Sample Charter: Artificial Intelligence Task Force or Ad Hoc Committee[1]

Purpose

The principal purpose of this temporary task force or ad hoc committee is to develop recommendations for the establishment of a strategic, integrated governance framework for the ethical, safe, and effective use of AI technologies within the health system, and assist the board and executive leadership to ensure that the use of AI in the organization is safe, secure, private, ethical, equitable, and in accordance with regulations.

Scope of Work

The scope of work for the task force is as follows:

- **Stakeholder Engagement:** Engage key stakeholders (e.g., physicians, IT, legal, compliance, and patient representatives) to ensure a holistic approach to AI adoption.
- **AI Use Case Identification:** Review current and future AI applications across clinical, administrative, and operational domains and assess for alignment with the mission, vision, and strategic plan.
- **Ethical & Regulatory Compliance**: Ensure AI applications align with ethical standards, such as bias mitigation, patient privacy, and adherence to existing regulations (e.g., HIPAA, FDA guidelines, OCR, and upcoming AI-specific regulations).
- **Risk Management:** Define risk management strategies for AI deployment, including data security, algorithm accountability, and liability.
- **Oversight Structure:** Develop recommendations for a permanent governance structure, such as a dedicated AI committee, reporting mechanisms, and policies for AI lifecycle management.

Responsibilities

In fulfilling its charge, the AI task force is responsible for the following activities and functions:

- Draft the initial AI governance policies for board approval, including an AI code of conduct or set of guiding principles, and a policy for: 1) AI use; 2) multi-stakeholder engagement in every stage of the AI lifecycle policy, and 3) deciding which AI applications to deploy.
- Assess the organization's current use of AI and determine whether and how this could expand by first identifying problems requiring solutions for which AI could be of assistance.
- Recommend a robust framework for evaluating AI initiatives in terms of 1) clinical safety, effectiveness, and impact on the workforce using the applications; and 2) ROI that includes consideration of quantitative metrics such as cost savings, revenue generation, and operational efficiencies; and qualitative factors such as improved outcomes/experience and increased employee satisfaction/engagement.
- Monitor AI developments in healthcare and provide regular updates to the board about new predictive and generative AI tools in the marketplace and their potential strategic implications for the organization, including impacts on quality/safety, equity, access, clinical workflows, provider burnout, efficiency, scalability, risk, cost reduction, etc.
- Seek out examples of how other healthcare providers are using and implementing AI to solve complex problems and assist the board with assessing the competitive AI landscape.

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[1] This sample charter was developed with the help of Laura Adams, Senior Advisor, National Academy of Medicine; Todd Sagin, M.D., J.D., National Medical Director, Sagin Healthcare Consulting, LLC; and Jon Moore, M.S., J.D., HCISPP, Senior Vice President of Consulting Services and Client Success & Chief Risk Officer, Clearwater.

- Stay up to date on the healthcare AI legal and ethical issues and requirements and provide updates to the board as needed.
- Draft a high-level educational plan to ensure that the board, leadership, clinical and operational staff gain a foundational understanding of the use of healthcare AI and its implications for their areas of responsibility. Identify a small number of trusted organizations with which to exchange information and share experiences about the application of AI and lessons learned.
- Assist the board in integrating AI goals into the organization's strategic plan/direction.
- Develop draft recommendations for a permanent, integrated governance framework for the ethical, safe, and effective use of AI technologies within the health system
- Work with the board to establish a timeline for the task force's deliverables, including an approximate date to transition to the permanent governance structure, transfer the responsibilities to the appropriate parties, and dissolve the task force.

Deliverables
- **AI Governance Framework:** A comprehensive document outlining the governance model, including roles, responsibilities, and initial policies.
- **Interim Policies and Procedures:** Guidelines on immediate AI governance needs, such as ethical review, data use, and security.
- **Framework for Evaluating AI Initiatives:** A draft structure for assessing clinical effectiveness, safety, impact on the workforce, and ROI.
- **Recommendations for permanent governance:** A detailed proposal for a permanent, integrated AI governance structure, including staffing and resource allocation.
- **Risk Assessment Report:** Identification of risks and mitigation strategies for current and potential AI initiatives.

Composition
The AI task force will be comprised of at least two directors as determined by the board, including a board leader; at least one physician leader, at least one nurse leader and at least one patient or external patient advocate; at least two members of the senior executive team such as the COO, CIO/CTO, Chief Privacy/Security Officer, and/or Chief Risk Officer; a legal and compliance expert; data management expert; and expert(s) in the development and/or deployment of digital health/AI tools in health systems, including experience in addressing security and privacy of PHI, HIPAA implications, and cybersecurity issues.

Decision-Making Process
The task force should determine how decisions will be made (e.g., consensus or majority vote) and document an escalation process for unresolved issues or conflicts.

Meeting Schedule
Every two weeks in the first one to two months; then monthly until the final deliverables are completed.

Authority, Accountability, and Reporting Structure
The task force has the authority to make recommendations, but the final decisions lie with the health system's governance and executive leadership. The task force shall regularly to the board chair and/or CEO, in a cadence and format specified by the board chair and/or CEO.

Resources:
- National Academy of Medicine: An AI Code of Conduct Principles and Commitments Discussion Draft
- NIST Artificial Intelligence Risk Management Framework
- The Governance Institute's AI Resource Center
- AI Governance and Strategy Alignment: Empowering Effective Decision Making