

## Terms of Reference

<b>Committee Name</b>	<b>National Injury Prevention Working Group</b>
<b>Committee Chair(s)</b>	Jane Edwards  Zahra Hussein
<b>Type</b>	Standing Committee of TAC
<b>Purpose</b>	<b>Vision:</b> To reduce the incidence and burden of injury in the adult and paediatric population across Canada  <b>Mission:</b> To provide effective means for the prevention of injury in our communities by connecting and collaborating nationally
<b>Scope</b>	<b>In Scope:</b> Set priorities for IP initiatives; develop relationships with key partners and stakeholders across Canada; draft IP position statements for approval by TAC BOD; develop media statements for release;  <b>Out of Scope:</b> Deployment of media releases (require approval of BOD)
<b>Authority</b>	Communicates monthly with TAC Director re Committee activities.
<b>Membership</b>	All members must be a TAC Member or Affiliate in good standing. Members include Level I/II/III Trauma Centre staff dedicated to injury prevention; including, but not limited to Injury Prevention Specialists, Injury Prevention Coordinators, Managers, and Medical Directors.
<b>Meeting arrangements</b>	Monthly teleconference and once a year F2F in conjunction with TAC conference  The Chair and Co-Chair to rotate every meeting. Responsible for setting the agenda, taking notes and disseminating information to members.
<b>Quorum</b>	50% plus 1 for approval of decisions  Only TAC members/affiliates may vote
<b>Reporting</b>	Reports to TAC Board of Directors through TAC Director responsible for the Injury Prevention Subcommittee. A copy of the minutes of National IP working group minutes will be distributed by email to the TAC IP Subcommittee Chairs within

	30 days of each meeting
<b>Resources and budget</b>	TAC to provide a teleconference line for monthly meetings and a room for face-to-face meeting during annual conference
<b>Deliverables</b>	<p><b>Short Term:</b></p> <ul style="list-style-type: none"> <li>• Generate an IP membership list across Trauma Centres/Networks</li> <li>• Assist in Trauma Association Of Canada (TAC) planning and promoting IP across TAC</li> <li>• Networking within TAC</li> <li>• Share and learn from centres of excellence</li> <li>• Build capacity by partnering with other IP stakeholders on a local, regional and national level</li> </ul> <p><b>Mid Term:</b></p> <ul style="list-style-type: none"> <li>• Create, advocate and share consistent IP messaging</li> <li>• Facilitate dialogue between TAC and Parachute</li> <li>• Identify and agree upon National IP priorities</li> </ul> <p><b>Long Term:</b></p> <ul style="list-style-type: none"> <li>• Advocate for Trauma Centres to actively participate in IP</li> <li>• Work together to advocate as necessary for government legislation or policy changes that will reduce preventable injuries</li> <li>• Support TAC in developing position statements (e.g. Distracted Driving)</li> <li>• Develop and implement National strategies to address IP priorities</li> </ul>
<b>Date of Approval by Committee</b>	January 2019
<b>Next Review Date by Committee</b>	Every two (2) years. January 2019
<b>Date Approved by TAC BOD</b>	January 12, 2017