**BOA Orthopaedic Trauma Exchange**

*Document prepared 18 Jan 2021.*

*Document edited 14 June 2023.*

**Background**

The BOA supports the British Orthopaedic Directors Society (BODS) which brings together orthopaedic directors from around the UK to encourage discussion and sharing information and experience on topics of mutual interest. This network has been found to be very useful particularly during the Covid-19 pandemic as a way to share information quickly and easily.

The BODS forum is an excellent group for general T&O issues – and we have felt there would be advantages to a specific group more focused on trauma. The BOA Trauma Committee has set about establishing this similar group for Trauma, which we are calling BOA Orthopaedic Trauma Exchange. This document explains in brief our purposes and processes for establishing this group.

We are now working to establish this and are seeking two members from each Trauma Network (one each from MTC and Trauma Unit). We will accept interested persons from more than one Trauma Unit in a region if they wish for representation.

**Primary Remit / Mandate:**

* The main purposes of this group is to provide a dedicated link between the BOA and each network, as well as between networks.
* This group will also allow for dissemination of information upwards (to BOA), downwards (from BOA) and sideways (between networks) to promote engagement between all geographic regions in our trauma community.
* This group will report to the BOA Trauma Committee.

**Additional purpose:**

* This group will also encourage:
  + The sharing of ideas and best practice
  + The promoting of national research – i.e. engagement in trial recruitment
  + Rapid comms at times of crisis (i.e. pandemics, terror acts etc)

**Governance:**

* This group falls under the remit of the BOA.
* As such, a policy on GDPR / information sharing is set out below.
* There is a responsibility of representatives in the dissemination of discussion / output, particularly to act in accordance with the BOA GDPR policy.
* In the unlikely scenario that any individual doesn’t follow the principles of the group, this will be raised with them and they may be asked to leave the group.

**Structure / Membership:**

* There will ideally be 2 representatives from each Trauma Network – approx. 50 people, including NI, Wales, and Scotland.
* These two representatives will be one MTC and one from TU (from each Trauma Network). If more than one TU in a region wants representation, we will accept them onto the Exchange.
* Representatives need to be actively involved in the day to day management of acute trauma as a requirement to join this group.
* The group includes the entirety of the BOA trauma committee.
  + Other specialist societies have alternative channels of comms with the BOA and relevant networks
* There will be no specific term of service – and it will be up to the individual to stand down when the time is right – the only requirement will be to simply inform the BOA (via the policy inbox [policy@boa.ac.uk](mailto:policy@boa.ac.uk)).
  + Personnel changes will be determined locally depending on network governance structure.
  + The BOA will record group personnel changes in the CRM database, and feed this in to the person administering the WhatsApp group.
* There will be one nominated lead responsible for the group who is a member of BOA Trauma Committee and reports to the BOA.
  + Bilal Jamal is currently the nominated lead.
* Representatives do not need to be BOA members.
* Representatives must agree and comply with the BOA GDPR policy in order to be granted access to this group.

**Communications / Meetings**

* There will be occasional informal online meetings – there will be no formalised meeting, unless deemed necessary.
* WhatsApp will be used for day to day discussions (administered by the nominated lead).
* Representatives have responsibility to disseminate information discussed back to their Trusts within their network.
* Email comms will be sent from the BOA as needed.

**Output**

* A process for output is required – i.e. executing decisions / making recommendations
  + Through BOA
  + Reporting to the Trauma Committee will be required – this will be done through the nominated lead of the group (although many of Trauma Committee will be on the group themselves in addition).

**GDPR:**

* For participants in the group who are BOA members, your participation will be recorded on your membership record and will follow existing data handling processes which are outlined in our [privacy policy](https://www.boa.ac.uk/privacy-policy.html).
* For participants in the group who are not BOA members, we will create a contact record for you and handle your data in accordance with our standard processes which are outlined in our [privacy policy](https://www.boa.ac.uk/privacy-policy.html).
* Please note that this network will have a WhatsApp group that uses mobile phone numbers, and your mobile phone number will be visible to all other members of the group.
* You can withdraw involvement from the network at any time, by contacting [policy@boa.ac.uk](mailto:policy@boa.ac.uk). When doing so we encourage you ideally to put us in touch with someone else who could take over representation from your Trauma Network so that we can follow-up with them to continue the link.
* By being a representative in this group, you consent to being responsible in the dissemination of information, and being aware that the sharing of personal details, data or confidential information is not permitted under any circumstances.