**Australian Trauma Registry**

**Bi-National Trauma Minimum Dataset (BNTMDS)**

**Working Group**

## Scope of Work

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| 1. **Background** | The establishment of a national trauma minimum dataset has taken several years to develop. Significant work was undertaken between 2003 and 2006 by the National Trauma Registry Consortium (NTRC), under the chair of Cliff Pollard, which attracted sponsorship across three states as well as from the Royal Australasian College of Surgeons (RACS). In particular, the work of the NTRC included the formation of the National Minimum Dataset Working Party (NMDWP) in 2005. The working party conducted thorough investigations both locally and abroad, looking at international datasets as well as receiving input from clinical, quality and data focussed professionals across Australasia, to produce a draft Bi-National Minimum Dataset (BMDS) in 2006. Following the cessation of NTRC funding in 2006, oversight of the dataset passed to the RACS Trauma Quality Improvement Sub-Committee, which recommenced discussions around the BMDS in early 2009. Following the attraction of funding, the Australian Trauma Quality Improvement Program (AusTQIP) was launched in November 2010. As a part of this, and based on the work of the NMDWP, the first version of the BMDS Data Dictionary was drafted and presented by Cameron Palmer. The BMDS has now been adopted and recommended by the AusTQIP and the Australian Trauma Registry (ATR) as the minimum standard for the collection of trauma data for national reporting to be aligned with national trauma quality improvement strategies. As such, it has now been renamed the Bi-National Trauma Minimum Dataset (BNTMDS) for Australia and New Zealand. A BNTMDS Working Group is being established in 2018. |
| 1. **Purpose** | To ensure the BNTMDS remains both relevant and valid into the future. Considerations of changes, including modifications, deletions and new additions to the current version will be guided by the following principles: collectability, value add, relevance, utility and confidentiality. |
| 1. **Scope of work** | 1. Bi-annual review of the BNTMDS to ensure it remains relevant to key stakeholders 2. Process received feedback/request for change forms as per the SOP 3. Update, as necessary, the SOP for the feedback/request for change process 4. Update, as necessary, the feedback/request for change form 5. Promote the use of the BNTMDS within member jurisdictions and nationally 6. Validate the BNTMDS and re-submit new versions for publication in the MeTEOR National Health Dictionary |
| 1. **Membership** | Membership will consist of the following but not limited to:   1. Chair – Professor Peter Cameron 2. ATR Manager 3. Trauma Registry representatives:  * Australian Capital Territory * New South Wales * Northern Territory * Queensland * South Australia * Tasmania * Victoria * Western Australia * New Zealand |
| 1. **Term** | Appointed members to the Working Group shall serve a term of up to two (2) years and will be eligible for re-appointment. |
| 1. **Meeting requirements** | * 1. The Working Group will meet 6-monthly according to a pre-determined schedule.   2. Will be led by the Chair of the committee.   3. Working Group members may participate in meetings in person or by telephone, the Internet or any other electronic means of audio or audio-visual communication.   4. In the event that a Working Group member is unable to attend this meeting quota, the Lead may ask the Working Group member to nominate an alternative representative.   5. The Lead may call extraordinary meetings by giving members adequate notice of the meeting and its purpose.   6. The meeting format will be determined by an ongoing action plan which will be updated after the end of each meeting and will serve as an ongoing record of the meeting and Working Group progress. |
| 1. **Reporting line** | The BNTMDS Working Group will work under the supervision of the Management Committee and submit updated progress reports to both the AusTQIP Management Committee and AusTQIP Steering Committee. |
| 1. **Changing or Amending these Rules** | Any alteration, amendment or addition to these rules is at the discretion of the AusTQIP Steering Committee and will be adopted at the next meeting of the BNTMDS Working Group. |

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| **Date approved:** |  |  |
| **Version:** | Version 1.0 |  |
| **Approved & endorsed by:** |  |  |
| **Chairman’s signature** |  |  |
| **Review Dates**  **Next review date** | TBC |  |