

TERMS OF REFERENCE

ACI

ITIM RESEARCH ADVISORY COMMITTEE

REPORTS TO	ITIM Executive Committee
REPORTER	Chair Research Advisory 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 set up in 2002. The Research Advisory 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. The Research Advisory Committee replaces the Strategic Trauma Research Committee established in 2011.

2. PURPOSE

The Research Advisory Committee (RAC) provides strategic advice to ITIM Executive on system wide research issues and opportunities. The RAC provides oversight of the education and research functions of ITIM. The key focus is in promoting and providing direction to collaborative trauma research in NSW.

3. RESPONSIBILITIES / FUNCTIONS

The Research Advisory Committee is responsible for:

- Development and monitoring of an annual Work Plan
- Encouraging and promoting collaborative trauma research including injury prevention, acute injury management and rehabilitation across NSW
- Identification and promotion of research initiatives in injury and trauma prevention and management across NSW
- Promoting partnership with groups and organisations to facilitate research into injury and trauma prevention and management
- Identifying research funding opportunities and assisting in / supporting applications as appropriate
- Using data and evidence to provide advice to ITIM Executive on research priorities
- Establishing a prospective registry of trauma research being undertaken in NSW
- Development, endorsing and monitoring the ITIM education plan
- Establishing links to and working collaboratively with the ACI Research Committee

- Providing reports to ITIM Executive Committee against annual Work Plan or as required

4. FREQUENCY OF MEETINGS

2nd Monthly

5. REPORTING COMMITTEES

Education sub-committee

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 (clinician appointed by ACI)

Clinical Director ITIM

Research Leader ITIM

Clinical Review Manager ITIM

Chair Education sub-committee

Six clinicians, determined via an expression of interest from within the NSW Trauma system, who have specialist skills, knowledge and experience in education and / or research in trauma care.

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