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| **Health New Zealand | Te Whatu Ora**  **[Proposal Name]** |
| **AI Proposal**  **National Artificial Intelligence Expert Advisory Group (NAIAEAG)** |
| **Date**  **Click or tap to enter a date.** |

# Information for the Proposal

This checklist is designed for Te Whatu Ora’s National AI Expert Advisory Group (NAIAEAG) in considering proposals for the development, testing or implementation of AI in Health New Zealand – Te Whatu Ora. It provides high level considerations and questions that will be considered by NAIAEAG. The categorisation of areas for consideration come from our own background research at Health NZ and international bodies.

The first question is whether AI is appropriate for the issue in question, if the answer is yes, then follows eight areas for consideration that reflect our principles in the governance of AI in our health system:

Technical

Legal

Data

Consumer

Māori

Equity

Ethics

Clinical

Appropriateness

* **Consumer** and population perspectives, and promoting wellbeing and safety
* **Māori** engagement and perspectives
* Ensuring inclusiveness and **equity**, and reducing bias
* **Clinical** leadership, interpretability and autonomy in decision making
* Guardianship of **data** as taonga
* Best **technical** methods and sustainability of quality
* Clear accountability and responsibilities (**legal** and contractual requirements)
* Application of **ethical** principles including transparency in design & implementation

For more details regarding the development and explanation of checklist components, please refer to the publication: [An example of governance for AI in health services from Aotearoa New Zealand](https://www.nature.com/articles/s41746-023-00882-z)

# The Project

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| **Business Unit:** |  |
| **Submitter’s Name and Title:** |  |
| **Proposal/Project Name:** |  |
| **Date Submitted:** |  |

# Summary of Project / Change

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| Describe the problem the AI is trying to solve, the scale of the problem, inequities, how many people it impacts, the impact for Māori, and current solutions/management.  Why is AI appropriate in addressing this problem? Describe the context/settings in which the AI will be used.  What specific, measurable outcomes will indicate the AI is successfully addressing the problem? |
| Write your text here. |
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# Describe the team

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| Who designed/developed the AI? What are their qualifications/expertise?  What is their relationship (if any) with Health NZ? |
| Write your text here. |
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# Engagement of consumers and their perspectives

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| How have consumers been engaged with in the design/development of the AI?  What evidence is there that the use of AI in this context will be acceptable?  What are the potential risks and benefits to consumers? |
| Write your text here. |

# Māori engagement and perspectives

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| Are there Māori members of the team or has engagement with Māori be undertaken? If not, are there plans to engage with Māori?  How will/have Māori perspectives be/been embedded in design/development/testing/ implementation e.g. data sovereignty? |
| Write your text here. |

# Equity and fairness issues and mitigations

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| Are there likely to be any issues arising from the use of this AI for any specific groups?  How will these be mitigated? What is your approach to identifying bias in the AI? |
| Write your text here. |

# AI algorithm/model

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| Describe the methods used, data and features. Has this information been/will it be published or made available to others? |
| Write your text here. |

# Development process

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| Describe your development process, including any ethical principles underpinning design and development.  Describe training data used and its representativeness. |
| Write your text here. |

# Use of AI in practice

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| How would the use of the AI fit into the clinical workflow? Describe any clinical/operational input.  Are there likely to be any concerns or barriers to use by clinicians/other staff? Can these be mitigated?  Will training be needed? Is human oversight intended? Where will accountability lie?  What impact does the AI have on clinicians?  How will decisions made with AI assistance be explained to patients and clinicians? |
| Write your text here. |

# Testing and validation process

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| How will/has the AI been tested and validated? What data has it been tested with? What were the outcomes of any testing/validation already conducted?  How will the AI be tested specifically with Māori, Pacific, and other priority populations (e.g., people with disabilities)?  Does it need to be further validated with data from our health service? What is the availability of the necessary data in our system, if known? |
| Write your text here. |

# Implementation plan

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| Is there a change management plan and/or communications and training plan for implementation of the AI in practice?  How will the AI integrate with current electronic health records and clinical systems? |
| Write your text here. |

# Monitoring and audit plan

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| How will you continue to monitor/audit the AI? Outline roles and responsibilities for this.  Will the AI be retrained? |
| Write your text here. |

# Other approvals

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| Is ethics approval required? Are there likely to be any privacy or security issues that require approvals? |
| Write your text here. |