

- Advocating for emergency physicians and their patients
- Connecting emergency physicians
- Leading emergency medicine education
- Providing a forum for research in emergency medicine

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## Emergency Ultrasound Committee (CAEP-EUC)

2016-09-02

Board approved on 2017-02-21

To be reviewed before 2021-06-21

### 1. Mission:

The CAEP Emergency Ultrasound Committee (CAEP-EUC) promotes all aspects of emergency point-of-care ultrasound (PoCUS) in Canada: training, competency and research.

Supports CAEP vision by:

Empowering, connecting, and representing all emergency physicians interested in emergency PoCUS.

Supports CAEP's mission by:

- ☐ Connecting emergency physicians interested in emergency PoCUS
- ☐ Leading emergency medicine education in emergency PoCUS
- ☐ Providing a forum for research in emergency PoCUS

### 2. Objectives:

- ☐ To promote emergency PoCUS education for practicing physicians, residents, and medical students.
- ☐ To promote and foster collaboration in emergency PoCUS research
- ☐ To assist in the development of Emergency PoCUS competency assessment tools and pathways for ongoing competence maintenance
- ☐ To provide a networking forum for CAEP members interested in emergency PoCUS
- ☐ To collaborate with other PoCUS groups, both nationally and internationally

### 3. Methods:

To consider how PoCUS training, competency assessment and maintenance, and research can be maximized to help Canadian emergency physicians provide the best care for their patients, the committee will use quality evidence and thorough engagement with physicians, residents and students. Collaboration with various groups including colleges, residency programs, credentialing organizations, PoCUS courses and fellowship programs will also be critical to fulfil these objectives.

Specifically, the committee will:

- Collaborate with partners to develop and publish CAEP ultrasound position statements, curricula and guidelines, following Board-approved processes
- ☐ Establish an online database of emergency ultrasound related resources (i.e., research, curriculums, educational materials, fellowships, quality assurance, and administrative topics)

- ☒ To inform CAEP education activities by developing PoCUS education, competency and curriculum position statements
- Act as an editorial review resource for PoCUS-related research submissions
- ☒ Facilitate the coordination and prioritization of emergency / critical care PoCUS research

#### 4. Deliverables:

Reports	Due	Description
<u>Mandatory</u> Annual Report	April 1	<ul style="list-style-type: none"> <li>• Current projects related to education, research, and connecting</li> <li>• Listing of current committee members</li> <li>• Report will be formatted for the CAEP Board, AGM, annual report, and all-committee report</li> </ul>
<u>Mandatory</u> Committee Member Update	July 1	<ul style="list-style-type: none"> <li>• Post elections committee member update</li> <li>• Chair must be approved by the CAEP Board</li> </ul>
Optional Quarterly Report	January 1	<ul style="list-style-type: none"> <li>• To present progress report on projects</li> </ul>
Optional Quarterly Report	July 1	<ul style="list-style-type: none"> <li>• To present updates from the annual conference meeting</li> </ul>
Optional Quarterly Report	October 1	<ul style="list-style-type: none"> <li>• To present progress report on projects</li> </ul>

Committee Deliverables*	Description
Position Statements (non-clinical)	<ul style="list-style-type: none"> <li>• Identify possible topics with the Public Affairs Committee</li> <li>• Support will be provided by the CAEP office (who will guide the process)</li> <li>• <i>CJEM</i> Liaison Committee will be updated on progress</li> </ul>
Guidelines (clinical)	<ul style="list-style-type: none"> <li>• Identify possible topics with the Standards Committee</li> <li>• Support will be provided by the CAEP office (who will guide the process)</li> <li>• <i>CJEM</i> Liaison Committee will be updated on progress</li> </ul>
Best Practice Statements	<ul style="list-style-type: none"> <li>• Identify possible topics with the Standards Committee</li> <li>• Support will be provided by the CAEP office (who will guide the process)</li> </ul>
Curricula	<ul style="list-style-type: none"> <li>• Work with the CPD or other appropriate committees</li> </ul>

\* All intellectual property produced by this committee is owned by CAEP. Before joining the committee members will sign a waiver to this effect.

#### 5. Committee roles:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	1	4 years
Vice-chair	Executive	Yes	Vice-chair is expected to assume the role of chair	2 years	1	4 years
Past Chair	Executive	No	To support current chair	2 years	1	4 years
Secretary	Executive	Yes	To take minutes (elected)	2 years	1	4 years
Education Lead	Executive	Yes	Portfolio Representatives (elected)	2 years	1	4 years
Research Lead	Executive	Yes	Portfolio Representatives (elected)	2 years	1	4 years
Clinical Practice Lead	Executive	Yes	Portfolio Representatives (elected)	2 years	1	4 years
PEM-PoCUS Lead	Executive	Yes	Portfolio Representatives (elected)	2 years	1	4 years
Member-at-large 1	Executive	Yes	Elected	2 years	1	4 years
Member-at-large 2	Executive	Yes	Elected	2 years	1	4 years
CAEP President	Ex-officio	No		See CAEP Bylaws		
Other CAEP Board Representative	Ex-officio	No		See CAEP Bylaws		
CPD Chair	Ex-officio	No		See CPD ToR		
Resident Section Representative	Ex-officio	No		See Resident Sections' ToR		

CAEP Executive Director	Ex-officio	No		See CAEP Bylaws
CAEP Staff	Staff	No	Update committee webpages Distribute committee agendas and minutes	Not applicable. By CAEP operations for x hours per year.
Total Voting Executive			9	
Quorum			5	
Committee Members	Non-voting	No	<input checked="" type="checkbox"/> Unlimited number <ul style="list-style-type: none"> <li>Open to all CAEP members with an interest in emergency PoCUS.</li> </ul>	Unlimited

Executive committee notes:

- A regional representation will be sought among the executive members from each of these 5 regions: WEST (BC and the Yukon), PRAIRIES (AB, SK, MB, NWT and Nunavut), ONTARIO, QUEBEC, and EAST (NB, NS, PE and NF/Labrador)
- At least one executive member with FRCPC and one executive member with CCFP(EM) designation will be sought.

Committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> <li>Executive committee members should be advised that they <u>must attend 50% of meetings</u> to maintain their position.</li> <li>All executive committee members must be CAEP members.</li> </ul>
Ex-officio members	<ul style="list-style-type: none"> <li>Ex-officio members will be invited to all meetings and receive all meeting agendas and minutes.</li> </ul>
Non-voting members	<ul style="list-style-type: none"> <li>Non-voting members are invited to the annual meetings.</li> </ul>

## 6. Governance:

Election of executive	Description
February 1 – Mar 31	<ul style="list-style-type: none"> <li>Identify open positions</li> <li>Solicit nominations</li> </ul>
April 1	<ul style="list-style-type: none"> <li>All nominations should have been received by CAEP office</li> </ul>
April 15	<ul style="list-style-type: none"> <li>Nominee information is posted to the CAEP website</li> </ul>
June (at CAEP conference)	<ul style="list-style-type: none"> <li>Elections will be held</li> <li>Electronic election format will be available for those not available to attend conference</li> </ul>
July 1	<ul style="list-style-type: none"> <li><u>Mandatory</u> Committee Member Update sent to CAEP office</li> <li>Post elections committee member update</li> <li>Chair must be approved by the CAEP Board (at their next board meeting)</li> <li>If the chair is not approved, then the position will be available for election.</li> </ul>

- Nominations will be solicited by CAEP newsletter, email, social media, and personal contacts.
- Quorum for elections and other decisions is 50% + 1 voting members.
- For other decisions, consensus will be sought. If consensus cannot be reached, then decisions can be made by vote (electronically or in person).

## 7. Terms of reference and reviews:

- Terms of reference will be reviewed and submitted for approval by the Board at least every 5 years.
- Revised terms of reference should be submitted to Board via the CAEP office.

- Reviews of the objectives and committee productivity/progress may be completed by the Board through the CAEP office to ensure adherence to CAEP's mission and vision.

## 8. Reporting:

- ☐ Mandatory annual reports report(s) (due April 1) must be presented to the CAEP office for distribution to the Board and other committees (as appropriate).
- ☐ The list of current executive committee members and approximate number of section members (as applicable) must be provided to the CAEP office annually (due July 1).
- ☐ Optional reports are recommended for active committees, as needed on January 1, July 1, and October 1.
- ☐ Reports may be edited for format to present to the Board, at the AGM, in the annual report, or for other committees.
- ☐ All reports will be available to all other committees and their members (unless deemed confidential).
- ☐ Committee reports may be requested by CAEP members.

## 9. Committee meetings:

### Quorum

- ☐ Meeting and vote quorum is 50% + 1 voting executive members (refer to the Committee Roles table).

### Teleconference Meetings

- Teleconferences will be held at least quarterly at the call of the committee chair (or vice-chair).
- The chair (or vice-chair) is required for any meeting.
- All executive and ex-officio committee members will be invited to attend.
- ☐ Meeting agendas and minutes/action items should be prepared for all teleconferences.
- Meeting agendas will be prepared by the chair or vice-chair with assistance of the Secretary.
- ☐ Meeting minutes will be distributed to the entire committee and made available on the CAEP website.
- ☐ Meeting minutes may be requested by the Board or CAEP members.

### Annual Meeting

- ☐ A committee meeting will be held annually in conjunction with the CAEP annual scientific meeting.
- ☐ Teleconference services may be available.
- In the absence of the committee chair or vice-chair, there will be no meeting.
- ☐ All committee members are welcome to attend the meeting at the annual conference.
- ☐ Minutes are the responsibility of the Secretary.
- ☐ Meeting minutes will be distributed to the entire committee and available on the CAEP website.
- ☐ Meeting minutes may be requested by the Board or CAEP members.
- ☐ The annual meeting is open to CAEP members.

## 10. Committee Communications

- Most committee communications will occur via email.
- A discussion list may be established.

- Communication to the CAEP membership will be via CAEP office e-mail distribution, the CAEP newsletter, or the CAEP website ([www.caep.ca](http://www.caep.ca)).
- The committee can use social media via @CAEP\_docs.
- The committee will establish a web-based forum, document repository, and discussion platform in order to address the objectives in an open and transparent manner. These will be linked to the CAEP website and maintained by CAEP staff.

## 11. Projects

Projects will be planned and developed according to committee interest, prioritization, and the expertise of individual members and approved by the CAEP Board. All interested members will be given the opportunity to provide input during various stages of planning and development.

## 12. CAEP accountability

- The committee will receive feedback from the CAEP Board, in response to the committee's annual report, including any specific requests to the CAEP Board.
- CAEP will provide amalgamated reports on CAEP committees contributing to the CAEP pillars.
- Meeting space will be available at the annual conference and arranged by CAEP.
- A teleconference code will be provided for teleconference calls.
- A CAEP staff will be available for updating the website with materials provided by the committee.