

NSW Health Artificial Intelligence (AI) Taskforce Terms of Reference

Strategic context and scope

Successful and safe adoption of AI within NSW Health requires effective leadership and governance, supported by capability uplift to ensure a coordinated approach to the use and longer-term development of AI. NSW Health, led by the Clinical Innovation and Research Division, will develop a Framework to guide the use of AI across the system. The Framework will be developed by the time-limited AI Taskforce.

Accountability and Governance

Executive (Authorising) Sponsor

Deputy Secretary, Clinical Innovation and Research

Governance structure for the Taskforce

- The Taskforce will be time limited, until such time as a NSW Health Framework to guide the use of AI across NSW Health is developed and approved for dissemination and use across the system, and the roles and functions of the Taskforce are assumed into business-as-usual functions.
- The Taskforce will report the Ministry of Health Executive.
- The Taskforce will establish time-limited task-orientated working groups, comprised of relevant subject matter expertise, to consider the impacts of AI on the broad range of health system functions and support the Taskforce's workplan.

Risk management

Charged with steering the development of a NSW Health framework, engagement of the relevant subject-matter-experts will be critical to ensure consideration of a broad range of system factors, for the safe and efficient adoption of AI in NSW Health.

Membership

- Member appointments were supported through the Expression of Interest (EOI) process, that sought system wide representation and relevant expertise. Members are appointed for the duration of the time-limited Taskforce.
- Supplementing the EOI process, direct appointments have been made, where appropriate, to ensure appropriate Taskforce expertise.
- Proxies for Taskforce meetings may be supported, on a case-by-case basis. Long-term or ongoing absence are to be escalated to the co-Chairs, for consideration of member replacement.

Members

Name	Role	Organisation
A/Professor Jean-Frédéric Levesque (Co-chair)	Deputy Secretary Clinical Innovation and Research and Chief Executive Agency for Clinical Innovation	NSW Health
Dr Zoran Bolevich (co-chair)	Chief Executive	eHealth NSW
Mr Andrew Perkins	Executive Director, Investment, Strategy and Architecture	eHealth NSW
Dr Kim Sutherland	Director, Evidence	Agency for Clinical Innovation
Ms Margot Mains	Chief Executive	Illawarra Shoalhaven Local Health District (LHD)
Professor Neil Merrett	Member	South Western Sydney LHD and NSW Health System Advisory Council
Dr Heather Cameron	Member	Western NSW LHD and NSW

NSW Health Clinical Innovation and Research

Artificial Intelligence Taskforce Terms of Reference V1.0

Date approved: 8 February 2024

Review date: 8 August 2024

		Health System Advisory Council
A/Professor Christina Igasto	Chief Digital Health Officer and Chief Information Officer	Western Sydney LHD
Mr Neville Board	Chief Digital Health and Information Officer	Justice Health and Forensic Mental Health Network
Ms Sally Duncan	Chief Nursing and Midwifery Information Officer	Northern Sydney LHD
Mr Jamie Gabriel	Chief Data Officer	Cancer Institute NSW
Professor Jonathan Morris	Co-Lead Maternity Intelligence, Associate Director Medical Patient Safety	Clinical Excellence Commission
Professor Rob Lindeman	Director, Clinical Operations	NSW Health Pathology
Dr Olivia Hibbitt	Director, Specialist Service and Technology Evaluation Unit	NSW Ministry of Health
Ms Deanne Tadros	Director, Capability and Legal Operations, Legal and Regulatory Services	NSW Ministry of Health
Ms Michelle Weis	Director, Corporate Communications	NSW Ministry of Health
Dr Amith Shetty	Clinical Director, System Sustainability and Performance	NSW Ministry of Health
Dr Jan Fizzell	Senior Medical Advisor, Population Health	NSW Ministry of Health
Ms Emma Skulander	Chief Operating Officer	Health Infrastructure
Ms Melissa Pollard	Director, ICT, and Digital Services	HealthShare NSW
Ms Tamara Lee	Director, Future Workforce, Workforce Planning and Talent Development	NSW Ministry of Health
Mr Steven Carr	Executive Director, System Financial Performance and Deputy Chief Financial Officer	NSW Ministry of Health
Dr Andrew Hallahan	Executive Director Medical Services, Clinical Governance, and Risk	Sydney LHD
Mr Sayeed Zia	Director of Finance and Corporate Services	The Sydney Children's Hospitals Network
Professor Stacy Carter	Director, Australian Centre for Health Engagement Evidence and Values	The University of Wollongong
Ms Carly Earles	Consumer Representative	
Dr Paresh Dawda	General Practitioner Representative	

Roles and responsibilities of Taskforce members

Taskforce Co-Chair/s

- Charged with coordinating the NSW Health response to AI by the Ministry Executive, the Deputy Secretary Clinical Innovation and Research, is responsible for providing state-wide coordination and strategy setting, for research and innovation priorities. The Deputy Secretary Clinical Innovation and Research will act as the conduit between the Taskforce, the Strategic Outcome 5 Committee and Ministry Executive.
- Appointed by the Deputy Secretary Clinical Innovation and Research to the Taskforce, the Chief Executive eHealth NSW is responsible for driving state-wide ICT transformation. The Chief Executive eHealth NSW will ensure alignment of the Framework and work of the Taskforce, with existing NSW Health policy and priorities concerning digital transformation.
- The co-Chairs will manage the Taskforce using a consensus model of decision making. In the event the Taskforce cannot reach a consensus the co-Chairs will make the final decision.

Secretariat

- Secretariat and program management support of the Taskforce will be provided by the Office of the Deputy Secretary, Clinical Innovation and Research.

Taskforce members

Output of the Taskforce will include the development of an overarching NSW Health AI Framework that

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includes:

- A governance framework.
- A risk assessment framework and matrix to guide adoption of new AI technologies / applications, and associated processes to assess requests.
- A skills and capability framework; and other support for potential transformative innovations (spanning new treatments, new delivery and organisational models).
- A communication plan for clinicians, managers, policymakers, consumers.
- Guidance on in-house AI use vs commercial approaches; and on leveraging NSW Health data assets and intellectual property.

The Taskforce will be responsible for ensuring:

- Alignment with Frameworks and guidance from other jurisdictions (state and federal) including the Australian Alliance for Artificial Intelligence in Healthcare (AAAIH) and the NSW Office of the Chief Scientist.
- Transition of Taskforce responsibility to a business-as-usual NSW Health team at the conclusion of the Taskforce, to ensure sustainability and effectiveness of the Framework and associated governance of AI application in NSW Health.

Taskforce members are expected to:

- Undertake active scanning of the policy environment for relevant frameworks and ensure alignment, with a particular focus on regulatory compliance.
- Ensure broad system consultation and input, through appropriate consultation with existing governance and engagement forums within their respective professional group.
- Provide recommendations to the Taskforce that are reflective of their respective professional group.

Scope

The Taskforce does not replace existing decision-making or delegation authority related to the procurement or adoption of new technologies.

Ethical behaviour

Conduct of Taskforce members

- Compliance with NSW Health policies including confidentiality, code of conduct and conflict of interest.
- Supporting the Taskforce to perform its functions by attending and participating in meetings and completing allocated meeting tasks within an agreed time.
- Advising the Chair or Secretariat of planned meeting absences.
- Consulting with colleagues and relevant staff within their organisation or professional group, in line with the meeting communication protocols.
- Reviewing and steering the output of time-limited task-orientated working groups, in support of the Taskforce's workplan.

Conflict of interest

- Members should declare any perceived or actual conflicts of interest, prior to or at the start of a meeting, for consideration of impact and mitigation strategies.
- Declaration of conflict of interest related to an agenda item, will be included in the meeting minutes.

Operations of the Taskforce

Meeting schedule

Meetings will be scheduled on a monthly basis, with in-person or videoconference (TEAMS) options.

Meeting quorum

Taskforce Members will be invited to each meeting based on the agenda topic and may not be required to attend all meetings. If less than five members attend, the co-Chairs will determine if the meeting shall proceed as scheduled, be rescheduled, or be cancelled.

Taskforce workplan

Responsibilities and work of the Taskforce will be guided by a workplan.

Agenda preparation and meeting notice

The agenda will be prepared by the Taskforce secretariat function, in line with the Taskforce workplan.

Minutes and meeting papers

Minutes and meeting papers will be disseminated to Taskforce members five working days, prior to the meeting of the Taskforce. Actions and an updated workplan will be provided to Taskforce members following a meeting of the Taskforce.

Out-of-session Actions

Noting the time-limited nature of the Taskforce, out-of-session actions may be allocated via email.

Working Groups

- Working Groups will be convened by the Taskforce to support developing specific components of the Framework.
- Each Working Group will be chaired by the most appropriate member of the Taskforce, based on the expertise required. This will establish a communication mechanism between the Working Group and the Taskforce.
- Responsibilities of each Working Group will be guided by a workplan.

Reporting

Reports to: Ministry of Health Executive

Receives reports from:

- NSW Health System Advisory Council.
- NSW Health AI Taskforce Working Groups (*to be determined*).

Taskforce performance monitoring and review

- Outputs of the Taskforce will be reviewed on a monthly basis, in line with the meeting schedule.
- A final review will be undertaken, following publication of the Framework and transition of Taskforce responsibilities into existing Business as Usual (BAU) system responsibility.