1. PURPOSE AND SCOPE
   To provide the Terms of Reference for the Early Management of Severe Trauma (EMST) Committee.

2. KEYWORDS
   EMST, Committee, Terms of Reference

3. BODY OF POLICY
   3.1. Background
   The EMST Committee has direct responsibility for the effective organisation of the EMST course which teaches a fundamental system of trauma care to doctors of any discipline. Committee members and faculty are drawn from the varied surgical and non-surgical specialties. The EMST Course is a component of Surgical Education and Training (SET).

   In line with the RACS Diversity & Inclusion Plan, RACS seeks to increase diversity on our committees, particularly the representation of women. RACS recognises the many benefits that diversity in composition and thought brings to a committee.

   RACS has set itself targets to have women comprise at least 40% of committee membership by 2020. With this in mind, the EMST Committee will take proactive steps to reach this target.

   3.2. Objectives
   3.2.1. To oversee the conduct of the EMST Course program throughout Australia and New Zealand according to the policy and standards of the Advanced Trauma Life Support (ATLS®) sub-committee of the American College Surgeons (ACS) Committee on Trauma.

   3.2.2. To oversee the continued development of the EMST Course program throughout Australia and New Zealand as required.

   3.2.3. To govern and oversee the review of curriculum and materials necessary to the EMST Course program.

   3.2.4. To be responsible for the EMST program in the Southwest-Pacific region.

   3.2.5. To maintain a close professional and collaborative relationship with the ATLS® sub-committee of the ACS Committee on Trauma and the broader ATLS® international community.

   3.2.6. To work within the Memorandum of Understanding with the ATLS® sub-committee of the ACS Committee on Trauma.

   3.3. Duties and Responsibilities
   3.3.1. To develop strategies to encourage the delivery of the EMST Course to medical practitioners caring for injured patients as part of their ongoing post graduate education or during specialty training.

   3.3.2. To review and develop the EMST Course curriculum to ensure the highest quality and standards of care in the initial treatment of severely injured patients, having relevance to Australian and New Zealand practice and the requirements of surgical and other specialty trainees.
To optimise the care of severely injured patients and to foster sustained enthusiastic commitment to quality trauma care through the EMST program.

To promote the EMST Course.

To develop and initiate strategies to support the ongoing delivery and development of the program and encourage collegiate support from RACS Fellows and other specialty groups.

To report to the RACS Prevocational and Skills Education Committee (PSEC) on matters relevant to EMST.

Through the Chair, ensure that the EMST program maintains its relevance to Australasian trauma care within the broader context of the ATLS® international program development.

### 3.4. Powers

The committee has such executive powers, supervisory functions and decision-making authority as the Prevocational and Skills Education Committee (PSEC) delegates in relation to EMST.

### 3.5. Committee composition

Members of the EMST Committee are drawn from EMST faculty.

#### 3.5.1. Committee representation

Across the committee roles, there must be representation from the range of major specialties involved with EMST including Surgical (50% of committee), emergency medicine, anaesthesia, general practice and intensive care.

#### 3.5.2. Members

The committee consists of 13-15 members (quorum majority including one Executive member), including the following roles:

- Chair
- Chair Elect or Deputy Chair
- Regional Representatives (5)
- Rural Representative (1)
- Members at Large (4-6)
- SET Trainee, Younger Fellow or IMG who is an EMST Instructor

In attendance:

- Dean of Education
- Director EDA
- Manager Skills Training Department
- National Course Coordinator
- EMST Administrative Staff

#### 3.5.3. Executive

The Executive of EMST consists of:

- Chair
- Chair Elect or Deputy Chair
- Committee Members (2)
In attendance:
   a. Manager Skills Training Department
   b. National Course Coordinator
   c. EMST Administrative Staff

3.6. Terms of Office and Method of Appointment

3.6.1. The maximum consecutive period of service for any member of the Committee is nine years.

3.6.2. Chair
   a. Is a RACS Fellow who is a current committee member, elected by committee members and noted by PSEC.
   b. Is a committee representative on PSEC.
   c. Is elected for a two year term with the option to stand for a maximum of three terms.
   d. The Chair’s tenure will generally align to the curriculum review cycle in recognition of the importance of surgical leadership and consistency in the relationship with ATLS during periods of development.
   e. The Chair is expected to attend and participate in ATLS meetings (American College of Surgeons and Region XVI).

3.6.3. Chair Elect
   a. Allowing for succession planning and adequate handover a Chair elect must be nominated during the final term of the Chair’s tenure.
   b. Is a Fellow who is a current committee member, elected by committee members and noted by PSEC.
   c. Will become the next Chair and supports the current Chair during the last two years of his/her tenure to allow for handover.
   d. Will fulfill the duties of the Chair in his/her absence or at his/her request.
   e. Is a two year term with a maximum tenure of one term.

3.6.4. Deputy Chair
   a. The position of Deputy Chair is not required when a chair elect has been nominated.
   b. Is a current Fellow or non-Fellow committee member elected by the committee members.
   c. Will fulfill the duties of the chair in his/her absence or at his/her request.
   d. Is one year term with the option of reappointment to a maximum of 6 years or until a chair elect is nominated.
   e. The Deputy Chair may be nominated as the Chair Elect if he/she is a RACS Fellow.

3.6.5. Committee Member
   a. Will be appointed for a three year term with the option for an additional two terms.
   b. May be required to justify their continued membership if they fail to attend, in full, two consecutive face to face meetings at the discretion of the committee.
3.7. Meetings

The EMST Committee shall engage in meetings, teleconferences and workshops as required ensuring the appropriate ongoing management of the EMST Course Program. The Committee will convene for at least two face to face meetings annually. Persons deemed appropriate and necessary may be invited to attend all or part of meetings/teleconferences but will not have any voting rights.

3.8. Accountability

The EMST Committee is accountable to the Education Board through PSEC.

3.9. Reporting

The Committee’s meetings will be recorded in minutes.

4. ASSOCIATED DOCUMENTS

Policies
EDA-SKD-014 EMST Course Conduct.

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