

- Advocating for emergency physicians and their patients
- Connecting emergency physicians
- Leading emergency medicine education
- Providing a forum for research in emergency medicine

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## Geriatric Emergency Medicine Committee

Board approved on January 30<sup>th</sup>, 2024.

### 1. Mission and vision:

Our mission is to provide a forum for Canadian Emergency Medicine (EM) clinicians, researchers, educators, and administrators committed to optimizing the care of older people in EDs; and to define and promote standards of excellence in their care.

Our vision is to create 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. Objectives:

The objectives of this committee are to:

1. To establish and promote a network of people working in EM with at least a partial focus on older people;
2. 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;
3. To create a centre of expertise within CAEP on the emergency department needs of Canada's aging population;
4. To define standards for care of older patients in Canadian EDs;
5. To promote research that prioritizes older patients in EDs;
6. To enable education at the UGME, PGME, and CME levels.

### 3. Core values:

#### RESPECT

The Geriatric Emergency Medicine Committee values respect for our older adult population who built and created a future for us. They deserve the best care our EDs can provide.

#### PATIENT ADVOCACY

We are committed to be the voice of our older adult population and to help find solutions to the emergency department and health care system issues affecting them.

#### COLLABORATION

Throughout the CAEP network, we aim to promote, exchange and share best practices. We are devoted to establish and maintain a Canadian forum of Geriatric Emergency Medicine experts, including Emergency Physicians and other ED based health care professionals with a focussed interest.

## 4. Deliverables:

Reports	Due	Description
<u>Mandatory</u> Annual Report	April 1	<ul style="list-style-type: none"> <li>Current projects related to education, research, and connecting</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>Post elections committee member update</li> <li>Chair must be approved by the CAEP Board</li> </ul>

\* Intellectual property produced as a result this executive committee is owned by CAEP. Before joining the committee, members will sign a waiver to this effect.

## 5. Executive Committee Membership:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	2	6 years
Vice-chair	Executive	Yes	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	Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion	2 years	2	6 years
Continuing Professional Development and Education Lead	Executive	Yes	Organise educational content for committee, CAEP members and learners; assist in geriatric representation at annual CAEP conference	2 years	2	6 years
Membership and Communications Lead	Executive	Yes	Work to enhance membership and followership through social media, CAEP website, and sharing of committee works and activities	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				
CAEP Staff	Staff	No	Update committee webpages Distribute committee agendas and minutes			
<b>Total Voting Executive</b>			Varies based in number of Executive group numbers			
<b>Quorum</b>			(50% +1)			

### Executive committee notes:

- A regional representation will be attempted among the executive members from each of these 5 regions: WEST (BC and the Yukon), PRAIRIES (AB, SK, MB, NWT and Nunavut), ONTARIO, QUEBEC, and EAST (NB, NS, PE and NF/Labrador)
- At least one executive member with FRCPC and one executive member with CCFP(EM) designation will be sought.

**Executive committee membership descriptions:**

<b>Committee member</b>	<b>Description</b>
Executive members	<ul style="list-style-type: none"> <li>• Voting executive committee members should be advised that they <u>must attend 50% of meetings</u> to maintain their position</li> <li>• <u>Requirements for committee membership</u>, i.e., must be a CAEP member</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 minutes.</li> </ul>
Corresponding members	<ul style="list-style-type: none"> <li>• Corresponding members will be invited to face-to-face meetings and asked to participate in teleconferences.</li> </ul>

**Roles and responsibilities of the executive committee membership:**

1. Be responsible for planning and setting the agenda for each annual meeting
2. Keep accurate minutes, including presenter feedback, which are circulated in a timely fashion
3. Develop guidelines and policies that determine how the Geri EM Committee and network of interested individuals will conduct its business
4. Manage mentorship

**6. Governance:**

This Committee reports to the CAEP Board of Directors.

<b>Election of executive</b>	<b>Description</b>
February 1 – Mar 31	<ul style="list-style-type: none"> <li>• Identify open positions</li> <li>• Solicit nominations</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• All nominations should have been received by CAEP office</li> </ul>
April 15	<ul style="list-style-type: none"> <li>• Nominee information is posted to the CAEP website</li> </ul>
June (at CAEP conference)	<ul style="list-style-type: none"> <li>• Elections will be held</li> <li>• Electronic election format will be available for those not available to attend conference</li> </ul>
July 1	<ul style="list-style-type: none"> <li>• <u>Mandatory</u> Committee Member Update sent to CAEP office</li> <li>• Post elections committee member update</li> <li>• Chair must be approved by the CAEP Board (at their next board meeting)</li> </ul>

- Nominations will be solicited by CAEP newsletter, email, social media, and personal contacts.
- Quorum for elections and other decisions is 50% +1 voting members.
- For other decisions, consensus will be sought. If consensus cannot be reached, then decisions can be made vote (electronically or in person).

**7. Terms of reference and reviews:**

- Terms of reference should be reviewed by the committee 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.

**8. Reporting:**

- Mandatory annual reports report(s) (due April 1) will be presented to the CAEP office for distribution to the Board and other committees (as appropriate).

- The list of current executive committee members and approximate number of section members (as applicable) will be provided to the CAEP office annually (due July 1).
- Reports may be edited for format to present to the Board, at the AGM, in the annual report, or for other committees.
- Committee reports may be requested by CAEP members. All reports will be available to all other committees and their members (unless deemed confidential)

## **9. Committee meetings:**

### **Quorum**

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

### **Teleconference Meetings**

- Teleconferences 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 committee members (voting, non-voting, ex-officio, and corresponding) will be invited to attend.
- Meeting agendas and minutes/action items should be prepared for all teleconferences.
- Meeting agendas will be prepared by the chair or vice-chair with assistance of the secretary.
- Minutes are the responsibility of the secretary or other appointed individual.
- Meeting minutes will be distributed to the entire committee and made available on the CAEP website (unless deemed confidential).

### **Annual Meeting**

- A committee meeting will be held annually in conjunction with the CAEP annual scientific meeting.
- Teleconference services may be available.
- In the absence of the committee chair or vice-chair, there will be no meeting.
- All committee members (voting and non-voting) are welcome to attend the meeting at the annual conference.
- Minutes are the responsibility of the secretary or other appointed individual.
- Meeting minutes will be distributed to the entire committee and made available on the CAEP website (unless deemed confidential).
- The annual meeting is open to all CAEP members.

## **10. Committee communications**

- Most communications will occur via email.
- A discussion list may be established.
- Communication to the CAEP membership will be via CAEP office e-mail distribution, the CAEP newsletter, or the CAEP and NCER websites ([www.caep.ca](http://www.caep.ca) and [www.ncer.ca](http://www.ncer.ca), respectively).
- The committee can use social media via @CAEP\_docs.

## **11. CAEP accountability**

- The committee will receive feedback from the CAEP Board, in response to the committee's annual report and any specific requests received by the CAEP Board.
- CAEP will provide amalgamated reports on CAEP committees contributing to the research, education, advocacy, and connecting pillars.
- Meeting space will be available at the annual conference and arranged by CAEP.
- A teleconference code will be provided for teleconference calls.
- A CAEP staff will be available for updating the website with materials provided by the committee including agendas, membership lists, minutes, and other materials.