

Terms of Reference

ITIM Trauma Innovation Committee

Reports to:	ITIM Executive	
Reporter:	Co-Chair/s Trauma Innovation Committee	
Chairperson/s:	Appointed by ITIM Executive	
Terms of office:	18 months	
Secretariat:	ITIM Project Officer	
Endorsed by:	ITIM Executive	Date: September 2018
Next review:	September 2020	
Review process:	ITIM Trauma Innovation Committee	
Decision making:	Co-Chair/s Trauma Innovation Committee	

Background:

The Institute of Trauma & Injury Management (ITIM) was established in 2002. The ITIM Trauma Innovation Committee was established to address the recommendations from the ITIM Executive Committee in 2015/16 for a responsive group of clinical representatives that provide advice on ITIM innovations and projects.

Purpose:

The ACI ITIM Trauma Innovation Committee has been established to provide the ACI ITIM Executive Committee with clinical subject matter expertise on feasibility, desirability, execution and implementation of innovative projects and where appropriate, to assist in communication of ITIM initiatives to the trauma community.

Responsibilities / Functions:

1. To respond on appropriate matters referred to it by the ITIM Executive or other ITIM committees, including but not limited to;
 - a. Assisting ITIM and its Committee's with major projects as required.
2. To provide recommendations to ITIM Executive Committee on;
 - a. Trauma clinical decision support tools, including;
 - i. Models of care, flowcharts, clinical guidelines, clinical procedures and key principles.
 - ii. Draft, review and advice on applicability of current and emerging clinical decision support tools relating to trauma care.

- b. Project-related advice which strengthens ITIM's capacity to deliver and raise awareness about its projects.
- c. Project work, including;
 - i. Assistance with development of projects.
 - ii. Endorse specific projects or innovations relating to trauma care.
 - iii. Provide clinical advice for specific ITIM projects or innovations.
 - iv. Provide recommendations regarding sector expectations, related risks and opportunities that may inform the development and delivery of projects.
 - v. Provide comment in relation to the implementation approach and methodology.
3. Identifying and pursuing opportunities for ITIM to expand its innovative project work, including;
 - a. Potential collaboration.
 - b. Translation of published research into practice in collaboration with Research Advisory committee.
4. Provide advice regarding strategic approaches to trauma care.
5. Report back to the requesting committee in the first instance with recommendations and advice relating to any of the above.

Frequency of meetings:

- Monthly
 - One hour in duration.
 - To expedite meetings members will be asked to complete tasks prior to the meeting.
- Meetings will be co-ordinated by the Secretariat.
- Meetings will be conducted via mixed modalities including WebEx, Teleconference utilising NSW Health infrastructure.
 - Two face-to-face meetings per year.
 - Where possible video conferencing through WebEx will be encouraged.
- The agenda and relevant material shall be prepared and distributed by the Secretariat at least one week prior to meeting dates utilising a file sharing server (Basecamp) to maintain version control.
- All meetings shall be recorded and the minutes distributed to all members of the group within a fortnight of the previous meeting.

Reporting committees:

Nil

Method of evaluation:

Annual review of Terms of Reference against Committee and Membership by ITIM Executive.

Quorum:

- Half membership plus one.
- If quorum is not met, attending participants agree to continue, the meeting can proceed.
- If any decision is made it is to be ratified as an out of meeting work by majority members via online collaboration tools.
- Out of meeting bodies of work via the online collaboration tools will be considered as attendance for members of TIC.

Committee members are expected to attend at least 50% committee work can be completed and composition of the committee will be reviewed annually.

Membership:

- Two Co-chairpersons (clinician appointed by ITIM Executive).
- Project Officer ITIM.
- Ten clinicians, determined via an expression of interest.
- Appointment as a member of the Innovation Working Group will be for 18 months.
- Members will possess specialist clinical skills, with knowledge and experience in trauma care.
 - Targeted Health Sectors:
 - Pre-hospital
 - Retrieval
 - Emergency
 - Trauma
 - Surgical
 - Intensive Care
 - Critical Care
 - Targeted Roles:
 - Medical/Surgical Fellow
 - Medical/Surgical Registrar
 - Clinical Nurse Consultant
 - Clinical Nurse Specialist
 - Paramedic (P5 [ICP] and above)
 - Retrieval Nurse
 - Employed in NSW.
 - Clinicians with of 80%of work load being direct patient contact.
 - Clinicians with passion and/or experience in driving innovation and projects
- Any member of the ITIM Executive (PRISM Director, TPR Stream Manager, , ITIM Clinical Director, ITIM Manager) as Ex Officio committee members.
- Members co-opted by the Director of the SACC, ITIM Executive and Co-Chair who hold specific skills, knowledge or experience and/or complement the needs of the Committee.