Quality Improvement and Patient Safety Committee

2019-03-29

Board approved on 2019-04-09

# Mission and Vision:

The VISION of the Quality Improvement and Patient Safety (QIPS) Committee is to have an impact on Canadian emergency medicine (EM) through the creation of a QIPS community of practice, the development of the fields of QI and PS, and national QIPS interventions and educational activities.

This vision supports the Canadian Association of Emergency Physicians (CAEP) vision — “Leading excellence in Emergency Medicine across Canada.” — by connecting EM providers across the country and empowering them to improve the care they provide to their patients.

The MISSION of the QIPS Committee is to provide a forum for Canadian EM providers to share challenges, ideas, and solutions for issues that pertain to the quality and safety of care of patients in the emergency departments (EDs) across the country, and to enable clinical and scholarly collaborations pertaining to QI and PS.

This mission supports the CAEP mission by connecting and promoting the interests of EM physicians, by advocating for improved care for patients, and by providing a forum for academic endeavours in EM.

# Primary Objective:

The QIPS Committee has the following five overarching objectives:

1. TO ENGAGE: To engage EM physicians, residents, and medical students with an interest in QIPS across Canada;
2. TO CONNECT: To provide a forum for EM practitioners in Canada to discuss issues of and solutions to quality and safety in the ED;
3. 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;
4. TO ADVANCE: To advance the fields of QI and PS in EM, from both an academic and clinical standpoint, through country-wide collaborations;
5. 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 committee reports to and is accountable to the Academic Section of CAEP. All intellectual property produced by this committee will be owned by CAEP.

# Objectives:

We will strive to:

1. Maintain formal mechanisms for the recognition of QI and PS endeavours within the CAEP framework in order to promote, develop and coordinate QIPS scientific inquiry at the national level:
   1. This will include the submission and presentation of abstracts pertaining to QIPS projects to the annual Scientific Assembly;
   2. This will include continued support of the QIPS Grants
2. Create a thriving community of practice on the topics of QI and PS within the EM community in Canada in order to act as vehicle for the scale and spread of QIPS initiatives across the country:
   1. This will include growing the list of involved Committee members over time;
   2. This may include ways to communicate and collaborate more formally between institutions and organizations in order to identify common goals and opportunities.
3. Advance the fields of QI and PS in EM in Canada:
   1. This will include the development of academic papers, scholarly projects, QIPS education and educational opportunities (e.g., QIPS workshop or resources) that create the foundation for QIPS work in Canada;
   2. This may include the dissemination and publication of EM QIPS projects within and outside of Canada through various venues, and opportunities to promote QIPS as a career of choice for trainees (e.g., through mentorship).

# 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:

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| --- | --- | --- |
| **Reports** | **Due** | **Description** |
| Mandatory Annual Report | February | * Current initiatives and associated results * 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 | * Post elections committee member update * Chair must be approved by the CAEP Board * All committee members must be CAEP members as per the CAEP by-laws |

# Committee roles:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | Role | Voting | Description | Term | Renewal | Maximum Term |
| Chair | Executive | Yes | Approved by CAEP Board;  Responsible for the overall functioning of the Committee, including setting the agenda for annual meetings, and drafting a yearly report for the Academic Section to include in its annual report;  Chair, or a representative of the Chair, will sit on the Academic Section Executive  Longer maximum terms may be approved by mutual agreement between the Chair and the CAEP Board | 2 years | 2 | 6 years |
| Vice-chair | Executive | Yes | Elected;  Responsible for supporting and/or replacing the Chair in his/her functions, as well as minute-taking at the annual meeting and the Committee’s finances | 2 years | 2 | 6 years |
| Executive Group Members | Executive | Yes | Selected by the Chair and Vice-Chair;  Responsible for defining and supporting the activities of the Committee;  The number of Executive Group Members will be determined by the Chair and Vice-Chair based on the overall size of the membership and the required level of support and expertise to conduct the Committee’s activities | 2 years | 2 | 6 years |
| Resident Lead | Executive | Yes | Selected by the Chair and Vice-Chair;  Member of and therefore same responsibilities as those of the Executive Group members  Responsible for representing the interests of the EM residents (of both educational stream) and medical students, and to ensure communication with them | 1 year | 2 | 3 years |
| Portfolio Lead(s) | Non-executive | Yes | Assigned by the Executive Group members;  Responsible for the development, conduct and evaluation of the portfolios they are assigned, as well as the regular report to the Chair on their activities | 1 years | 2 | 3 years |
| Committee Members | Ex-officio | No | Contribute to the Committee’s activities according to their and the Executive group’s determination;  Membership in the Committee is open to anyone with an interest in QI and/or PS, regardless of training or experience | No term | | |
| 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 |  | | |

**Committee membership descriptions:**

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

# Governance:

This Committee reports to CAEP’s Academic Section. 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).

# 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 of voting Executive members (refer to the **Committee Roles table**).

Videoconference Meetings

* Videoconferences will be held 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 will receive feedback from the CAEP Academic Section and/or 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.