

- Advocating for emergency physicians and their patients;
- Connecting emergency physicians;
- Leading emergency medicine education;
- Fostering research and innovation;
- Defining standards for quality emergency care; and
- Collaborating with emergency care providers.

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## CAEP GERIATRIC EMERGENCY MEDICINE Committee

Board approved on 2020-12-03

Rev. 2022-02-02 new template

### 1. Mission and Vision:

Supports CAEP's Mission and Vision by:

- Creating an environment within the Canadian Emergency Care community that promotes best practice, education, research, advocacy and collaboration, which will serve to improve older adult emergency care across Canada.

### 2. Primary Objective:

- Provide a forum for Canadian Emergency Medicine (EM) clinicians, researchers, educators and administrators committed to optimize the care of older people in EDs; and to define and promote standards of excellence in their care.

### 3. Accountability:

The committee reports to and is accountable to the Board of Directors of CAEP as outlined in the CAEP Bylaws (Section 17.1.2). All intellectual property produced by this committee will be owned by CAEP.

### 4. Objectives:

- To establish and promote a network of people working in EM with at least a partial focus on older people;
- To provide a forum for exchange of developments in clinical care, research, education, and policy relating to older people in the ED and in pre-hospital care;
- To create a centre of expertise within CAEP on the emergency department needs of Canada's aging population;
- To define standards for care of older patients in Canadian EDs;
- To promote research that prioritizes older patients in EDs;
- To enable education at the UGME, PGME, and CME levels.

### 5. Membership (if applicable):

The committee shall be open to all CAEP members (medical student, resident, or staff), with an interest in supporting the committee's mission, vision and objectives. CAEP membership is required in order to participate with CAEP Committees and its activities as outlined in the CAEP Bylaws (Section 17.1.1). Membership will be verified annually in March and any committee members who do not renew will be removed from the Committee.

## 6. Deliverables:

Reports	Due	Description
<u>Mandatory</u> Annual Report	February	<ul style="list-style-type: none"> <li>• Current initiatives and associated results</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>• Chair must be approved by the CAEP Board</li> <li>• Post elections committee member update</li> <li>• All committee members must be CAEP members as per the CAEP by-laws</li> </ul>

## 7. Committee roles:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	2	6 years
Vice-chair	Executive	Yes	Elected To become the chair Nominated by executive committee	2 years	2	6 years
Past chair	Executive	No	To support current chair	2 years	0	2 years
Secretary	Executive	Yes	Elected Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion	2 years	2	6 years
Resident section representative	Executive	Yes	Elected Responsible for defining and supporting the activities of the Committee and representing the interests of the EM residents (of both educational streams) and medical students	1 year	1	2 years
Group Members	Executive	Yes	Selected by the Chair and Vice-Chair; Responsible for defining and supporting the activities of the Committee	2 years	4	N/A
CAEP President	Ex-officio	No		See CAEP Bylaws		
CAEP Executive Director	Ex-officio	No		See CAEP Bylaws		
CAEP Staff	Ex-officio	No	Provide administrative support to the Committee			
Total Voting Executive			Varies based in number of Executive group numbers			
Quorum			(50% + 1)			
Committee Members						

### Committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> <li>• All 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>

## **8. Governance:**

This Committee reports to the CAEP Board of Directors. All outputs of this committee, including intellectual property, are owned by CAEP.

- Nominations for vacant positions will be solicited by CAEP newsletter, email, social media, and personal contacts. All nominees must be CAEP members in good standing. Chair positions must be approved by the CAEP Board.
- Quorum for elections and other decisions is 50% + 1 voting member.
- For other decisions, consensus will be sought. If consensus cannot be reached, then decisions can be made by vote (electronically or in person).

## **9. 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.

## **10. Committee meetings:**

### **Quorum**

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

### **Videoconference Meetings**

- Videoconferences 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 videoconferences.
- Meeting agendas will be prepared by the chair or vice-chair with assistance of the CAEP Staff.
- Meeting minutes will be distributed to the entire committee.
- Meeting minutes may be requested by the Board or CAEP members.

## **11. CAEP accountability**

- The committee may 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.
- CAEP will support meetings with a videoconferencing platform.
- A CAEP staff member will be available for updating the website with materials provided by the committee.