AI Governance Policy Template

Purpose of this document: _Use this template as a foundation to create or refine your organization's AI governance policy and to align with industry best practices._

1. Purpose

This policy establishes the governance framework for the assessment, implementation, and oversight of Artificial Intelligence (AI) technologies within the healthcare organization. It ensures that AI systems are deployed ethically, safely, and in alignment with clinical, operational, and regulatory standards.

2. Scope

This policy applies to all departments, staff, contractors, and third-party vendors involved in the development, procurement, deployment, or use of AI technologies across the organization.

3. Governance Structure

An AI Governance Committee shall be established, comprising representatives from clinical leadership, IT, legal, compliance, data science, and patient advocacy. The committee will oversee AI strategy, policy enforcement, risk management, and continuous evaluation.

4. Risk Management

AI systems must undergo a formal risk assessment prior to deployment. This includes:

- Evaluation of model accuracy, reliability, and robustness.
- Assessment of potential clinical, operational, and reputational risks.
- Documentation of mitigation strategies and contingency plans.
- Ongoing monitoring for performance degradation, data drift, and unintended consequences.
- Alignment with the NIST AI Risk Management Framework and ISO standards.

5. Ethical Considerations

AI technologies must adhere to ethical principles, including:

- **Bias Mitigation**: Models must be tested for demographic fairness and adjusted to prevent disparate impacts.
- **Transparency**: AI decision-making logic should be explainable to clinicians and patients.
- **Patient Consent**: Patients must be informed when AI tools are used in their care, and consent must be obtained where applicable.
- **Data Privacy**: All AI systems must comply with HIPAA, PHIPA, and other relevant data protection regulations.
- **Accountability**: Clear lines of responsibility must be defined for AI outcomes and decisions.

6. Vendor Evaluation

Vendors must be evaluated using a standardized checklist that includes:

- Model validation and clinical relevance.
- Regulatory approvals and certifications.
- Data handling practices and security protocols.
- Support for integration, training, and ongoing maintenance.

7. Implementation & Monitoring

AI systems must be piloted in controlled environments before full deployment. Silent trials are recommended to assess performance without impacting clinical workflows. Post-deployment, systems must be monitored continuously for accuracy, safety, and user satisfaction.

8. Training & Change Management

Staff must receive training on AI tools relevant to their roles. Training programs should include:

- AI literacy and basic principles.
- System functionality and limitations.
- Ethical use and patient communication.

Change management strategies must be employed to ensure stakeholder buy-in and smooth adoption.

9. Review & Updates

This policy shall be reviewed annually or upon significant changes in AI technology, regulations, or organizational strategy. Updates must be approved by the AI Governance Committee and communicated to all stakeholders.

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