

# ITIM Trauma Nurse Coordinator Conference Scheme

## Framework and business processes

### Background

The Trauma Nurse Coordinator (TNC) is integral in the provision of clinical consultancy, clinical support, education and training pertaining to all aspects of trauma care. The TNC is also involved in research activities and the review, development and implementation of current best practice guidelines.

It is essential that the TNC remain up-to-date with knowledge and skills pertaining to trauma management to allow for the effective delivery of the role. Currently, many TNCs do not attend conferences, courses or professional development activities due to funding constraints. TNCs do not receive an education allowance and are required to self-fund or seek scholarships for all professional development and clinical educational activities. The provision of a TNC Conference Scheme will support TNCs to attend trauma related conferences.

### Aim of TNC Conference Scheme

The TNC Conference Scheme will provide financial support to assist the NSW and ACT TNCs to attend trauma related conferences. The Conference Scheme will occur yearly (subject to review) and will support TNCs to attend a trauma related conference that will enhance knowledge or skills pertaining to the role of the TNC.

### Eligibility

The TNC Conference Scheme is available to NSW and ACT TNCs only. Recipients of the TNC Conference Scheme will be determined by the ITIM Education Committee with the final decision made by the ITIM Executive as advised by the ITIM Executive Committee.

Each TNC can apply for TNC Conference Scheme once per financial year. If the TNC Conference Scheme funding is not used within the year, it will not be rolled-over.

### The Process

1. ITIM Education Committee will select the TNCs eligible for the TNC Conference Scheme annually.
2. The ITIM Education Committee will select relevant trauma related conferences yearly for which the TNCs will be entitled to apply for funding reimbursement to attend.
3. The list of eligible TNCs and the selected conferences will be approved by the ITIM Executive Committee before being forwarded to the eligible TNCs.
4. An approved TNC will be eligible to apply for ONE conference only per financial year.
5. The TNC will complete an online application form indicating the conference in which registration reimbursement is sought. This will be submitted directly to ITIM.
6. The TNC will pay for the registration of the selected conference and seek reimbursement from ITIM.

7. ITIM will reimburse up to AUD\$1000 towards the cost of the conference registration and allocated conference accommodation. Any costs beyond this are to be paid by the TNC.
8. Evidence of receipt of payment to be submitted to ITIM for reimbursement. This may be in the form of a conference payment receipt and a copy of a credit card statement.
9. Where another entity (e.g. an LHD) has agreed to fund the TNC for the same conference, ITIM will not provide part funding for ancillary conference expenses (e.g. travel or accommodation) nor will ITIM refund the costs to the other entity.
10. After attending the conference, the TNC will provide a copy of the attendance certificate and a short report to ITIM – outlining key themes presented at the conference and recommendations on whether conference attendance would be suitable to other TNCs.
11. If the TNC has not attended the conference, they will need to inform ITIM to discuss refunding of the conference registration. Where no certificate of attendance is produced the TNC will need to return the conference registration funding provided by ITIM.
12. An annual report will be collated by ITIM to demonstrate funding activities.

Special Circumstances:

13. The TNC may request special consideration to attend an alternate conference relevant to the TNC role. This must be formally requested through the ITIM Education Committee.
14. If the TNC is unable to attend an allocated conference, they may appoint a trauma nurse to apply for funding to attend a conference during that calendar year only.
15. If the TNC chooses to attend a conference that includes a registration cost up to \$500 only, the TNC may appoint another clinical trauma nurse to apply for a conference registration up to a maximum of \$500 (this needs to be negotiated with the ITIM Trauma Education Committee, prior to funding approval).
16. After attending the conference, the clinical trauma nurse will provide a copy of the attendance certificate and a short report to ITIM – outlining key themes presented at the conference and recommendations on whether conference attendance would be suitable to other TNCs.

Funding for the TNC Conference Scheme will be reviewed annually by the ITIM Education Committee and the ITIM Executive.

Any queries please contact:

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