

Division:	Fellowship Experience	Ref. No.	TOR-3003
Department:	Professional Standards		
Title:	Trauma Care Verification Program Committee		

1. PURPOSE AND SCOPE

These Terms of Reference establish the Trauma Care Verification Program Committee (TCVPC).

2. KEYWORDS

Trauma care, Verification, Quality Improvement.

3. BODY OF POLICY

The committee is responsible for overseeing the delivery of the Trauma Care Verification Program (TCVP) in Australia and Aotearoa New Zealand.

3.1 Duties and Responsibilities

The duties and responsibilities of the TCVPC include:

- 3.1.1. To develop the TCVP to be the principal method of quality assurance and benchmarking for trauma services in Australia and Aotearoa New Zealand.
- 3.1.2. To establish a framework that supports review of major and non-major trauma centres, and whole of region trauma systems.
- 3.1.3. To coordinate the delivery and reporting of reviews in Australia and Aotearoa New Zealand.
- 3.1.4. To evaluate and measure the efficiency of the program.
- 3.1.5. To review evidence on contemporary trauma care standards and maintain the currency of the TCVP standard.
- 3.1.6. To maintain relationships and reporting lines with program partners
- 3.1.7. To explore potential business opportunities including requests for verification of hospitals in other countries on their merit
- 3.1.8. Oversight of business processes and contractual obligations including financial audit is the responsibility of RACS

3.2. Powers

The TCVPC will have powers to deliver all operational aspects of the program including scheduling and running site visits and review reporting.

The committee will provide recommendations to the Binational Trauma Committee on substantive changes to program criteria or standards.

3.3. Composition and Size

Membership of the TCVPC will consist of:

- 3.3.1. Chair, Trauma Care Verification Program Committee
- 3.3.2. Chair, Binational Trauma Committee (or nominee)

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- 3.3.3 One RACS Fellow representing Australian and New Zealand Association for the Surgery of Trauma (ANZAST)
- 3.3.4 One RACS Fellow in the specialty of Orthopaedic Surgery
- 3.3.5 One RACS Fellow in the specialty of General Surgery
- 3.3.6 One RACS Fellow representing Aotearoa New Zealand
- 3.3.7 One Australia and New Zealand College of Anaesthetists (ANZCA) representative
- 3.3.8 One Australasian College for Emergency Medicine (ACEM) representative
- 3.3.9 One College of Intensive Care Medicine (CICM) representative
- 3.3.10 One representative from the Australian and New Zealand Trauma Society (ANZTS)
- 3.3.11 One senior trauma nurse from Australia and one from New Zealand
- 3.3.12 One RACS Fellow from a paediatric trauma service
- 3.3.13 One representative from Australian and New Zealand Trauma Quality Improvement Program
- 3.3.14 One RACS Fellow from a regional, rural or remote trauma service
- 3.3.15 One trauma allied health practitioner from Australia and one from New Zealand
- 3.3.16 One representative from the Australasian Faculty of Rehabilitation Medicine (AFRM, RACP)

In Attendance:

- 3.3.16 Senior Project Officer, Trauma Care Verification Program
- 3.3.17 Manager, Professional Standards

In the absence of the chair the meeting will be run by the Trauma Committee Chair.

The Chair of the Professional Standards and Fellowship Services Committee (PSFSC) and/or Chair of the Professional Standards Committee (PSC) may attend at any time.

The TCVPC may co-opt other members as required to ensure appropriate representation and facilitate the program.

Excluding RACS Chairs or medical college representatives (sought via nomination from the respective college), members will be sought via expression of interest from experienced Trauma Care Verification reviewers.

Membership will be confirmed by the Binational Trauma Committee. The Chair will be nominated by the TCVPC to the Binational Trauma Committee for confirmation.

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3.4. Tenure and Method of Appointment

In line with RACS Council terms of appointment, a term of office shall be for a maximum of three years, and membership shall be for a maximum of three terms.

3.4.1 Representatives from specialist medical colleges

Where a member is acting in capacity as a representative of a specialist medical college or society, RACS will write to that committee or college seeking a nomination.

3.4.2 Other representatives

All other members will be sought via expression of interest from experienced TCVP reviewers.

3.5. Meetings

The committee shall convene no less than twice annually and as required to facilitate the delivery of the TCVP. Subject to budget, one meeting may be held face to face each year. All other meetings will be via videoconference.

3.6. Quorum

A quorum shall be a voting majority of the membership of the TCVPC.

3.7. Accountability and Reporting Structure

Committee proceedings will be recorded in minutes. The TCVPC is accountable to the Binational Trauma Committee and will submit a report to the RACS Trauma Committee twice yearly.

4. ASSOCIATED DOCUMENTS

Approver Trauma Committee
Authoriser Professional Standards Committee