



TERMS OF REFERENCE

ACI

ITIM EXECUTIVE COMMITTEE

REPORTS TO	Director - Surgery, Anaesthesia and Critical Care, ACI		
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 SACC ACI	DATE	March 2017
NEXT REVIEW	March 2020		

2. 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.

3. PURPOSE

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

4. 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.

5. FREQUENCY OF MEETINGS

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

6. REPORTING COMMITTEES

Clinical Review Committee
Research Advisory Committee
Data Management Committee
Education Committee
Trauma Innovative Committee

7. METHOD OF EVALUATION

Annual review of Terms of Reference against Work Plan by Executive

8. 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.

9. MEMBERSHIP

Clinical Director ITIM - Chair
Manager ITIM - Secretariat
Director - Surgery, Anaesthesia and Critical Care, 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 Innovative Committee