

# New Zealand interRAI software user group – terms of reference

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## Purpose

The purpose of the New Zealand interRAI software user group is to provide an operational forum to:

- 1) Promote and support consistent use of the national platform across the user base by providing a forum to share ideas on use of the system
- 2) Provide an operational link between software use, developments in interRAI methodology and also the software host service
- 3) Provide a communication channel from the wider user base to the interRAI NZ Governance Board
- 4) Develop and recommend prioritised enhancements to the software to be included as part of the normal software release cycle to governance groups for approval and as per the following policy - interRAI host policy 005 - interRAI software prioritisation (published on [www.interrai.co.nz](http://www.interrai.co.nz))

## Accountability

- 1) The interRAI user group operates under the overarching governance of interRAI in New Zealand. Ultimately any decision making related to approvals of enhancements is determined by the interRAI New Zealand Governance Board
- 2) The user group does not have any delegated decision making or budget, it is purely advisory
- 3) There is no monetary recompense for membership of the user group
- 4) Members of the User Group are expected to seek input from and provide feedback to the interRAI software users in their region

## Meetings

- 1) The user group will appoint a new chair annually and should expect to meet ten times a year via conference call for an hour.
- 2) Any minutes and action points should be recorded by the user group and made available via [www.interrai.co.nz](http://www.interrai.co.nz)

## Membership

Membership is determined by nominations as per the following approach

- 1) Each DHB region be invited to nominate one clinical user for the user group<sup>1</sup>
- 2) The Home and Community Health Association be invited to nominate one clinical user per DHB region from different providers
- 3) The New Zealand Aged Care association and the Care Association New Zealand be invited to nominate one clinical user per DHB region from different providers
- 4) interRAI Services to nominate one or two software users

## Support

The software service will support the group with a business analyst/support analyst function. The purpose of this function is to provide assistance/advice with enhancement developments and also to ensure that any software host dependencies for enhancements are taken into account eg infrastructure requirements and/or service desk resources. This business analyst/support analyst function is not to provide administrative support to the user group.

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<sup>1</sup> DHBs do not have to nominate someone from a NASC