

# **State Trauma Committee**

## **Terms and conditions**

### **Terms of reference**

The State Trauma Committee (STC) will provide advice to the Minister for Health and the Department of Human Services on the Victorian state trauma system.

In particular, the STC will provide advice on:

- Policy development, purchasing and funding issues to ensure optimal outcomes for trauma patients;
- System performance, the development of key performance indicators and benchmarks for the sector and the best ways to report this information;
- Methods of ensuring that clinical care delivered to trauma patients is of a high quality and a uniform standard across the state, including evaluation of performance information and the development and evaluation of clinical management policies and protocols;
- Injury prevention initiatives; and
- The best ways of linking educational programs to service provision.

The STC will also:

- Evaluate core components of the system;
- Provide performance feedback to trauma care providers;
- Disseminate information to trauma care providers; and
- Promote system enhancements among key stakeholders.

The department will review the terms of reference annually, in consultation with the committee.

### **Membership**

Membership will be in accordance with Government policies and departmental targets.

The Chair is to be appointed by the Minister.

Organisations will be requested to nominate candidates who are considered experts in their field and who have the support of their employer to attend meetings (where applicable).

The department, in consultation with the Chair, will appoint a Deputy Chair from the committee membership.

Members are required to attend at least 75 per cent of meetings during each year and make a significant contribution to the committee.

Proxies on behalf of an absent member are not permitted.

### **Committee composition**

The STC will comprise the following:

- Chair (not to be an employee of a Major Trauma Service)
- Director of Trauma Services, Royal Children's Hospital
- Director of Trauma Services, Royal Melbourne Hospital
- Director of Trauma Services, The Alfred
- General Manager, Operations, Metropolitan Ambulance Service
- Manager, Clinical Services, Rural Ambulance Victoria
- Executive representative, The Alfred
- Executive representative, Royal Children's Hospital

- Executive representative, Royal Melbourne Hospital
- Director, Victorian Spinal Cord Service, Austin Health
- Executive, Metropolitan Trauma Service
- Representative, Metropolitan Trauma Service
- Executive, Regional Trauma Service
- Trauma Director, Regional Trauma Service
- Trauma Nurse
- Representative, Australasian College for Emergency Medicine
- Representative, Regional Emergency and Critical Care Advisory Committee
- Representative, Transport Accident Commission
- Representative, Victorian Adult Emergency Retrieval Coordination Service (VAERCS)
- Director, Access and Metropolitan Performance, Department of Human Services

Additional members may be coopted as required.

### **Length of membership**

The chair and members are appointed for a period of three years. The Chair and members may be re-appointed for a subsequent term.

One-third of the membership will retire at the end of each term.

### **Quorum**

Eleven or more members meeting together or via teleconferencing facilities shall constitute a quorum.

### **Reporting arrangements**

The chair of the committee will be responsible to the department and will communicate through Metropolitan Health and Aged Care Services.

At the end of each term, the committee will report to the Minister and the department on its business and achievements.

### **Frequency of meetings**

Meetings will be held a minimum of three times a year.

### **Working groups and sub-committees**

Working groups and sub-committees will be formed in response to identified needs and special projects.

### **Committee support**

The department will provide secretariat support to the committee.