

Terms of Reference

ITIM Data Management Committee

Reports to:	ITIM Executive Committee		
Reporter:	Chair Data Management Committee		
Chairperson/s:	Karon McDonnell Trish Saccasan-Whelan		
Terms of office:	2 years (staggered renewal process)		
Secretariat:	ITIM Data Officer		
Endorsed by:	Director SACC, ACI	Date:	May 2017
Next review:	May 2019		
Review process:	ITIM and DMC review		
Decision making:	ITIM Executive Committee and DMC Chairs		

Background:

The Institute of Trauma & Injury Management (ITIM) was set up in 2002. The Data Management 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.

Purpose:

The ITIM Data Management Committee provides strategic advice to the ITIM Executive Committee on the governance and functions of the trauma registry and management of data. The Data Management Committee is tasked with ensuring that the collection of, access to and use of the data is consistent with the Australian Clinical Quality Registries

Responsibilities / Functions:

The ITIM Data Management Committee is responsible for the following in NSW:

- Monitoring of issues associated with data entry and collection and development of strategies to address identified issues
- Development and monitoring of business rules for access to and use of ITIM data
- Provision of advice on the management, organisation, scope and development of the trauma registry
- Oversight of the trauma audit review functions including scoring (AIS), coding and compliance
- Identification, reporting and dissemination of trends from the data
- Providing reports to ITIM Executive Committee against annual Work Plan or as required
- Developing, monitoring, and reporting on an annual work plan to the ITIM Executive.
- Collaborating with other ITIM committees to align strategic priorities and increase clinicians' knowledge and awareness of matters relating to trauma care.

Frequency of meetings:

Monthly

Reporting committees:

None

Method of evaluation:

- Annual review of Terms of Reference against the work plan by ITIM Executive
- Annual review of membership

Quorum:

- Half membership plus one
- Committee members are expected to attend at least 75% of all meetings

Membership:

- Members are co-opted by the Director of the SACC, ITIM Executive, and committee chair.
- Members hold specific trauma skills, knowledge, or experience, and or complement the needs of the committee.
- Composition of the committee will be reviewed annually
- Chairperson - clinician appointed by ACI
- Co-chairperson - clinician appointed by ACI
- Secretariat – Data Officer, ITIM
- Clinicians – up to ten. Expressions of interest sought from within the NSW Trauma system
- Ex officio - any member of the ITIM Executive including the SACC Director, ITIM Clinical Director, and ITIM Manager