

# Terms of Reference

## ITIM EXECUTIVE COMMITTEE Agency for Clinical Innovation

REPORTS TO:	Clinical Executive Director - Preserving and Restoring Interventions in Surgery and Medicine (PRISM), ACI ACI Executive Committee	
REPORTER:	Chairperson of Meeting	
CHAIRPERSON(S):	ITIM Clinical Director or in their absence the ITIM Manager.	
TERM OF OFFICE:	3 years	
SECRETARIAT:	ITIM Manager	
ENDORSED BY	Director PRISM, ACI	DATE: March 2019
NEXT REVIEW	March 2020	

## BACKGROUND

The Institute of Trauma & Injury Management (ITIM) was set up in 2002. The Executive Committee was established following recommendations from the ITIM workshop in September 2012 as part of the change in governance & management arrangements for ITIM occurring with the move to ACI in November 2012.

## PURPOSE

The purpose of the Executive Committee is to support ITIM to achieve its objectives through the provision of advice on strategic direction and establishment and monitoring of work groups and committees to undertake activities identified in the Work Plan.

## RESPONSIBILITIES / FUNCTIONS

The Executive Committee is responsible for:

- Development and monitoring of an annual Work Plan including key performance indicators
- Identifying and providing advice on the strategic priorities and directions for ITIM
- Establishing where necessary working groups and committees to ensure delivery of the work identified in the Work Plan
- Providing reports to ACI on progress and achievements against the Work Plan
- Identification, implementation and oversight of projects that improve the delivery of trauma services across the spectrum of trauma care
- Ensuring that strategies, projects and reports are distributed to ACI Executive and MoH and subsequent feedback is provided to the committees.
- Implementation of strategies to engage stakeholders across the NSW trauma system to promote networking, collaboration and trauma system co-ordination.

## **FREQUENCY OF MEETINGS**

Second monthly or at such other intervals or times as may be arranged by the ITIM Clinical Director.

## **REPORTING COMMITTEES**

- Clinical Review Committee
- Research Advisory Committee
- Data Management Committee
- Education Committee
- Trauma Innovation Committee

## **METHOD OF EVALUATION**

Annual review of Terms of Reference against Work Plan by Executive

## **QUORUM**

- Half membership plus one.
- Committee members are expected to attend at least 75% of all meetings so that the committee work can be completed and composition of the committee will be reviewed annually.

## **MEMBERSHIP**

- Clinical Director ITIM - Chair
- Manager ITIM - Secretariat
- Clinical Executive Director - Preserving and Restoring Interventions in Surgery and Medicine (PRISM), ACI
- Stream Manager, Trauma, Pain and Rehabilitation, PRISM, ACI
- Chairperson and Co-Chairperson Clinical Review Committee
- Chairperson and Co-Chairperson Research Advisory Committee
- Chairperson and Co-Chairperson Data Management Committee
- Chairperson and Co-Chairperson Education Committee
- Chairperson and Co-Chairperson Trauma Innovation Committee