Academic Section of CAEP

Draft 2023-07-26

Board approved on 20XX-XX-XX

# Mission and Vision:

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 Domains and Committees

# The Academic Section is comprised of the four core domains (Academic Leadership, Education Scholarship, Research and Quality Improvement and Patient Safety). There are currently five committees within these domains, each reporting directly and independently to the Academic Executive.

***Academic Leadership Domain***

Leadership Committee

Objectives:

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

## *Education Scholarship Domain*

Education Scholarship Committee

Objectives:

* 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.
* Support specific EM educational programs, e.g. ultrasound, simulation.
* Promote scholarship of educational innovations through evaluation and dissemination.
* Promote the training and development of education scholars.
* Promote the development of clinician teachers amongst emergency physicians and residents*.*

## *Research Domain*

Research Committee

Objectives:

* Promote high-quality research that improves patient care across Canada.
* Promote the training, development, and support of qualified EM researchers.
* Enhance collaboration amongst Canadian centres to conduct impactful EM research.
* Increase participation in CJEM activities at Canadian medical schools and teaching hospitals.
* Evaluate research conference abstract submissions via a peer-review method for the purpose of identifying high-quality presentations for CAEP’s Annual Conference.
* Evaluate research grant proposals via a peer-review method for the purpose of supporting high-quality projects
* Using a peer-review method, evaluate applications to the Ian Stiell Researcher of the Year competition and the research abstract awards.
* Review and approve research surveys from CAEP members to be distributed to the consenting CAEP members.
* Review research protocols to provide letters of endorsement.

Network of Canadian Emergency Researchers

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

***Quality Improvement and Patient Safety (QIPS) Domain***

QIPS Committee

Objectives:

* TO ENGAGE: To engage EM physicians, residents, and medical students with an interest in QIPS across Canada;
* TO CONNECT: To provide a forum for EM practitioners in Canada to discuss issues of and solutions to quality and safety in the ED;
* TO MENTOR: To provide information and mentorship to ED staff and trainees about training, certification and other opportunities as they pertain to QI and PS, in order to build capacity;
* TO ADVANCE: To advance the fields of QI and PS in EM, from both an academic and clinical standpoint, through country-wide collaborations;
* TO REPRESENT: To liaise with internal (e.g., CAEP’s Academic Section of EM) and external (e.g., International Federation for Emergency Medicine [IFEM]) on issues that pertain to QI and PS.

# Accountability:

The Section 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 the Sections and its committee will be owned by CAEP.

# Activities[[1]](#footnote-1):

Annual Academic Symposium

* The Academic Symposium is hosted once every four years by the research, leadership, education scholarship or QIPS committee to provide practical recommendations on improving EM.
* Three panels will be formed, as per the Academic Symposium Terms of Reference, to develop the Academic Symposium and will be reviewed and approved by the Section Executive.

# 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.

# Deliverables:

|  |  |  |
| --- | --- | --- |
| **Reports** | **Due** | **Description** |
| Mandatory Annual Report | May | * Current initiatives and associated results of the Section and the 5 committees
* Listing of current committee members
* Report will be formatted for the CAEP Board, AGM, annual report, and all-committee report
 |
| Mandatory Committee Member Update | July 1 | * Chair must be approved by the CAEP Board
* Post elections committee member update
* All committee members must be CAEP members as per the CAEP by-laws
 |

# Section roles[[2]](#footnote-2):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | Role | Voting | Description | Term | Renewal | Maximum Term |
| Chair | Executive | Yes | Approved by CAEP BoardChairs Section MeetingsReview relevant issues and information for consideration by the Section ExecutiveProvides an annual report of the Section’s activities to the CAEP Board and membership  | 2 years | 2  | 6 years |
| Vice-chair | Executive | Yes | Elected and approved by CAEP BoardSupports the chair in overseeing the completion and delegation of tasks required of the SectionFills in for the Chair at meetings when the Chair is unable to attend. | 2 years | 2 | 6 years |
| Leadership Committee Chair | Executive | Yes | Elected and approved by CAEP Board | 2 years | 2 | 6 years |
| Education Scholarship Committee Chair | Executive | Yes | Elected and approved by CAEP Board | 2 years | 2 | 6 years |
| Research Committee Chair | Executive | Yes | Elected and approved by CAEP Board | 2 years | 2 | 6 years |
| NCER Committee Chair | Executive | Yes | Elected and approved by CAEP Board | 2 years | 2 | 6 years |
| QIPS Committee Chair | Executive | Yes | Elected and approved by CAEP Board | 2 years | 2 | 6 years |
| Member at Large | Executive | Yes | Elected | 2 years | 2 | 6 years |
| Member at Large | Executive | Yes | Elected | 2 years | 2 | 6 years |
| Member at Large | Executive | Yes | Elected | 2 years | 2 | 6 years |
| Member at Large | Executive | Yes | Elected | 2 years | 2 | 6 years |
| Past Chair | Ex-officio | No |  | 2 years |  | 2 years |
| CAEP CPD Committee Chair | Ex-officio | No |  |  |  |  |
| Undergraduate Education Committee Chair | Ex-officio | No |  |  |  |  |
| Royal College Residency Program Directors Chair | Ex-officio | No |  |  |  |  |
| CCFP (EM) Residency Program Directors Chair | Ex-officio | No |  |  |  |  |
| Pediatric Section Chair | Ex-officio | No |  |  |  |  |
| Rural and Small Urban Section Chair | Ex-officio | No |  |  |  |  |
| Resident Section Member | Ex-officio | No | Determined through Resident Section Elections |  |  |  |
| CAEP President | Ex-officio | No |  | See CAEP Bylaws |  |  |
| CAEP Executive Director | Ex-officio | No |  | See CAEP Bylaws |  |  |
| CAEP Deputy Executive Director, Academic and CPD | Ex-officio | No | Provide administrative support to the Committee |  |
| CAEP Lead, Academic, Research, Conference | Ex-officio | No | Provide administrative support to the Committee |  |
| Total Voting Executive | 11 |  |  |  |
| Quorum | 6 |  |  |  |

**Committee membership descriptions:**

|  |  |
| --- | --- |
| Committee member  | Description |
| Executive members | * All committee members must be CAEP members.
 |
| Ex-officio members | * Ex-officio members will be invited to all meetings and receive all meeting agendas and minutes.
 |
| Non-voting members | * Non-voting members are invited to the annual meetings.
 |

# 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.
* If multiple nominees, bios will be posted on the Academic Section webpages 45 days prior to the Section Annual Meeting
* Elections will be held in person at the Academic Section AGM, if required. Where there is a single nominee, the position shall be acclaimed.
* 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).

# 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.

# 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.

# 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.
1. For each committees activities, please refer to its terms of reference. [↑](#footnote-ref-1)
2. For each committees roles, please refer to its terms of reference. [↑](#footnote-ref-2)