



## TERMS OF REFERENCE

### THE NZHIT VIRTUAL HEALTH INDUSTRY GROUP

#### Purpose

- These Terms of Reference (ToR) establishes the NZHIT Virtual Health Industry Group ('VHIG') and sets out its goals, role and functions as well as its composition and administrative arrangements.

#### Background

- The VHIG is representative of the industry organisations that provide software solutions and services related to the delivery of 'Virtual Health Care' – the delivery of health-related services and information in a manner in which the health care professional/clinician and patient/client are not co-located. For the purposes of the group, 'Virtual Health Care' refers to Telehealth, Telemonitoring, Telemedicine and Virtual Consultations, Remote Patient Monitoring and Smart Sensor technology within the New Zealand health sector.
- The VHIG members have considerable investment in the NZ market. Its members wish to be involved in the changes occurring in the health sector by providing technologies that enable effective models of patient care. The VHIG members have financial commitments that support healthcare, employment and the economic growth of NZ.

#### Goal

- To be an expert group that provides leadership, strategic advice and guidance in the Health sector where it can be supported through Virtual Health solutions.
- Advocate for the advancement of sustainable solutions that enable the delivery of effective and efficient virtual health services in New Zealand.
- Provide leadership and guidance on the development and implementation of standards and interoperability.

#### Role and Functions

##### *The role of the VHIG is -*

- To work with other sector groups (government and non-government) to share a common narrative of technology in the New Zealand health sector and advance collaborative approaches to providing solutions.
- To provide leadership and advice on specific initiatives and issues that arise from time-to-time.
- To encourage and promote the understanding and uptake of advanced technological solutions that align with, and enables, the strategic direction of the NZ health sector and virtual health care market.

- To create and implement an operating framework to support projects in the NZ health sector.
- To promote and participate in a proactive co-design approach to system and solutions development.

***In doing this the VHIG will -***

- Recognise the need for a collaborative approach across the sector that builds credibility for the VHIG and enables it to be involved in strategically important discussions and decisions.
- Be solutions-focussed and advocate for a consumer/patient centric approach that recognises the role of the health workforce in the healthcare market and how technology is an enabler to support the delivery of care in this sector.
- Take a cross-party view to working with the key stakeholders in the sector so that specific problems are identified, jointly worked on and solutions developed that recognises a 'whole of system' approach.
- Actively engage with government and work to assist and implement key facets of the NZ Health Strategy and related strategies (e.g. NZ Digital Health Strategy) where applicable.
- Not be involved in discussions as a group that could be construed (real or perceived) as colluding to engineer contractual outcomes or pricing arrangements that benefit individual or collective members of the VHIG.

**Composition of the Group**

- Membership is by application and approval will be based on the specified criteria being met for membership.
- Each member organisation will provide at least one designated person (representative) to represent it on the VHIG. This representative will be of sufficient seniority or have the delegated authority to make decisions on behalf of their organisation.
- Members of the VHIG will also be members of NZ Health IT (NZHIT), which is recognised as New Zealand's Health IT industry peak body.
- Associate members – with particular skills or subject matter expertise – on a case-by-case basis may be invited to join the VHIG. Associate members need not necessarily be members of NZHIT.

***The VHIG membership is listed in Schedule One.***

**Administration**

- A chairperson will be elected by the VHIG each year (or when required). The chair will lead the meetings and be the main point of contact with NZHIT.
- NZHIT will provide the secretarial function for the VHIG.
- The VHIG will appoint one of its members to be a specific spokesperson to represent the it on specific issues as these arise and are dealt with based on the majority decision of the VHIG.
- NZHIT will provide support to the spokesperson as required and where applicable.



- Where NZHIT incurs specific costs in providing its services to the VHIG then these will be reimbursed equally by the members of VHIG by prior agreement. Examples of costs are – catering expenses, specified travel outside of the normal meeting pattern (e.g. to attend a meeting with MOH or similar on behalf of the VHIG).
- The VHIG will meet on a monthly basis and can meet more often as required. Meetings can be in-person, by video or audioconference or combination depending on the location of the members.
- A quorum will be equivalent to two thirds of members present at a meeting as represented by each member organisation’s designated representative.
- Each member representative can be supported by a maximum of one other person at the VHIG meetings where that person provides subject matter expertise.
- Specific individuals or organisations (who are not VHIG members) can be invited to join meetings where this is appropriate for the sharing of information, discussions on particular topics and for identified concerns to be raised.
- Where necessary, meeting venues will be shared by agreement amongst the VHIG members and costs associated with attendance is met by each of the participating members, where applicable.
- Meetings, including agenda material and minutes, are confidential. Members must ensure that the confidentiality of the VHIG business is maintained apart from specific items that will be determined by majority agreement of the members.
- Release of correspondence or papers can only be made with the majority approval of the VHIG members.
- The VHIG, or individuals in the VHIG, cannot claim to be making statements or claims on behalf of NZHIT unless prior approval has been provided by the NZHIT representative (typically the NZHIT CEO or Chair). This includes the use of the NZHIT logo or other related images.