



Policy and Procedures

Policy Title: POSITION STATEMENTS	Policy Number 03
APPROVED: President Desiree Thomas	Date: 06/30/2017
Origination Date: June 30, 2017	Effective Date: June 30, 2017
Date Revised: original	
Last Reviewed:	
Review Date: June 2019	

I. PURPOSE:

To guide TMAC, along with the Board of Directors (BOD) in writing, approval, and distribution of position statements.

II. POLICY / GUIDELINE:

- A. Position papers state positions officially endorsed by the TMAC organization, and are authorized by the BOD. Position papers are intended to support and advance the mission of TMAC.
- B. Position papers are to advocate a specific solution or best practice regarding an issue identified to be relevant to current trauma care.
- B. Position papers will discuss issues in the field of trauma care to the membership at large, as well as the communities served. The paper will discuss not only the majority opinion about its subject but also a range of mainstream minority opinions.

III. PROCEDURE:

- A. Concepts for position papers will be submitted to the TMAC BOD.
- B. The TMAC BOD will review the submission and recommend for or against the establishment of a formal position paper.
- C. Authorship
 - 1. The member who submits the recommendation for a position paper to the BOD may suggest a lead author.



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2. Should a lead author not be identified, the BOD will solicit an author and co-author via a post on the TMAC listserv.
 - D. The author and co-author will submit the finalized position paper to the BOD for review.
 - E. Following BOD review, the position paper will be sent via listserv email and posted on the TMAC website for a period of 30 days, during which time the general membership may submit comments regarding suggested edits and recommendations for endorsement.
 - F. After the 30-day open comment period, the BOD will review the position paper for final revisions and approval.
 - G. Approved position papers will be posted on the TMAC website, and will be held as endorsed by TMAC for a period of 5 years.
 - H. After the 5-year period, the BOD will review the position paper for currency of content, and will recommend re-posting, revising, or retiring the paper.
 - I. A position paper rejected by the BOD may be submitted to any medical journal as the product of the author(s), but it may not be identified as an endorsed opinion of TMAC.
 - J. Should TMAC be asked to endorse a position paper previously published by another organization, the process described in Paragraphs D. to H. will be followed.
- IV. Position Paper – Recommended Format
- A. A position paper will be concise (recommended fewer than 2000 words).
 - B. The construction of a position paper will include the following:
 1. Abstract
 - a. The abstract is a concise (fewer than 250 words) review of the position paper.



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- b. The abstract summarizes the introduction, background, body, and major points of the paper.
 2. Introduction
 - a. The introduction concisely states the purpose and historical background that drove the creation of the position paper.
 3. Discussion
 - a. The discussion is a review of the current state of knowledge on a particular subject. This section should contain information currently accepted as factual under existing scientific methodology, knowledge, and evidence-based practice.
 - b. The discussion section is intended to present a balanced review of the subject of the paper by highlighting the current state of knowledge, areas of contention, and preferred methods of practice.
 - c. The paper will acknowledge and discuss mainstream minority opinions. Personal opinions, speculative theory, or information relative to a specific case will not be included in a position paper.
 4. References
 - a. The paper will include a concise list of references that support the main points of the paper as well as the mainstream minority opinions discussed in the paper.
 - b. Position papers will be prepared using the American Medical Association (AMA) Manual. Journal articles cited as a reference should be current—no older than five years past original publication.