AI Policy

As at July 2025

1. Oxford Paediatric Autism Assessments' (OPAA) commitment to the legal, ethical and responsible use of AI:

1.1. Oxford Paediatric Autism Assessments is committed to using AI to improve the health outcomes of clients, in a way that is legal, ethical and responsible.

1.2. The purpose of this AI Policy is to create a set of guiding principles that comply with the legal and ethical obligations that govern the responsible use of AI tools by clinicians.

1.3. Oxford Paediatric Autism Assessments takes the privacy of clients' information seriously, and our Privacy Policy sets out how we collect and treat your Personal Information and Sensitive Information. Our Privacy Policy and this AI Policy operate together.

1.4. This AI Policy deals with both the general principles Oxford Paediatric Autism Assessments is committed to in order to ensure the legal, ethical and responsible adoption and use of AI tools, as well as guidelines for the AI tools used by Oxford Paediatric Autism Assessments to ensure the use of those tools is of benefit to clients and promotes client health outcomes while protecting client data and information.

2. Definitions

In this Policy:

2.1. "AI" stands for artificial intelligence and refers to the capability of a machine to imitate intelligent human behaviour.

2.2. "AI tool" describes any software program that uses AI to perform tasks.

2.3. "Large language model" or "LLM" is a type of artificial intelligence model designed to understand, generate or manipulate human language. They are trained on very large amounts of text data and use statistics and machine learning techniques to generate text based on the input they receive.

2.4. "Generative AI" is a type of machine learning model that generates new content (for example, text, images, videos etc) as outputs.

3. Oxford Paediatric Autism Assessments' Statement of Values and Ethics in the use of AI

3.1. Oxford Paediatric Autism Assessments believes that with appropriate policies in place, AI can support the delivery of healthcare outcomes.

3.2. Oxford Paediatric Autism Assessments believes that human-delivered care must never be replaced by AI, but that AI has the potential to assist in care delivery and improve client outcomes. AI is seen by Oxford Paediatric Autism Assessments as a means to achieving the goal of improved healthcare but can only support the psychologist and patient to reach this goal.

3.3. Improved patient health and well-being will always be the primary and guiding focus of the adoption of all AI tools by Oxford Paediatric Autism Assessments. AI tools will only be adopted by Oxford Paediatric Autism Assessments where this will genuinely contribute to improving health outcomes of patients.

3.4. The adoption and implementation of all AI tools by Oxford Paediatric Autism Assessments will be patient-centred and used to benefit patients' health and well-being.

3.5. AI must never compromise the clinician's clinical independence or professional autonomy.

3.6. A registered health practitioner or otherwise appropriately qualified clinician must always be ultimately responsible for decisions and communications and should have meaningful involvement at all stages of the patient journey.

3.7. All AI tools implemented by Oxford Paediatric Autism Assessments must uphold and support the patients' rights to make their own informed healthcare decisions.

3.8. It is important to Oxford Paediatric Autism Assessments to be accountable and transparent to patients, the health profession and the wider community about the use of AI in supporting clients' healthcare outcomes.

3.9. The application of AI in health care must never lead to greater health inequalities for any population.

3.10. Patients have the right to refuse to be involved in the use of AI at any time

3.11. AI tools will only be adopted by Oxford Paediatric Autism Assessments after first establishing robust and effective frameworks for managing risks which ensure patient safety and guarantee the privacy for all involved. These frameworks will be bespoke to the AI tool being adopted, and regularly and vigorously reviewed.

3.12. Oxford Paediatric Autism Assessments will never establish protocols where the clinical independence of the clinician is undermined by AI or the final decision is made by a person in a non-clinical role with the aid of AI.

3.13. AI tools will not be used by administrative (non-clinical) staff.

4. Use of patients data and information

4.1. As outlined in our Privacy Policy, Oxford Paediatric Autism Assessments may receive and store your Data.

4.2. Oxford Paediatric Autism Assessments is committed to the protection of the privacy of patient health information.

4.3. Oxford Paediatric Autism Assessments will always use AI in accordance with the Privacy Policy in place at the relevant time.

4.4. Oxford Paediatric Autism Assessments will only adopt and use AI tools following a careful review of that tool's approach to privacy, and has adopted a protocol of regular checking the tool to ensure there has been no material change to the way client data and information is stored, used and deleted.

4.5. AI tools will not be used, disclosing a client's personal or sensitive information, without written consent from the client.

4.6. The disclosure of Health Information must be limited to initiatives that exclusively aim to provide the health service to the client and/or improve the clients health outcomes.

5. Complaints about our AI policy

5.1. If you have any complaints about our AI practices, please feel free to send in details of your complaints to:

sarah@oxfordpaa.com.au

5.2. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

6. Changes to our AI policy

6.1. Our AI Policy is subject to change.

6.2. Oxford Paediatric Autism Assessments may modify this policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website www.oxfordpaa.com.au or through distribution by email. Please check back from time to time to review our AI Policy.

7. Current AI tools in use

7.1. Oxford Paediatric Autism Assessments will maintain a list of AI tools in regular use by its clinicians.

7.2. At present, Oxford Paediatric Autism Assessments uses:

- Heidi Health

7.3 A summary of each AI tool adopted and how it is used is set out below.

HEIDI HEALTH

A. **What Heidi Health does:** Heidi Health is an Australian health technology company providing artificial intelligence based medical scribe software that automates clinical documentation for healthcare professionals. The company's software transcribes patient consultations into clinical notes, case histories, and other medical documents.

B. **Why Heidi Health has been adopted**: Heidi Health will assist clinicians by transcribing the parent caregiver clinical interview conducted by the psychologist/speech pathologist. This will ensure the accurate and efficient capture of our discussions at assessment. Heidi allows us to focus more on our conversation, clinical observations and assessment and less on manual note taking.

C. **What Heidi Health will be used for:** Heidi Health will only be used by the psychologist and speech pathologist to transcribe clinical interviews, assist with report writing and the development of individualised recommendations.

D. **What Heidi Health will not be used for:** Heidi Health cannot and will not be used to make decisions in relation to the outcome of the autism assessment or severity ratings. Heidi Health will not be used by administrative (non-clinical staff) staff.

E. **Written consent:** Heidi Health will only be used with clients who have provided written consent for the use.

F. **Accountability**: The clinician using Heidi Health will be responsible for regular reviews of Heidi Health privacy policies and data storage practices, as well as its compliance with Australia Privacy Principles (APP).

G. **Risk Mitigation Strategies:** Data sanitization and security, data governance, bias mitigation, human oversight and intervention, ethical frameworks, informed consent, continuous learning and adaptation, collaboration and communication.

H. **Data storage by Heidi Health:** Heidi Health <u>does not store</u> the audio recording of the clinical interview, it is transcribed and then deleted instantly. The transcribed data file is kept on the Oxford Paediatric Autism Assessments local sever and Zanda Practice Management software for 60 days and then deleted. Heidi Health can collect and hold the following categories of information, including personal information, health information, device information, and general information to help us improve their services. Heidi Health has been carefully selected by Oxford Paediatric Autism Assessments as it complies with the Australian Privacy legislation and the Australian Privacy Principles.

I. **Authorised Use:** Only clinicians will have access to and use Heidi Health. Administrative staff will not use the tool and will not have access to the system.

J. **Assessment and Review schedule:** Oxford Paediatric Autism Assessments is committed to a regular assessment and review of the adoption and use of Heidi Health. In addition to the contemporaneous review for accuracy and completeness conducted, Oxford Paediatric Autism Assessments will conduct a comprehensive random audit every 6 months. The purposes of the random audit include confirmation that this AI Policy is being adhered to, that the information contained in the AI policy in relation to each AI tool adopted is correct and up-to-date, and that the notes generated after consultations are both accurate and complete.