

Terms of Reference

Committee Name	Trauma Registry Information Specialists of Canada
Committee Chair(s)	The TRISC President is elected by the TRISC executive committee and is 2 year term. Nominations for the TRISC President will be eligible to past TRISC executive members who have served at least one full term.
Type	Standing Subcommittee of TAC
Purpose	The purpose of TRISC as subgroup to work in collaboration with the Trauma Association of Canada (TAC) to shape the future of Canadian trauma systems through the provision of high quality data to be utilized for statistical analysis in epidemiology; research; education; program planning and utilization; and quality improvement, which improve trauma patient care, outcomes and assist in the development of injury prevention programs. Additionally, TRISC will serve as a national support and information network system to enhance the communication and professional development of the group.
Scope	The TRISC Executive shall manage the affairs of the TRISC. The Trauma Registry Information Specialists of Canada will hold an Annual Meeting in conjunction with the Trauma Association of Canada's Annual Scientific Meeting, as established by the TAC BOD and shall have charge of annual meetings and any special general meetings. TRISC will work with TAC BOD to ensure cross representation on all TRISC and TAC subcommittees. TRISC Executive will collaborate with the Interdisciplinary Trauma Network of Canada (ITNC) by representing the interests of TRISC and fostering the integration of the Registry as part of the trauma system.
Authority	Questions arising at any meeting of the Executive Committee shall be decided through a process of discussion and consensus. If consensus cannot be reached, the matter will be put to the TRISC

	<p>membership for voting. A majority of votes by the TRISC membership by assent or dissent shall determine the final decision.</p> <p>Annual General Meeting questions shall be decided by a majority of <u>votes</u> of the active members present. Each question will normally be decided by a show of hands. At the discretion of the Chair or upon the request of a member, a roll call or a written ballot may be utilized. In case of an equality of votes, the Chair shall be entitled to cast a deciding vote. A declaration by the Chair that a resolution has been carried, and an entry to that effect in the minutes, shall be prima facie evidence of the fact without proof of the manner or proportion of the votes recorded in favour of or against such resolution.</p>
<p>Membership</p>	<p>TRISC membership will comprise of individuals actively involved in the collection, analyses, interpretation, coordination or management of trauma data and registries. Membership may include, but is not limited to, a variety of professional backgrounds (i.e. health information analysts, health information management professionals, nurses, epidemiologists, paramedics, managers, and other data related professionals).</p> <p>TRISC is a subgroup of TAC and all members MUST be a TAC member or Affiliate in good standing .The TRISC membership is a 12 month membership starting from the time the member joins TAC. All members are encouraged to support the mission of TRISC through participation in its annual meeting and the work of its committees.</p> <p><u>Executive of TRISC:</u> The Executive Committee shall consist of a minimum of three (3) and a maximum of seven (7) members including one President, Past President, President elect, Secretary, Treasurer and TRISC provincial representatives</p>
<p>Meeting arrangements</p>	<p>The TRISC Executive meetings shall take place monthly by teleconferencing excluding summer months and as necessary. Minutes of the Executive Committee meetings shall be distributed to the Executive members within fourteen (14) days of the meeting's conclusion.</p> <p>The Trauma Registry Information Specialists of Canada will hold an Annual Meeting in conjunction with the Trauma Association of Canada's Annual Scientific Meeting, as established by the TAC Executive Committee. Registration fees will be charged to all non-TAC / TRISC members attending</p>

	<p>the annual meeting. The TRISC will hold an annual meeting which shall include:</p> <ul style="list-style-type: none"> • Professional Education / Development Sessions • May include research or data-related papers, non-medical trauma-related papers, and workshops or training sessions designed to enhance the skills of the trauma registry information specialist. • Business / Strategic Planning Sessions. <p>Special <u>general meetings</u> may be held at the call of the Executive Committee or at the request of at least 50% of the members of TRISC.</p> <p><u>Notice of annual meetings</u> or special general meetings shall be given to all active TRISC members at least one month prior to the date fixed for such meetings.</p> <p>The minutes from annual meeting will be generated and distributed within 30 days following the meeting and will be made available on the TAC website under TRISC members only subsection.</p>
Quorum	<p>A <u>quorum</u> for meetings of the Executive Committee shall be 50% plus one of the Executive Committee membership.</p> <p>The <u>quorum</u> for TRISC AGM shall be 6% of active members plus one. Chair may have a second vote in the event of tie vote.</p>
Reporting	<p>TRISC reports to TAC BOD through designated director. A copy of TRISC Executive meetings will be distributed by e-mail to the TAC designated director within 30 days of each meeting.</p>
Resources and budget	<p>The TRISC has designated funds held within the TAC operating funds available for use. The Executive Director of TAC will manage the designated funds of TRISC.</p> <p>The TRISC Executive Committee shall have the power to reimburse the TRISC executive and any other individual working on behalf of TRISC for any expenses incurred by them in the discharge of duties directly related to the business of TRISC.</p>
Deliverables	<p>Injury Surveillance Manual</p>

	Annual Meeting Educational opportunities Newsletter Website resources for members
Date of Approval	December 8, 2016
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