

National Major Trauma Nursing Group

Adult Ward Sub Group

Terms of Reference

1. Introduction:

In July 2015 the National Major Trauma Nursing Group (NMTNG) was convened to form a national forum for trauma nursing.

2. Aim:

The Adult Ward sub-group is a designated sub group of the (NMTNG). The aim of the Adult Ward sub group is to help shape the future of ward based trauma nursing as a recognised sub-speciality area of expertise and practice.

The group will provide clinical expertise in trauma nursing to identify components that require a consistent approach across the national trauma systems.

The group will provide advice and recommendations to relevant individuals and bodies, including commissioners, to inform the national trauma agenda and standards setting.

The group will report directly to the wider National Major Trauma Nursing Group

3. Objectives

The key objectives of the group are:

- a. To engage all those involved in the provision of nursing services to severely injured adults to produce improvements in ward based trauma care.
- b. To share common issues and best practice.
- c. To develop standards for evidence based trauma nursing throughout the patient pathway.
- d. The group shall seek to ensure representation from nurses involved in the delivery of providing in-patient trauma nursing care
- e. The group will advise on local, regional and national, guidance, best practice and commissioning on issues related to trauma nursing.
- f. Work in conjunction with and make recommendation to the National Major Trauma Clinical Reference Group, National Major Trauma Nursing Group and the Major Trauma Networks.

4. Membership:

The group shall consist of:

- a. Chair: The Group will be chaired by a nurse who is responsible for facilitating the group to achieve the objectives. The tenure shall be for 2 years where the chair position will be handed over to the Vice-Chair.
- b. Vice-Chair: The Chair shall be supported by a Vice-Chair, who must be a nurse, who can deputise and undertake all the functions of the chair in their absence. The tenure shall be for 2 years before assuming the role of Chair for a further two years.

- c. Membership is sought from all Major Trauma Networks in England, Scotland, Wales, and Northern Ireland. The majority of membership shall be registered nurses:
 - i. Each Major Trauma Network may have members on the group of their choosing.
 - ii. Representation from each network must be from both Major Trauma Centres and Trauma Units.
 - iii. Additional members to be co-opted by the group as required
- d. Secretariat: A nominated member of the group will be responsible for:
 - i. Setting dates, times, and venues for meetings
 - ii. Distributing agendas, minutes and relevant papers prior to the meetings
 - iii. Maintenance of minutes, agreed deliverables and ToR
 - iv. Additional duties linked to actions and deliverables as determined by the chair

5. Quorum:

To be quorate the following must be present at the meeting:

- a. Chair or Vice-Chair and
- b. A minimum of 10 members (includes via teleconferencing facilities) and
- c. A minimum of 7 Major Trauma Networks represented (approximately 1/3rd of the current networks in England*).

In the event that a meeting is not quorate the following will apply with respect to approval of motion/items:

- a. The motion/item will be sent to the full NMTNG via e-mail by the Chair, Vice-Chair or Secretariat.
- b. All members will have 2 weeks to respond with amendments/edits.
- c. A revised motion/item will then be sent to the full NMTNG for approval within 2 weeks. Where members fail to respond it will be assumed they approve of the motion/item.
- d. The Chair, Vice-Chair or Secretariat will then confirm the motion/item as approved.

6. Conduct of meetings:

- a. Meetings will be held quarterly as part of the National Major Trauma Nursing Group
- b. Meetings to be 2 hours in length.

7. Agreement and review:

Terms of reference agreed on 10/02//2017

Terms of reference to be reviewed in six months

Notes: *For revision to include 1/3rd of all networks including Scotland, Wales and Northern Ireland Networks as and when they are formalised.