CAEP Academic Section Executive Minutes

**Date:** Thursday, December 17th, 2015 at 2 pm (ET)

**Attended:** Ian Stiell, Jim Christenson, Natalie Le Sage, Zachary Levine, Rodrick Lim, Garth Meckler, Jill McEwen, John Foote, Laura Hans, Paul Miller Laurie Morrison, Jeff Perry, Rob Woods, Jenn Artz, Kelly Wyatt, Christina Bova

**Regrets:** Niran Argintaru, Brian Chung, Jim Ducharme, Simon Field, Vera Klein, Eddy Lang, Kirk Magee, Mark Mensour, Simon Field

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**UPDATE FROM ACADEMIC SECTION WORKING GROUPS**

**Leadership: Jim Christenson**

- Governance, Leadership, and Funding manuscripts from 2015 Academic Symposium have all been accepted in *CJEM*, will be available electronically by January.

- Leadership track (Christenson) for CAEP 2016:
  - Rough outline based on a 3-year period
    - Year 1 = leadership skills
    - Year 2 = leadership mentoring, succession planning
    - Year 3 = governance models
  - 2 of 3 speakers confirmed for 2016:
    - Julien Poitras (elements of leadership)
    - Leadership skills development/awareness using a hands-on activity (potentially Louise McNaughton-Filion or someone else she can recommend)
    - Michael Schull (personal leadership journey)

- Other recommendations that the working group will start working on:
  - Mentorship framework, lead is Doug Sinclair, will put something together for next meeting to approve
  - Gender-bias in leadership, will be discussed about at next meeting
  - Promoting attendance at the AACE meeting in February:
    - Value of academic heads meeting to Canadian chairs
    - AACE have set aside time for Canadians to meet at this meeting
    - Barrier to attending could be the fees, focus on the US
  - Time for Canadian heads to meet at CAEP 2016; surveying heads to find the best timing

**Research: Jeff Perry**

- Grant Competition:
  - 31 applicants for 5 x $5000
  - 30 applicants for the new 2 x $10,000 ones, thanks to funds raised through EMAF
  - Winners will be announced in early January once eligibility confirmed

- Abstract Competition:
  - Now open until January 10
Revised evaluation process from last year (developed in the summer with contributions from Jeff Perry, Laurie Morrison, and Jennifer Artz)

- Network of Canadian Emergency Researchers (NCER):
  - Sent out survey to identified Canadian researchers to get feedback about the framework
  - 57% response rate with overwhelming support for the network
  - Clarification still needed about the scope, wording of the goals, executive committee structure
  - In-person meeting in March:
    - Finalize Terms of Reference
    - Review preliminary protocols for endorsement
    - Want to help mentor fellows, junior researchers
    - Help researchers get multi-centre trials running
  - Will NCER be a sub-unit of CAEP?
    - CAEP providing staff time, funding for meetings
    - Will plan to continue this way but need to establish how it fits with the Research Committee and the Research Working Group

- Research Committee and Research Working Group merger:
  - JP will propose this to both groups in early 2016.
  - Feedback will be sought about:
    - Whether it’s feasible
    - Whether it’s appropriate
    - What steps are required to make it happen
  - Feedback from Academic Executive:
    - JM: personally in support of this, roles are different but many members overlap
    - IS: simplified to have research under one umbrella instead of two; increased workload (abstracts, grants) but Jeff is currently doing both roles so is possible; suggest it would fit under Academic section since one of the 3 pillars
    - JC: Benj and Jim looked into issues about this a year ago, less controversy about it now; both happy to assist with these discussions
    - JM: take T of R back to both groups to re-visit, work out any issues/sensitivities
    - LM: consider the RC as reporting to the Board, consider it a standing committee (make it more inclusive)
      - IS: Academic section open to anyone, do not have to be at teaching hospital; too complex to have 1 research group reporting directly to the board, one reporting indirectly to the Academic section
      - JP: research is inherently academic
    - LM: does the board have a preference either way?
    - JM: Board had decided to convene a separate WG to look at merger, but with change in Chair, wasn’t necessary; Board doesn’t prefer one way or the other

**Education Scholarship: Rob Woods**

- Careers Panel (Lead: Rob Woods)
- Conducting literature search
- Finalizing list of educators
- Ethics is being submitted
- Survey of educators will be sent out in February
- Booking remaining panel meetings up until June

- Impact Panel (Lead: Jason Frank)
  - Changed focus from “how to get promoted” to “how to make an impact”
  - Survey asking of the names of the top medical educators who have impact
  - Will conduct interviews with those identified
  - Validate with medical education experts outside of EM

- Publication Panel (Lead: Teresa Chan)
  - 3 mini-tracks, tackling publication of different types of education scholarship

- Still on theme for improving Education Scholarship?
  - Yes, Jason’s is the only one that changed and it was appropriate to do so (focus will be on examples of successful educators and what they did)

- Chris Bond has taken over CAEP Cast, using broader platform for GEMeS and FEIs
- Rob will be taking sabbatical next year, will continue on as Chair

**ACADEMIC CONSULTATION SERVICE** (see attachment)
- First consultation conducted by Ian at the University of Saskatchewan
- Have included the Table of Contents from that report, rest of information is confidential
- Endorsed their quest to become a full department
- Note: the “Research” category is listed as “Scholarship”
- McGill consultation, potentially in January, Jeff Perry will be the consultant
- The report cards for each of the 17 school will allow a reminder about the consultation service

**E-SCAN**
- Manuscript is under review with CJEM, not sure what kind of paper it is (not research, more of a summary)
- Having trouble finding independent reviewers since so many people were involved as co-authors
- Preparing independent report cards for each of the schools, will distribute to the heads with a letter and a reminder about the consultation service

**SITE CHAMPIONS INCENTIVE PROGRAM** (see page 5)
- Full marketing piece from the designer will be available soon
- When new member joins CAEP through this program, Champion will get $100 voucher and the hospital will get a $100 voucher (cannot be used for membership)
- Person recruited must be brand new, or more than 3 years lapsed
• Garth sent Christina the staff list for Ottawa Hospital, 65% are members

2016 ELECTIONS
• Those who started in 2013 and were not asked last year if they wanted to stay on the Executive Committee will ask for nominations based on geographical locations and level
• Will try to base this process on official CAEP timelines, will start months ahead of time
CAEP Site Champion Incentive Program

What is a CAEP Site Champion?
CAEP Site Champions are individuals who promote the specialty of emergency medicine (EM) by encouraging CAEP membership within their clinical emergency department (ED). They also inform colleagues about CAEP's core areas, including continuing professional development (CPD), networking opportunities, advocacy, research, and EM research fundraising (EM Advancement Fund).

Benefits
- CAEP Site Champions will receive a $100 voucher* for each new member recruited. As a token of CAEP's appreciation, they will also receive an "I♥CAEP" tee shirt.
- The clinical department of the Champion will also be given a $100 voucher*. This departmental voucher can be awarded at the discretion of the CAEP Site Champion.

How do you enroll?
1. Contact Christina Bova (cbova@caep.ca) at the CAEP office to register your ED and CAEP Site Champion.
2. Instruct individuals purchasing a CAEP membership to refer to the ED and CAEP Site Champion name in the "Referred By" field upon purchase of a membership to ensure receipt of the vouchers.

CAEP can help Site Champions by:
- Sending printed materials on CAEP membership and CPD programs for distribution
- Creating email templates about this program and CAEP membership
- Cross referencing departmental staff lists with the CAEP membership list

*Rules & Regulations
1. To become a CAEP Site Champion, an individual must be a CAEP member.
2. All vouchers expire one year from the date of issue.
3. Vouchers awarded to the CAEP Site Champions:
   a. May be used towards any CAEP purchase by the Champion (including the Champion's membership dues)
   b. Are transferable, except for use toward the membership dues of the new members
4. Vouchers awarded to the clinical department:
   a. Can only be used toward CAEP CPD programs or the Annual CAEP Conference (i.e., cannot be used on membership dues)
   b. Are eligible to be awarded to members and non-members
   c. Are eligible to be awarded to any member of the department, including, physicians, residents, medical students, technicians, and physician assistants
   d. Can only be issued when the new member recruited is a staff physician member type
5. A "new member" is a physician who has never been a member of CAEP or has lapsed for more than

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