



TRAUMA EMERGENCY MEDICINE SECTION

Council of Advocacy, Practice and Partnerships

1. INTRODUCTION

The ACEM Trauma Emergency Medicine (TEM) Section is a Section of the Council of Advocacy, Practice and Partnerships (CAPP). These Terms of Reference are established under, and are subordinate to, Regulation A9 and the *Policy on Sections* ('the Policy').

These Terms of Reference include the following:

- matters specific to the TEM Section (i.e. role and responsibility)
- membership specifications (including any variation permitted by CAPP), and
- operational matters where these have been varied by CAPP pursuant to the *Policy on College Entities*.

Otherwise, refer to Regulation A9 and the Policy for details of all matters pertaining to the operation of the Section.

2. MEMBERSHIP

2.1 Section Membership

The TEM Section shall comprise the following:

- a) Ordinary members:
 - a minimum of 30 FACEMs with no limit on the maximum number of members;
 - other members of the College, admitted pursuant to the applicable College regulations and policies; and
 - trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate, the Emergency Medicine Diploma, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of obtaining eligibility for election to Fellowship of the College.
- b) External members:
 - any specialist/key stakeholder from an emergency department setting or undertaking research related to this component of emergency medicine.

Applications for membership of the TEM Section shall be submitted in writing in accordance with the provisions of Regulation A9 and the Policy, in the format approved by the ACEM Board from time to time and must be accompanied by all additional information as requested.

2.2 Executive

The TEM Section Executive shall comprise a minimum of four (4) and a maximum of (6) ordinary FACEM members at least one (1) of whom shall reside in Australia and one (1) in New Zealand, and a maximum of one (1) FACEM Training Program trainee member of the Section.

Members of the TEM Section Executive shall be appointed by CAPP, on the nomination of the College members of the PEM Section, for a period of two (2) years pursuant to processes set out in Regulation A9. Nomination to the Executive shall follow the outcome of an election by a process outlined in Regulation A9.

The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the TEM Section Executive in accordance with the provisions of Regulation A9 and the Policy.

A casual vacancy arising in the TEM Section Executive shall be filled in accordance with the provisions of Regulation A9.

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the Section Executive members at least fourteen (14) days prior to the meeting.

3. ROLE AND AUTHORITY

3.1 Role

The role of the TEM Section includes, but is not limited to:

- being the liaison group for the ACEM Board, CAPP and Council of Education (COE), and their respective entities, in advising on issues concerning trauma medicine administration, management and training in Australia and New Zealand;
- providing leadership both nationally and internationally in the areas of education and training, advocacy in the prevention and treatment of trauma, research to support clinical excellence and the development of trauma care standards; and
- fostering and promoting a multidisciplinary approach to quality, patient focused emergency care for single system and multi-trauma patients throughout Australia and New Zealand.

3.2 Extent of Authority

The TEM Section may provide advice to CAPP and through it the ACEM Board regarding matters within its purview, but does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of College resources to TEM Section activities.

3.3 Reporting

The TEM Section Executive shall report to CAPP following each of its meetings.

4. MEETING REQUIREMENTS

4.1 Meetings of the Executive

Meetings of the TEM Section Executive shall be held at least twice a year, and more frequently where necessary and with the prior approval of CAPP. One (1) of these meetings shall be held face-to-face, and the remainder by teleconference.

4.2 Quorum

The required quorum for the transaction of business at an Executive meeting is as follows:

- Where the Executive consists of four (4) or five (5) members – three (3) members.
- Where the Executive consists of six (6) or seven (7) members – four (4) members.

4.3 Voting Rights

These requirements of the Policy are varied to the following extent only:

- Ex-officio members do not have voting rights.
- Staff members in attendance at meetings do not have voting rights.

5. DOCUMENT REVIEW

Every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: Council of Advocacy, Practice and Partnerships
 Document implementation: Executive Director Policy and Strategic Partnerships
 Document maintenance: General Manager, Governance and Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Mar-2020	Approved by CAPP