

TERMS OF REFERENCE

ACI

ITIM CLINICAL REVIEW COMMITTEE

REPORTS TO	ITIM Executive Committee
REPORTER	Chair Clinical Review Committee
CHAIRPERSON(S)	Appointed from External Committee Membership
TERM OF OFFICE:	
SECRETARIAT	
ENDORSED BY	DATE 9 January 2013
NEXT REVIEW	

1. BACKGROUND

The Institute of Trauma & Injury Management (ITIM) was established in 2002. The Clinical Review 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.

2. PURPOSE

The ITIM Clinical Review Committee provides strategic advice to the ITIM Executive Committee on system wide issues relating to clinical practice in trauma care. The key focus is on monitoring and review of incidents and Preventable Deaths across the NSW Trauma system.

3. RESPONSIBILITIES / FUNCTIONS

The ITIM Clinical Review Committee is responsible for:

- Development and monitoring of an annual work plan
- Identifying issues and priorities that may have broad impact on clinical practice in trauma care within the NSW Trauma system
- Review and advise on the applicability of current and emerging clinical guidelines relating to trauma care including oversight of guideline development
- Providing clinical expertise to assess, review and monitor clinical incidents, including review and monitoring of RCA's and reports from other regulatory agencies
- Establishing formal structures to review Preventable Deaths and to review trauma system morbidity data
- Providing advice regarding strategic approaches to the development and implementation of Trauma Models of Care
- Providing reports to ITIM Executive Committee against annual work plan or as required
- All sub-committees to report back to the Clinical Review Committee

4. FREQUENCY OF MEETINGS

Bimonthly or more frequently as required

5. REPORTING COMMITTEES

Preventable Deaths sub-committee

6. METHOD OF EVALUATION

Annual review of Terms of Reference against Work Plan by ITIM 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 (clinician appointed by ACI)

Co-chairperson

Clinical Review Manager ITIM

Director Surgery, Anaesthesia and Critical Care, ACI

Eight clinicians, determined via an expression of interest from within the NSW Trauma system, who have specialist skills, knowledge and experience in trauma care

Members co-opted by the Chair who hold specific skills, knowledge or experience and/or complement the needs of the Committee