

TERMS OF REFERENCE

ACI

ITIM EDUCATION COMMITTEE

REPORTS TO	ITIM Executive Committee	
REPORTER	Chair(s) Education Committee	
CHAIRPERSON(S)	Appointed from ACI	
TERM OF OFFICE:	Up to 2 years	
SECRETARIAT	ITIM Project Support Officer	
ENDORSED BY	Director SACC ACI	DATE Feb 2017
NEXT REVIEW	Feb 2018	

1. BACKGROUND

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

2. PURPOSE

The Education Committee provides strategic advice to the ITIM Executive on system wide education requirements and opportunities. The Education Committee provides oversight of the education functions of ITIM. The key focus is in promoting and providing direction to collaborative trauma education in NSW.

3. RESPONSIBILITIES / FUNCTIONS

The Education Committee is responsible for:

- Using data and evidence to provide advice to ITIM Executive on education priorities
- Development and monitoring of an annual Work Plan
- Encouraging, overseeing and promoting trauma related education across NSW.
- Promoting partnership with groups and organisations to facilitate education in all aspects of trauma management
- Development, endorsing and monitoring the ITIM education plan
- Establishing links to and working collaboratively with all other ITIM committees.

4. FREQUENCY OF MEETINGS

Second monthly with 2 face-to-face meetings per year

5. REPORTING COMMITTEES

Nil

6. METHOD OF EVALUATION

Annual review of Terms of Reference against Work Plan by Executive

7. 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.

8. MEMBERSHIP

- Chairperson/s (clinicians appointed by ACI). The co-chair positions should be held by a medical officer and a non-medical officer to ensure balance of views.
- Project Support Officer, ITIM
- Project Officer ITIM
- Up to eight clinicians, determined via an expression of interest from within the NSW Trauma system, who have specialist skills, knowledge and experience in education in trauma care.
- Any member of the ITIM Executive (SACC Director, ITIM Clinical Director, ITIM Manager) as Ex Officio committee members.
- Members co-opted by the Director SACC, ITIM Executive and Chair who hold specific skills, knowledge or experience and/or complement the needs of the Committee