

Terms of Reference
Academic Section of the
Canadian Association of Emergency Physicians
Board approved on June 3, 2016
Revisions approved September 20, 2018
Revisions approved February 18, 2020

Vision

To promote high quality emergency patient care through world-leading leadership, education, and research in emergency medicine.

Mission Statements

- To improve emergency care of patients by enhancing academic emergency medicine at Canadian hospitals
- To foster and develop education, research and academic leadership amongst Canadian emergency physicians, residents, researchers, and students
- To provide mentorship in academic emergency medicine (EM)

Academic Section Executive Committee

1. Membership

- 1.1. Membership is open to all Canadian emergency physicians, residents, and students who are CAEP members in good standing and are interested in teaching, research, or academic leadership.
- 1.2. The Executive of the Section will consist of the following members:
- 1.2.1. Chair (elected) and approved by the CAEP Board
 - 1.2.2. Vice-Chair (elected from positions in 1.2.3 and 1.2.4) and approved by the CAEP Board
 - 1.2.3. Committee Chairs (elected)
 - i. Academic Leadership Committee Chair– Department or Division Chair/Head
 - ii. Education Scholarship Committee Chair
 - iii. Research Committee Chair
 - iv. Network of Canadian Emergency Researchers (NCER) Chair
 - 1.2.4. Portfolio Representatives (elected)
 - Undergraduate Education
 - v. RCPSC Postgraduate Education
 - vi. CCFP(EM) Postgraduate Education
 - vii. Pediatric Emergency Medicine Education
 - 1.2.4. Four Members at Large (elected from regions that are not already represented by the other voting executive members, to ensure a presence from all 5 of the following geographic regions):
 - viii. West (British Columbia and the Yukon)
 - ix. Prairies (Alberta, Saskatchewan, Manitoba, Northwest Territories and Nunavut)
 - x. Ontario
 - xi. Quebec
 - xii. East (New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland/Labrador)
 - 1.2.5. Ex-Officio Members (non-voting)

- xiii. CAEP President
- xiv. CAEP Past-President
- xv. CAEP President-Elect
- xvi. CAEP Executive Director
- xvii. CME Committee Chair
- xviii. Undergraduate Education Committee Chair
- xix. Royal College Residency Program Directors Chair
- xx. CCFP (EM) Residency Program Directors Chair
- xxi. Pediatric Section Chair
- xxii. Resident Section Committee Member
- xxiii. Small Urban and Rural Section Chair
- xxiv. CJEM Senior Editor
- xxv. CAEP Head Office Support Staff Person
- xxvi. Past-Chair Academic Section

- 1.2.6. Each elected Executive position has a term of 2 years, eligible for re-election twice to a maximum of 3 consecutive terms (6 years total).
- 1.2.7. Section and committee chairs and vice-chairs, for the executive positions will be approved by the CAEP Board.
- 1.2.8. The Section and Committee Chair positions should be filled by the Vice-Chair.
- 1.2.9. The Section Vice-Chair position will be selected by the Executive from amongst the elected members and approved by the CAEP Board
- 1.2.10. The committee Vice-Chair positions will be elected by the Academic Section and approved by the CAEP Board.
- 1.2.11. Elected Executive positions will be open for nomination for 3 months prior to the end of the term. Nominations may be made by any CAEP member. See [Appendix A](#) for further details about the election process and timing.
- 1.2.12. The Section Chair will:
- Chair Section meetings
 - Review potential agenda items submitted by Section Executive and members
 - Review relevant issues and information for consideration by the Section Executive
 - Report to the CAEP Board of Directors
 - Provide an annual report of the Section's Activities to the CAEP Board
 - Oversee the annual Consensus Conference proceedings
- 1.2.13. The Section Vice-Chair will:
- Support the Chair in overseeing the completion and/or delegation of tasks required of the Section
 - Fill in for the Chair when the Chair is not able to attend
- 1.2.14. The CAEP Head Office Support Staff person will:
- Arrange Section and Executive meetings as requested, record and distribute minutes and materials for meetings and teleconferences
 - Maintain action items and ensure completion
 - Provide guidance on strategic objectives of the Section and its Committees
 - Prepare and oversee budgets for the Section and its Committees
 - If Section fees are collected will, in collaboration with the Chair and Executive, prepare an annual budget for projected costs and expenses for Section projects

2. Executive & Section Processes

- 2.1.1. The Section will meet at a minimum once a year (at the Annual Meeting) at the CAEP Annual Scientific Conference.
- 2.1.2. The Section Executive will meet regularly by teleconference throughout the year.
- 2.1.3. A quorum for the Section Executive meetings shall be 8 of 14 voting members.
- 2.1.4. Executive Subcommittees may be formed (e.g., the leader of the next Consensus Conference).
- 2.1.5. Suggestions for changes in membership and Terms of Reference will be discussed, and decided by a simple majority vote by teleconference, electronic means, or at the Annual Meeting.

3. Academic Section Reporting

- 3.1.1. The Section Chair will prepare a written annual summary report and present it to the CAEP Board of Directors prior to the CAEP Annual General Meeting.
- 3.1.2. Section Meeting minutes will be circulated to Section members via the CAEP website.
- 3.1.3. Communication to Section members from the Executive will take place by email on matters to convey information or solicit opinion.
- 3.1.4. A listserv will be maintained by CAEP to enhance communication amongst section members.

Academic Section Domains and Committees

The Academic Section is comprised of the three core domains (Academic Leadership, Education Scholarship, and Research). There are currently four committees/groups within these domains, each reporting directly and independently to the Academic Executive.

1. Academic Leadership Domain

a) Academic Leadership Committee

1.1. Objectives:

- 1.1.1. Create a database of academic activities, physician leaders, infrastructure, and resources at each Canadian medical school.
- 1.1.2. Support academic EM departments, divisions or units at each medical school and teaching hospital to ensure appropriate status, resources, and infrastructure.
- 1.1.3. Promote the training and development of academic leaders of Canadian EM.
- 1.1.4. Encourage Canadian EPs at medical schools and teaching hospitals to join and actively participate in CAEP.
- 1.1.5. Promote strong representation on the CAEP Board by physicians from medical schools and teaching hospitals.

1.2. Activities:

- 1.2.1. Annual Academic Symposium ([Appendix B](#) and [Appendix C](#))

2. Education Scholarship Domain

a) Education Scholarship Committee

2.1. Objectives:

- 2.1.1. Support teaching programs and directors in the education of medical students, EM residents, off-service residents, EM fellows, faculty physicians, community physicians, and allied health professionals.
- 2.1.2. Support specific EM educational programs, e.g. ultrasound, simulation.
- 2.1.3. Promote scholarship of educational innovations through evaluation and dissemination.

- 2.1.4. Promote the training and development of education scholars.
- 2.1.5. Promote the development of clinician teachers amongst emergency physicians and residents.

2.2. Activities:

- 2.2.1. Annual Academic Symposium ([Appendix B](#) and [Appendix C](#))

3. Research Domain

3. a) Research Committee

3.1. Objectives:

- 3.1.1. Promote high-quality research that improves patient care across Canada.
- 3.1.2. Promote the training, development, and support of qualified EM researchers.
- 3.1.3. Enhance collaboration amongst Canadian centres to conduct impactful EM research.
- 3.1.4. Increase participation in *CJEM* activities at Canadian medical schools and teaching hospitals.
- 3.1.5. Strive to ensure all the best Canadian EM research is presented at the annual CAEP Scientific Conference.
- 3.1.6. Evaluate research submissions via a peer-review method for the purpose of identifying high-quality presentations for CAEP's Annual Conference.
- 3.1.7. Evaluate research grant proposals via a peer-review method for the purpose of supporting high-quality projects funded by the EM Advancement Fund.
- 3.1.8. Review and approve research surveys from CAEP members to be distributed to the consenting CAEP members.
- 3.1.9. Review research protocols to provide letters of endorsement.

3.2. Activities:

The quarterly Research Committee meetings will provide the opportunity to develop new initiatives and support the committee activities. Each committee member will represent one of the listed activities to facilitate decision making (refer to [Appendix B](#)).

- 3.2.1. Abstract Competition
- 3.2.2. Grant Competition
- 3.2.3. CAEP Conference Organizing Committee Liaison
- 3.2.4. Network of Canadian Emergency Researchers (NCER) Liaison
- 3.2.5. EMAF Subcommittee Chair
- 3.2.6. Annual Academic Symposium
- 3.2.7. Education Research
- 3.2.8. Research Survey Review
- 3.2.9. CAEP Endorsements/Letters of Support
- 3.2.10. IFEM Representative
- 3.2.11. PERC Liaison

3. b) Network of Canadian Emergency Researchers (NCER)

NCER will enable emergency care researchers to conduct multi-center research or education studies, provide mentorship, create knowledge through research, support knowledge translation, and ultimately improve emergency patient care for all Canadians.

Vision: Better collaboration. Better research. Better care.

Objectives:

- To lead internationally in the conduct of high-impact emergency care research
- To collaborate with colleagues and interdisciplinary collaborators across the nation and beyond

- To build capacity in Canadian emergency care research
- To disseminate our findings through knowledge translation and exchange, ensuring the science has an impact on care, education scholarship, policy decisions, outcomes, and systems of care

Activities:

- Annual all-members face-to-face network retreat
- Endorsement of protocols
- Liaison with research committee

Committee Governance

- The Committees will consist of a Chair, Vice-Chair and members, who are assigned to the various activities undertaken by the committee.
- The Chair and Vice-Chairs will need to be approved by the CAEP Board
- Geographic representation and representation will be sought, according to CAEP Bylaws.
- Votes will occur should there be more volunteers than positions.
- Open positions will be broadly advertised. Applications for all positions should be submitted directly to the CAEP office.
- The number of voting committee members should be limited to those acting as liaisons/representatives on the activities cited, normally 8 to 10.
- All are two-year terms, and may be renewed twice for a maximum of 3 terms (or 6 years).
- The CAEP President, Academic Section Chair, and a representative from the Resident's Section Executive may be non-voting members.
- All committee members are expected to participate in the committee activities. Those not participating will be asked by the chair to step down.

Appendix A: Academic Section Election Process

ACTIVITY	TIMING
Executive members who are up for renewal will be contacted by CAEP.	3 - 5 months prior to Annual Section Meeting
Once open positions are determined, nominations will be solicited from the CAEP membership. Nominees will be asked to submit their bio and a letter of interest.	2 - 3 months prior to Annual Section Meeting.
Final date to receive nominations	2 months prior to Annual Section Meeting
The Chair/Vice-chair slate will be approved by the CAEP Board.	2 months prior to Annual Section Meeting
Approved nominee bios are posted on Academic Section webpages.	45 days prior to Annual Section Meeting
Elections will be held in-person at the Academic Section AGM. Where there is a single nominee, the position shall be acclaimed. All CAEP members are eligible to vote. Those unable to attend in person must contact the CAEP office to vote electronically.	In-person voting will be done at the Annual Section Meeting at CAEP Conference. Electronic voting will be open 3 days prior to the meeting, up until commencement of the meeting.

Appendix B: Descriptions of Activities and Roles

All Committees

1. Annual Academic Symposium

- The Academic Symposium is hosted once every three years by each committee to provide practical recommendations on improving EM (as described in the respective objectives).
- Three panels will be formed, as per the Academic Symposium Terms of Reference, to develop the Academic Symposium. Terms are in [Appendix C](#).

2. Academic Leadership Committee

3. Education Scholarship Committee

4. Research Committee

Role	Activities	Responsibilities
Abstract Competition Representative	The annual abstract competition receives, scores, and ranks all abstract submissions to the annual CAEP Conference. Abstract awards are given to the highest-ranked abstracts from CAEP members under specific categories.	The representative will oversee the abstract competition, verify appropriate categorization of abstract award winners, and assist the Conference Organizing Committee in the slotting of embedded abstracts.
Grant Competition Representative	The annual grants competition receives, scores, and ranks all grant proposals. Grants are awarded to the highest-ranked proposals from CAEP members.	The representative will oversee the grant competition and review the budgets of the top-ranked abstracts.
CAEP Conference Committee Liaison	Working with the CAEP Conference organizers, the Research Committee contributes to the development of the annual conference by selecting research abstracts for the didactic tracks, organizing the Research Plenary, and Research Awards Ceremony, as well as, ensuring appropriate space is allocated for research abstract presentations.	The representative will attend CAEP Conference Organizing Committee meetings and assist conference organizers in the slotting of embedded abstracts.
Network of Canadian Emergency Researchers (NCER) Liaison	NCER will enable emergency care researchers to conduct multi-center research or education studies, provide mentorship, create knowledge through research, support knowledge translation, and ultimately improve emergency patient care for all Canadians.	A Liaison with NCER will facilitate the support of NCER by liaising with the Research Committee.
EMAF Subcommittee Chair	The fundraising arm of CAEP includes both the annual and endowment funds.	The subcommittee chair will chair the discussion of recommendations for the distribution of new funds, which will be submitted for approval by the CAEP Board (see EMAF Terms of Reference for full subcommittee structure [https://theemaf.org/donations/ways-to-help/]).
Annual Academic Symposium Panels	As above	As above

Education Research Representative	Education research is supported through the Research Committee via inclusion in the research abstract competition and NCER.	The representative will liaise between the Education Scholarship Committee and the Research Committee.
Research Survey Review Representative	Research surveys from CAEP members for distribution to consenting CAEP members must be reviewed by the Research Committee (and submissions must include: a PDF copy of the survey, REB approval letter, and text for notifications). There is a maximum of three distributions per survey request, including pre-notification and survey distribution e-mails.	The representative will review and approve surveys for distribution to CAEP members. The CAEP office will forward all requests to the representative and manage the distribution and scheduling of surveys. CAEP Endorsements/Letters of Support Representative
CAEP Endorsements/Letters of Support	Requests for the endorsement of research studies or for letters of support should be reviewed by the Research Committee, who will provide a recommendation to the CAEP Board (as described in the CAEP Endorsement Policy [http://caep.ca/CAEPendorsement#EndorsementPolicy]).	The representative will review CAEP endorsement requests and requests for letters of support. If items are recommended for CAEP endorsement/support, these letters will be sent to the CAEP Board for approval.
IFEM Representative	CAEP participates in the IFEM Research Committee, which reviews resource proposals for endorsement, develops global research collaborations, and acts as a resource for the development of an IFEM research agenda to assist in the international prioritization of research. Representative must be approved by the CAEP Board.	The representative will be the liaison between the IFEM and CAEP Research Committees.
PERC Liaison	PERC is a well-established network of health care researchers at 15 Canadian Children's Hospitals that is dedicated to improving care in pediatric emergency medicine through multi-centre research. PERC has a track record of producing results that matter.	A Liaison with PERC will enable communications with this research network and the Research Committee.

5. Network of Canadian Emergency Researchers (NCER)

Title	Role	Description
Chair	Executive	Approved by Academic Section
Vice Chair	Executive	To become the chair Nominated by executive committee Mid or Senior executive member
Past Chair	Executive	To support current chair
Grants & Manuscript Councillor	Executive	Oversee the goal to maximize the number of publications per study Recruits reviewers from network membership Mid or senior executive member
Senior Councillor	Executive	Mid or senior counsellor between 7-15 years since initial faculty appointment as assistant professor
Junior Councillor (2)	Executive	Young scientist up to 7 years from appointment as an assistant professor at the time of initial appointment
Secretary	Executive	Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion

Title	Role	Description
Patient Engagement Representative	TBD	TBD as the network matures.
Research Professional Representative	Ex-officio	
CAEP President	Ex-officio	
Academic Section Chair	Ex-officio	Oversight by Academic Section Executive Committee
QIPS Committee Representative	Ex-officio	
Education Scholarship Committee Representative	Ex-officio	
Research Committee Representative	Ex-officio	
CAEP Executive Director	Ex-officio	
PERC Liaison	Corresponding	
CCCTG Liaison	Corresponding	
Primary Care Research Network	Corresponding	

Executive committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> Voting executive committee members should be advised that they <u>must attend 50% of meetings</u> to maintain their position Must be a CAEP member
Ex-officio members	<ul style="list-style-type: none"> Ex-officio members will be invited to all meetings and receive all meeting minutes.
Corresponding members	<ul style="list-style-type: none"> Corresponding members will be invited to face-to-face meetings and asked to participate in teleconferences.

Appendix C: Academic Symposium

Academic Symposium: “How to”

Terms of Reference

There will be three panels as described below, each comprised of approximately six members.

The members will be selected from the CAEP Academic Executive Members and others from across Canada. Each panel will be responsible for:

- a) **Researching** their topic including environmental scans of Canada and U.S., literature review, and interviews of experts.
- b) Creating **recommendations** for Canadian Academic EM units,
- c) **Presenting** the recommendations at the Academic Symposium,
- d) **Publishing** the recommendations in *CJEM*.

Panel Structure

Core Member: Will be cited as an author on the final manuscript. The core member will:

- Participate in most conference calls
- Respond to all requests for comments on material by e-mail
- Draft a section of the recommendations
- Contribute substantially to the manuscript
- Authorship will be contingent on the above as well as revising the manuscript

Advisory Member: Will be acknowledged as an advisory member of the panel in the acknowledgements.

The advisory member will:

- Participate in some conference calls (or none)
- Respond to specific requests for feedback from the chair
 - Primarily for draft recommendations content

The ideal panel composition will consist of 6-7 core members and 3-4 advisory members