting sector wide telehealth implementation, evaluation and monitoring.
- Sharing of initiatives via the NZTF National Telehealth Register and resources to maximise efficiency and effectiveness.
- Advise sector on challenges and opportunities for telehealth to support delivery of healthcare and disability services.
- Engagement with international peers.

Background

This NZTF TPCoP was established during 2014 by the New Zealand Ministry of Health's (MoH) NZTF. It was reconfirmed in 2018 as one of NZTF working groups spanning the spectrum of telehealth.

Facilitation

This TPCoP group is facilitated by two elected Co-chairs as endorsed and supported by the NZTF Executive and members. Membership is open to anyone working and interested in the Telehealth sector across Aotearoa. The TPCoP Co-Chairs will provide updates to the NZ Telehealth Leadership Group (NZTLG) as requested.

Membership

Membership will seek to include people with a range of expertise and attributes across the CoP:

- Knowledge and experience in the theory and practice of telehealth and enabling technologies
- Knowledge of New Zealand's current health services delivery in public and private settings
- An ability to identify innovative solutions that can transform the traditional health and disability service delivery

- The passion and commitment to ensure that the working group supports the NZTF to succeed in its objectives.

There are no limits to the number of members, but all members need to have completed an application form and consent to have their name listed as a member of the group.

The residing NZTLG Chairperson is the only spokesperson for NZTLF and subsidiary groups, unless otherwise delegated.

Term of Membership

There is no limit to the duration of membership. Co-Chairs of the TPCoP will be elected and appointed for a period of two years in the first instance. After two years, appointments may be reconfirmed or altered. If a Co-Chair is unable to continue then a new Co-Chair/Chair will be elected for the remaining duration.

Meetings

The TPCoP will create a schedule monthly meeting annually. Unless agreed prior.

- All meetings will by default be a videoconference meeting.
- Some business may be conducted out of session or in subgroups where required.

Support

Administration and Programme Manager support for the TPCoP will be provided by the NZTLG.

- The administrator will support Co-Chairs in meeting arrangements and distribution of any relevant information as required.
- The Programme Manager will facilitate the function of activities and ensure all the necessary approvals are logged and signed off by the NZTLG Chairperson and Executive.

Confidentiality

TPCoP members shall not disclose any confidential information obtained during their activities. Working group file sharing and storage will be available on Microsoft Teams.

Decision making

Where decisions are required, efforts will be made to reach consensus however where there is division, a majority decision will be accepted.

Conflict of interest

TPCoP members will not make any commitments which conflict with these Terms of Reference. Members will register all potential and actual conflicts of interests in the CoP register and any conflict identified or arising will require a conflict management plan, developed collectively by the Programme Manager, Co-Chairs and NZTLG Exec.

Reimbursement

The NZTLF is a volunteer organisation. There is no remuneration for meeting preparation or attendance.