

I. Committee Purpose

The Public Education / Injury Prevention Committee is responsible for promoting injury and illness prevention and public awareness through advocacy and education. The committee will develop and review the Committee SOP. This committee will provide interface with other RAC committees, professional associations appropriate to the service lines, and the Governor's EMS and Trauma Advisory Council (GETAC).

II. Committee Responsibilities

- A. Establish standards and procedures for the purpose and function of the Public Education / Injury Prevention Committee
- B. Focus on injury prevention and education of the public health needs.
- C. Create a broad stakeholder representation working to provide an opportunity to share resources leading to the development, operation, and evaluation of public education and injury prevention efforts within the 19 counties we serve.
- D. Base decisions on current trauma trends and data, facts and assessment of programs and presented educational opportunities.
- E. Organize; support and/or coordinate community evidenced based education and injury prevention programs.
- F. Recommend/support prevention priorities for NCTTRAC counties according to the injury, geographic location, cost, and outcome.
- G. Serve as a resource to identify prevention programs, events and other prevention resources available in TSA-E to members and community members.
- H. Establish Ad Hoc Task Forces, as necessary, to address specific issues.
- I. Further details of committee responsibilities are defined under Article IX of the NCTTRAC Bylaws

III. Committee Chair/Chair Elect Responsibilities

A. Chair

The Committee Chair serves as the principal liaison between the committee and the Board of Directors with responsibilities that include, but are not limited, to:

- 1. Knowledge of the Bylaws.
- 2. Scheduling meetings.
- 3. Meeting agenda and notes.
- 4. Providing committee report to the Board of Directors at least quarterly.
- 5. Knowledge and dissemination of GETAC activities to committee members and the Board of Directors.
- 6. Responsible for representing the collective vote or consensus of the members of the Committee.
- 7. The Chair must be a documented representative of a NCTTRAC member organization in good standing.

B. Chair Elect

The Chair Elect assists the Chair with committee functions and assumes the Chair responsibilities for committee activity and meeting management in the temporary absence of the Chair.

1. The Chair Elect may serve in lieu of the Public Education / Injury Prevention Chair for Board of Directors responsibilities, including voting.
2. The Chair Elect must be a documented representative of a NCTTRAC member organization in good standing.
3. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
4. The Public Education / Injury Prevention Committee will vote on the Chair Elect position every two years or when the incumbent has vacated this position.

IV. Medical Director

N/A

V. Committee Product

A. SOP

VI. Work Group

A. Fall Prevention Coalition Workgroup is charged with finding productive ways to provide a network of services for older adults to help decrease the number of falls and severity of falls in order to maintain independence in their homes.

VII. Definitions

N/A

VIII. Procedures (Meeting, Agenda and Minutes)

The Public Education / Injury Prevention Committee shall perform its responsibilities with an organized approach utilizing the following procedure:

- A. The date, time and location of all scheduled meetings will be posted at least ten (10) days in advance on the NCTTRAC website calendar.
- B. The committee will meet at least quarterly.
- C. All meetings are held as open meetings.
- D. Agendas will be prepared and submitted to NCTTRAC staff by the committee chair.
- E. A sign in sheet will be provided at each meeting by NCTTRAC staff.
- F. Each meeting will have notes.
- G. Agendas and meeting notes will be forwarded to NCTTRAC staff within 20 days after the meeting for posting. The attendance will be turned in at the end of the meeting.
- H. Members of the committee may access copies of meeting agendas and notes on the NCTTRAC website. (www.ncttrac.org)

IX. Affiliated Liaison Groups

- A. Texas EMS Trauma & Acute Care Foundation (TETAF).
- B. Governor's EMS & Trauma Advisory Council (GETAC).
- C. Texas Trauma Coordinators Forum (TTCF).

X. Performance Standards

Not Applicable

XI. Annual Committee Goals

- A. Recommend three leading public education / injury prevention initiatives and invest in purchasing items that indicate impact on keeping injuries to a minimum.
- B. Develop a public education / injury prevention initiative focused on older adult falls.
- C. Research public education / injury prevention initiatives related to the external cause codes patient admissions and/or deaths in TSA E.
- D. Determine deliverable related to data-driven focus areas within the Public Education / Injury Prevention Committee.

XII. Unobligated Budget Request

Recommend to the Board of Directors financial backing or support of Committee related public education efforts across the 19 county region.

XIII. Core Group

No unique core group, as outlined in Article IX of the bylaws, has been identified for this committee

XIV. Membership Requirements

Not applicable.

XV. Attendance Requirements

While committee attendance is highly encouraged for all RAC members, there are no specific attendance requirements for this committee.