

## CAEP ENDORSEMENT GUIDELINES

Approved June 2009

Policy to be reviewed in five years (Jan – June 2014)

CAEP Board Approved (November 2014)

Revision approved: November 2018

### DEFINITION OF ENDORSEMENT

CAEP endorsement means that subsequent to a review, CAEP approves or recommends a program<sup>1</sup>, initiative, position statement, grant or product. Endorsement does not imply any support, financial or otherwise, unless otherwise indicated upon endorsement.

All endorsements are the responsibility of the CAEP Board and are approved for a maximum time period of 3 years.<sup>2</sup> If there are substantive changes made to the document or product prior to the expiration of the endorsement period, then an update outlining the proposed changes is required.

Kindly note that if you are a CAEP committee submitting a CAEP Position Statement or Clinical Practice Guideline, please follow the Approval Process for CAEP Position Statements and Clinical Practice Guidelines for CJEM Publication.

### SUBMISSION

All endorsement requests must be supported by a CAEP member who has contributed to the document. This must be clearly identified in the submission.

### ITEMS TO INCLUDE

- Endorsement request;
- Brief description of the document or product including the relevance to emergency medicine, compatibility with CAEP's vision and mission, and how it will be accessible;
- Deadline for CAEP endorsement<sup>3</sup>;
- Draft endorsement letter.

### PROCESS (Figure 1)

- Endorsement request is submitted to the CAEP Office for pre-screening
- Endorsement request is forwarded to the appropriate CAEP committee (or CAEP President) for expert review (according to types of endorsement requests below)
  - Clear cases for endorsement (e.g., major conferences or CME programs already endorsed by the

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<sup>1</sup> Endorsements can be given to programs not developed or administered by CAEP recognizing that there is a limitation to the control CAEP has over the final products

<sup>2</sup> It is the responsibility of the submitter to provide updates as needed. If no updates are received within the 3-year period, the endorsement will be removed from the CAEP website.

<sup>3</sup> Please allow a minimum of 4 weeks for CAEP to review and approve an endorsement. CAEP cannot guarantee a decision will be made if the request is submitted with less than 4 weeks to review.

- RCPSC/CCFP) are forwarded to the CAEP President for an initial review. If approved, it will be forwarded to the CAEP Board via email for a vote with a recommendation from the President.
- If the CAEP committee agrees to the merits, then it is forwarded to the CAEP President for review.
    - If rejected by the CAEP committee, the authors will be notified by the CAEP Office.
  - The CAEP President can support or reject an endorsement received from the committee; and it will be forwarded to the Board for a final decision with the President's recommendation.
    - If the CAEP Board approves, the CAEP Office will notify the authors of the decision and issue a final letter from the CAEP President.
  - All CAEP-endorsed programs, initiatives, or products are listed on the CAEP website.

## PRINCIPLES APPLICABLE TO ALL ENDORSEMENT REQUESTS

### Requirements

- Requests for endorsement must be sponsored by a current CAEP member.
- Requests must be submitted in writing to the CAEP Office. Please see above for items to include in the submission.

### Standards

- All submissions for endorsement must comply with the provisions of the Canadian Medical Association (CMA) policy entitled [Physicians and the Pharmaceutical Industry](#) (2007).
- Where submissions for endorsement (such as standards, guidelines, and research proposals) are based on research evidence that evidence will be based on a mutually agreed upon validation model. Currently, the AGREE II model is used.
- If there is a conflict of interest, then those involved will recuse themselves from the deliberations.

## TYPES OF ENDORSEMENT REQUESTS

### Academic Proposals

- Endorsement requests pertaining to academics are reviewed by the Academic Section.

### Research proposals

- Research proposals and funding applications are reviewed by the Research Committee.
- Research protocols for multi-centre studies are reviewed by the Network of Canadian Emergency Researchers (NCER). Please refer to the NCER [endorsement process](#).

### Advocacy

- Programs for purpose of advocating for emergency physicians, their patients, their institutions, or the overall Canadian health are reviewed by the Public Affairs Committee.
- Position statements<sup>4</sup> are reviewed by the Public Affairs Committee.

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<sup>4</sup> A CAEP-Endorsed position statement is submitted from an outside organization looking for CAEP to review and endorse the position. These position statements must be supported by a CAEP member who has contributed to the document. A CAEP position statement is developed and authored by a CAEP approved committee. For CAEP position statements, please review the CAEP position statements and clinical practice guidelines procedure for CJEM publication.

- If the position statement relates to a relevant CAEP committee, it will be reviewed by said committee with a subsequent recommendation to Public Affairs

#### Continuing Medical Education (CME)

- CME endorsement requests will be reviewed by the CME Committee.
- Endorsement for conferences will be limited to one (1) year in length.
- CME programs should be accredited by the College of Family Physicians of Canada (CFPC), Royal College of Physicians or Surgeons (RCPSC), or the equivalent governing bodies in other jurisdictions. Only in rare circumstances will a CME program be endorsed if it is not accredited as noted above. In order for these programs to be considered, justification for the lack of accreditation will be required.
- CME endorsement proposals should include information demonstrating: emergency medicine relevance; planning committee members (with names and involvement) including representation from the target audience; content developed by a (named) physician group or organization; educational techniques conducive to active participant involvement; financial support provided as an unrestricted educational grant; no restriction on the content or control of the content required by program sponsors; and any financial or other support in compliance with the CMA guidelines.

#### Clinical Practice Guidelines and Best Practice Statements

- Clinical practice guidelines (CPG)<sup>5</sup> and best practice statements are reviewed by the Standards Committee.
  - Details need to be provided on distribution and access to the guideline or position statement; as well as costs associated with access.

#### Public Safety, Prevention, Products and other endorsement proposals

- These programs and products will be reviewed on a case-by-case basis by the CAEP Office and President to determine what committee is best suited to review the proposal.
- Where no suitable committee, it will be referred to the President.
- Where the proposal involves a product, confirmation of approval from the applicable authorities and regulatory bodies, such as the Canadian Standards Association (CSA), must be included with the submission.

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<sup>5</sup> A CAEP-Endorsed CPG is submitted from an outside organization looking for CAEP to review and endorse the guideline. These guidelines must be supported by a CAEP member who has contributed to the document.

A CAEP CPG is developed and authored by a CAEP approved committee. For CAEP CPG, please review the CAEP position statements and clinical practice guidelines procedure for CJEM publication.

Figure 1. Flow chart describing the CAEP endorsement process.

# CAEP ENDORSEMENT PROCESS

