

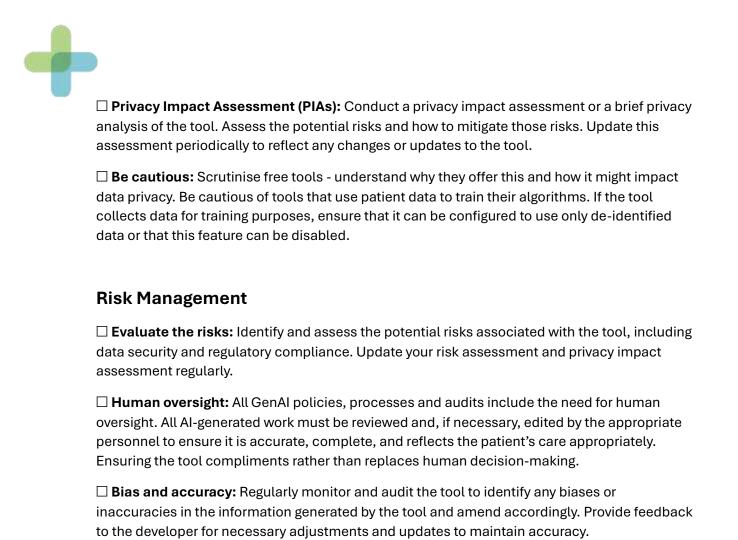
CHECKLIST: THE ESSENTIALS, SETTING UP GENERATIVE AI IN YOUR ORGANISATION

This checklist serves as a practical guide for organisations looking to implement Generative AI (GenAI) technologies. It summarises key points from the "Guided Steps for Introducing Generative AI Within Your Practice" section of the Guidance document. It is designed to complement the more detailed Guidance document, so please refer to that for further information. Whether you are integrating this at the clinician level or across your entire practice, this checklist covers the critical steps necessary to ensure a thorough and informed approach.

Preparation and Planning

\Box Purpose identification: Clarify why you want to use GenAl and what specific goals you aim to achieve. Ensure these goals align with your organisation's needs and values.
□ Research and select tool: Research various GenAl tools, consult with colleagues about their experiences and evaluate whether the tool aligns with your intended purpose. Check if the tool has been clinically validated, understands medical context and language, its error rate, and whether it has been tested in New Zealand or trained on data reflecting your patient population's diversity.
□ Review contractual terms: Examine the terms of service and privacy policy, focusing on data protection, data rights, and how the data is processed. Ensure the tool de-identifies patient data and stores it on servers in New Zealand or as the next best option, Australia. If the tool stores data elsewhere explicitly address this during the patient consent process.
☐ Analysis costs: Determine the total cost of the tool, including setup costs (e.g., microphones, IT support, training time and labour costs) and the ongoing expenses.
\Box Conduct a trial: Test the tool to ensure it meets your needs, functions as described, integrates with your workflows, and complies with our privacy laws.
Data Privacy and Security
☐ Privacy, data protection, and legislative compliance: Ensure the tool complies with relevant laws and regulations, such as the Privacy Act. Verify that the tool has strong data protection measures and handling.
\Box Data Storage: Understand what data is stored, the duration of storage, the location, and whether it is de-identified. Ensure that sensitive information is handled appropriately.
☐ Vendor security: Assess the vendor's security measures, including their data protection policies, security certifications, and encryption protocols. Ensure they have robust practices in place to safeguard data against breaches.

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Implementation

to-date, and securely managed.

□ **Policy and audits:** Develop internal policies and procedures that govern the use of GenAl in the workplace. These should outline clear guidelines for the ethical and responsible use of GenAl, with a focus on data privacy, security, patient consent, and regular auditing processes.

☐ **Professional Responsibility:** Ensure users understand their professional responsibilities and

professional responsibility of all relevant staff members to ensure that records are accurate, up-

□ **Cybersecurity measures:** Ensure your organisation has strong security measures in place to protect from data breaches. This includes understanding and being satisfied with the vendor's security protocols, particularly how they ensure the safeguarding of sensitive information.

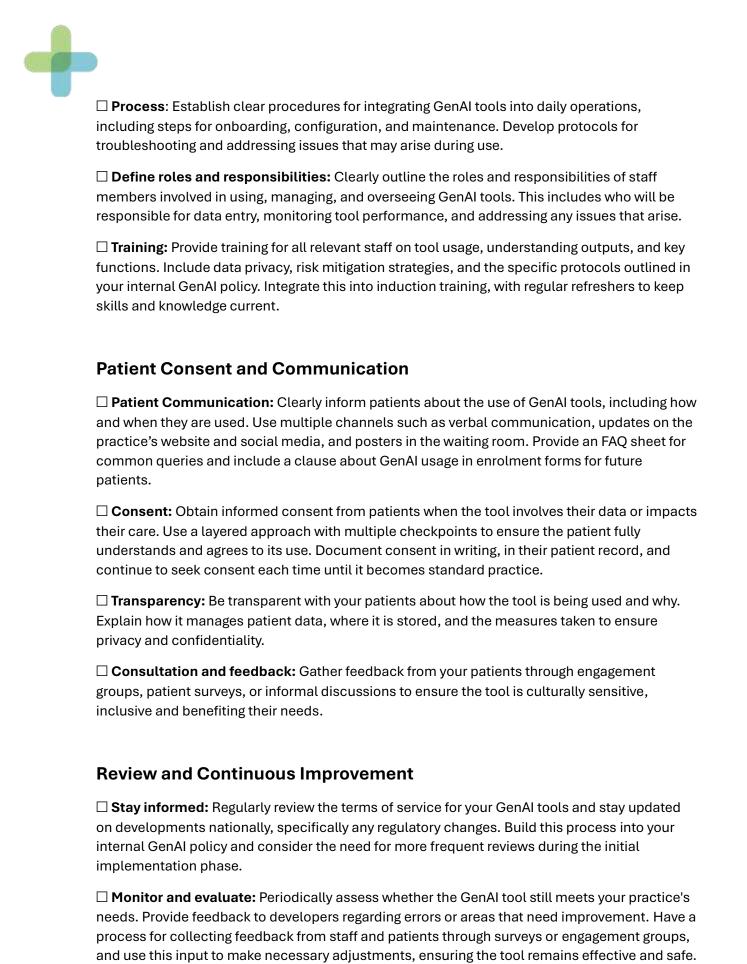
☐ **Liability and insurance:** Evaluate the liability risks associated with using the GenAl tool and ensure you have appropriate insurance coverage. Confirm with your insurer that the tool is covered under your existing policy and outline how you will address consent and mitigate risks.

☐ **Business continuity:** Develop a plan for maintaining operations if the tool fails. Include

backup procedures to ensure good continuity of service and care.

provide training on how to use the tool responsibly. The tool does they do not replace the

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procedures to reflect best practices and any new developments with the tool or legislation.

☐ **Update policies and procedures:** Continuously update your internal GenAl policies and

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