

## Attendance

Michael Reade - MR (President (Chair)), Helen Jowett – HJ (Vice President), Ben Gardiner - BG (Secretary), Sarah Adams – SA (Treasurer), Melissa Webb - MW, Ian Civil - IC, Nicole Kelly - NK, Tony Joseph - TJ, Savitha Bhagvan - SB, Kate Dale – KD, Dinesh Varma - DV, Mya Cubitt – MC (from 1400),

## Apologies:

Michael Parr – MP. Alaina Campbell - AC.

## 1. Minutes:

1.1. Standing Agenda Items – suspended to carry out agenda of day

## 2. Agenda:

2.1 Review of survey results

- Positive informative result although small sample size with implications of likely bias noted
- Highest priority identified was facilitation of research
- Credentialing of trauma nurse co-ordinator roles also valued
- Detailed discussion on need for communication strategy

**Action:** Survey repeat annually, develop and refine linking craft groups and Length of Service in trauma to responses, to be run in conjunction with AGM – HJ

**Action:** Develop Communication Strategy – all

2.2 Review of Mission, Vision and goals

- Discussion of constitution statements.
- Mission Vision statements discussed

**Action:** Proposal to reorder existing items, statement 2 first. – Constitution Committee

**Action:** Draft Vision statement to sit outside constitution- MR

2.3 What would we like to achieve

- Value for Membership explored
  - o Existing: Conference / Trauma Talk / Injury Journal / Networking/ Representation/ Guidance / Body to go to for advice or assistance
- Discussion on roles within the ATS
  - o Existing: Media Liaison (Ex-President)/ Research and Registry Committee / Nominating Committee / Program Committee / Publications Committee.
  - o Discussed: Membership liaison role / Education Committee / Communication and Marketing Committee/ other potential roles or committees

**Action:** Review the Governance / TOR / Roles and Responsibilities/ embed the ability for committees to co-opt members to join committee / committees should have a member of the committee to liaise (may or not be a chair) – Constitution Committee

- Discussion on role of ATS to promote education events.

**Action:** Support of request where approached by organisation / group that the criteria for recognition is that the activity should be recognised for CPD by an organisation related to trauma which had members of the ATS.

- Reflection on survey results / Discussion on a variety of topics.
  - o Outreach programs – gaps in data/ PNG and Pacific Island Countries with need to support.
  - o It was felt that the ATS at this time is not able to expand into these activities due to resource limitations, but that they nonetheless were consistent with the objectives of the organisation and could be supported if funding or personnel resources became available.
- Opportunities explored as to niche that ATS holds.
  - o Guideline development / Consensus Guidelines – unique perspective of ATS multidisciplinary
  - o Development of standards for Registry management / Trauma Nurse Co-ordinator / Trauma ward clinical nursing / Allied Health in Trauma
  - o Education:
    - TOPIC Course discussed
    - Opportunity for a trauma post resuscitation course to be developed for ANZ

**Action:** Approach the STN for exclusive rights to the TOPIC Course in ANZ – HJ



**Action:** Education Committee to be established to coordinate / develop courses - HJ

**Action:** Draft Clinical Guideline - SB

**Action:** Draft standard for registry staff -BG

- Research Network – Mentorship/ Coordinate Studies / Forum website

**Action:** Review process to support researchers with mentorship / coordinate studies - Research committee

**Action:** Establish access to an online discussion forum - BG

- Obstetric Trauma – Incidence of domestic violence not meeting conventional trauma activation criteria, and trauma resulting in foetal demise not currently reported in the ATR, discussed.

**Action:** Approach the ATR to highlight importance of domestic violence, discuss criteria for inclusion in registry, and (at least) recommend inclusion of foetal demise related to trauma in the ATR - BG

- Scholarships Travel – discussion on minor amendments
- Scholarship Research – discussion on potential based on principles within Travel Scholarship.

**Action:** Travel Scholarship accepted by Committee pending final version. MW

**Action:** Research Scholarship to be drafted for committee consideration. MW

- Special Interest Groups (SIG)

- Discussion on development and evolution of these groups like; Paediatrics / Registry / Geriatrics / Allied Health – interprofessional / Injury Prevention/ Paramedicine. Discussed that this may lead to fragmentation of membership.
- Discussion regarding existing organisations SIG related to trauma

**Action:** Develop MOU process to collaborate with existing organisations SIG related to Trauma - MR

- Review of existing constitution

- Membership Categories currently not in constitution and criteria for categories discussed
- International Membership discussion

**Action:** Low-Middle Income Countries (LMIC) (eg. Pacific Countries) to develop a membership category that offers full membership at a level not below costs of membership. – Constitution Committee

**Action:** Proposal to review membership categories (eg incl. Hon & define associate membership) – Constitution Committee

- Revitalisation of Committee composition, and need for mentorship program within the committee structure of the ATS.

**Action:** Request for EOLs to be sent to membership by executive committee representatives from each committee.

## 2.4 Existing Relationships

- TAS – Not formal – long standing relationship / committee agreed on benefits of secretariat

**Action:** Service agreement with TAS - BG

- TAC - Not formal

- RACS - Not formal

- STN - Not formal (HJ informal liaison)

- ANZAST Not formal (MR informal liaison)

- RACS Verification Committee- Not formal

**Action:** ATS executive committee members who are members of the trauma SIGs of their relevant Colleges / associations will approach these bodies & seek formal affiliation with the ATS. The intent will be to co-brand trauma themed meetings within College / association conferences, and to invite attendees of these events to attend ATS conferences. Letters will be drafted by the relevant committee member for co-signature by the ATS President and that member. Co-ordinated by MR and DV.

Discussion on relationship with formal courses

- EMST / DPNTC / DATC

**Action:** Advertisement supported by ATS where run in collaboration with ATS Conference or event.

**Action:** Membership may be at a reduced (not below cost) rate when courses run in conjunction with conference or event, valid for 12mths/remainder of year, for new members only. – ATS exec members on relevant course organising committees.

## 2.5 Priorities/ 5 year Plan

- Structure / Constitution – Constitution Committee
  - o Governance review
  - o Draft to committee by June Exec Meeting
- Travel Scholarship – MW
- AGM 2020 plan for last 6mths of year – MR
- Conference Programme - TJ
- MOU SIG existing organisations – MR / DV
- Publications – MC IC (after meeting revised to IC with assistance of MC)
- Membership / Marketing / Communication Plan – not allocated; requires further discussion
- Education – TOPIC – HJ
- Mission / Vision Statement – MR
- Standard for Registry Staff – BG
- Guidelines Clinical – multidisciplinary SB KD
- Discussion forum – BG
- Research Network incl scholarship – DV SA
- Outreach to Pacific Island Countries - MR

#	What Action	Who	When
1	Survey repeat annually, develop and refine adding craft groups and LOS in trauma, to be run in conjunction with AGM	HJ	Annually at AGM
2	Develop Communication Strategy	Communication Committee	
3	Proposal to reorder existing items, statement 2 first.	Constitution Committee	
4	Draft Vision statement	MR	Jul 2020
5	Review the Governance / TOR / Roles and Responsibilities/ imbed the ability for sub-committees to co-opt members to join sub-committee / Sub-committees should have a member of the committee to liaise (may or not be a chair)	Constitution Committee	
6	Support (on request) where approached by organisation / group for advertising events that the criteria be CPD recognition by a College / association that has ATS members.	MR & TAS	Apr 2020
7	Approach the STN for exclusive rights to the TOPIC Course in ANZ	HJ	Apr 2020
8	Education Committee to be established to coordinate / develop courses	HJ	Jul 2020
9	Draft Clinical Guidelines	SB	Sep 2020
10	Review process to support researchers with mentorship / coordinate studies -	Research committee	Jul 2020
11	Establish access to a forum	BG	Jun 2020
12	Approach the ATR to include foetal demise related to trauma as inclusion criteria	BG	Jun 2020
13	Travel Scholarship accepted by Committee pending final version.	MW	Apr 2020



14	Research Scholarship to be drafted for committee consideration.	MW	Jun 2020
15	Develop MOU process to collaborate with existing organisations SIG related to Trauma	MR	Sep 2020
16	Low-Middle Income Countries (LMIC) (eg. Pacific Countries) to develop a membership category that offers full membership at a level not below costs of membership. –	Constitution Committee	
17	Proposal to review membership categories (eg incl. Hon & define associate membership) –	Constitution Committee	
18	Service agreement with TAS	BG	May 2020
19	Advertisement supported by ATS where run in collaboration with ATS Conference or event	MR & TAS	Apr 2020
20	Membership may be at a reduced (not below cost) rate when courses run in conjunction with conference or event, valid for 12mths/remainder of year, for new members only.	MR & TAS	
21	Request for EOIs to be sent to membership by executive committee representatives from each committee.	Committee chairs (as listed below)	
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**Committee chairs appointed / endorsed:**

**Research / registry: KD, DV**

**Programme / conference: TJ, IC, HJ**

**Publication / newsletter: IC, MC**

**Constitution: BG, TJ**